



Open Streets – Program Guidelines

April 2024

Campsie Street Festival, Campsie, Open Streets Program.
Credit: NSW Government

Grant Program Details	
Application opening time and date	Monday 29 January 2024, 9:00am
Closing date and time	30 April 2024, 5:00pm
Application outcome date	Rolling application assessment between 29 January 2024 and 30 April 2024. Confirmation of outcome up to four weeks from application submission
Project delivery timeframe (for successful applications)	By January 2025
Project evaluation and acquittal reports	Required 4 weeks after completion of event/s and/or activations, and no later than 28 February 2025
Decision-maker	Executive Director Cities Revitalisation and Place, Transport for NSW
NSW Government Agency	Transport for NSW
Type of grant opportunity	Demand-driven or 'first-in, first-served'
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Grant program value: \$4.5 million excl. GST Individual grant amounts: up to \$150,000 excl. GST
Enquiries	Cities Revitalisation and Place Cities and Active Transport PublicSpace@planning.nsw.gov.au

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About the Open Streets program

Program purpose

From 29 January 2024 until 30 April 2024, Transport for NSW (TfNSW) invites NSW councils to apply for funding to deliver free placemaking events and activations that bring vibrancy to streets by January 2025.

Communities across NSW want to access and enjoy outdoor public spaces – such as streets, roads and laneways – for social and cultural connection and activities. In line with this, the NSW Government has committed to regulatory reform and an investment of \$103 million to restore vibrancy in NSW. TfNSW is now seeking to support councils across the state through the Open Streets program to transform our streets into vibrant, walkable public spaces for people to enjoy and safely access.

Open Streets is a \$4.5 million grant program that will provide successful NSW councils with funding of up to \$150,000 to temporarily close streets (inclusive of laneways and defined as a Public Road) to cars and open them on a day, or series of days, for placemaking events and activations. The program purpose is to encourage collaboration between government, business and community to improve the vibrancy of local streets and centres. The program seeks to support local businesses and creative sectors and use activations to foster vibrant and thriving local spaces where people can spend time outside, socialise, connect and support their local community.

We want to see streets reimagined as places for people by temporarily closing streets and making more room for safe, vibrant street play.

Program outcomes and objectives

- Temporarily close streets to vehicles and open them for people, with projects over a day, or series of days, and provide safe spaces for community events and activities.
- Bring vibrancy to our streets by creating a sense of excitement and discovery with creative events and activations that are inviting and inclusive to the community.
- Support job creation in local businesses and the cultural sector.
- Support the development of longer-term place management outcomes, through projects that encourage private-public partnerships.



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Selection criteria

Eligibility criteria

Funding is available for projects delivered by councils to restore vibrancy across NSW.

Councils across NSW applying for funding can only submit one application. Applications may comprise of a single or a group of projects as part of one program up to a total funding value of \$150,000.

The program is a non-competitive, demand-driven/ 'first in, first served' grant process. This means that applications that satisfy stated eligibility criteria are approved, up to the limit of available funding. Grants will close once the total program funding of \$4.5 million has been allocated, or by the application close date of 30 April 2024.

Where a proposal is accepted, councils will be required to enter into a funding agreement, which will set out the conditions of funding.

TfNSW reserves the right to amend the agreement before it is entered into with any recipient.

Councils will then be required to obtain approvals for the activations and closure of any streets as part of the project. Refer to [Approvals](#) section (page 7).

Councils are encouraged to consider streets that already have support from the community and TfNSW for full or partial closures. Considerations for closures may include, but are not limited to:

- Impacts on the road and transport network
- property access
- road safety
- notification periods
- any temporary adjustments to Opal card or bus stops for the event
- other events happening the same day and
- suitable detours for the community to move around on the network.

The sections below outlining applicant and project eligibility should be considered alongside what funding may/may not be used for as outlined in [Section 4 – Funding Conditions](#).

Project examples can include:

- Converting a street/s into a space for an outdoor dining experience, allowing local bars, restaurants, and cafes to expand into the street, acknowledging that businesses can play a valuable role in the activation of local spaces, driving long-term prosperity and positive impacts for the community.
- Transforming the experience of a street through low-cost and passive activations e.g. markets or play street, bringing creativity and colour through painted streets.
- Opening a street for a community mural, and a space for play and activities.
- Creating a series of regular events/activations that transform the street e.g. outdoor street dining and performances.

Eligible Applicants

- Applicants must be a council within NSW. Each council may only submit a single application.

Eligible Applications

Applications must include:

- A clear description of the project scope, including but not limited to:
 - chosen location (street/s and local centre/s near a transport hub such as bus or train)
 - temporary events and activations that address the eligibility criteria
 - photographs and/or aerial imagery of the proposed location/s
- A clear outline of project deliverability, including but not necessarily limited to:
 - Budget breakdown, including co-contributions if applicable
 - Delivery timeframes
 - Approval pathways
 - Risk assessment and mitigation strategies
- Support for the project, and a clear plan for stakeholder engagement, including but not limited to:
 - Inclusive approach to engaging stakeholders such as community and local businesses
 - Partnership with a local chamber of commerce or equivalent
 - Partnership with an artist or any other organisations
 - Letters of support from NSW Government departments (including TfNSW where available), businesses and community
 - A letter of support from the council General Manager, or equivalent delegated officer
- How this project aligns with the council's strategic plans and policies (e.g. Community Strategic Plans, Locals Strategic Planning Statements, etc.)
- How the project is aligned to the values and principles of the [NSW Public Spaces Charter](#)
- A brief description of how the project will be designed and delivered to enable community members to get there, stay, play, participate and connect, in line with the [Evaluation Tool for Public Space and Public Life](#)

Applications will not be considered unless:

- They are sufficiently detailed and specific to allow consideration against the program selection criteria and objectives
- They are submitted by 5pm 30 April 2024 or when funding has been fully allocated, whichever is first.

Eligible Projects

Projects must:

- Be located:
 - on one or more streets that are in council or NSW Government ownership and
 - on streets that are primarily used for vehicles, and
 - at the heart of one or more local centre/s.
- Temporarily close or partially close a street/s to vehicles in a location specified above.
- Deliver events and activations on the selected street/s that:
 - are free for the community to access (Note: Free ticketed events are acceptable for managing attendance) and
 - are inclusive of all members of the community and
 - occur on a single day or multiple days and
 - encourage engagement and support from local businesses, business associations, asset owners and major nearby employers, providing them with an opportunity to play a role in the events and activations.
- Support local employment and local businesses.
- Be held by January 2025, but may commence events and activations as soon as a funding agreement is in place and the necessary approvals are obtained by council.

Projects may:

- Include events and activities held across multiple streets. Cohesive programming is encouraged.
- Involve programming partnerships with a local gallery, school, library, arts organisation or similar, which is encouraged.
- Include council co-funding, which is encouraged.

Refer to [Section 4 – Funding Conditions](#) for what funding may/may not be used for.

Ineligible Projects

The following projects are ineligible for funding:

- Activations that include any type of participation fee.
- Activations occurring after January 2025.
- Projects that are located on streets that are not primarily used by vehicles.
- An existing or planned activation or event except where the project is an extension of the scope of an existing event (e.g. a daytime event into the night-time).

Approvals

Endorsement/provision of a grant under this program does not negate the need for successful applicants to obtain all necessary/required approvals such as road changes and/or traffic facilities under the Roads Act, Transport Administration Act, and Local Government Act, etc, and any relevant planning approvals under the Environment Planning and Assessment (EP&A) Act and associated Environmental Planning Instruments, etc. Development applications may also be required.

Applicants are strongly encouraged to ensure they have identified and are aware of all approvals required and can demonstrate they have consulted with relevant parties such as local council, local TfNSW representatives, property owners and affected businesses.

Proposed projects are not required to have received approvals prior to applying. However, they must demonstrate an approach to achieving approvals and factor in the timeframes required.



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Application and assessment process

Timeframes

Table 1 outlines key program dates and milestones. The application and assessment process timeframes for the program are outlined below.

Table 1. Program timeframes

Key Milestone	Key Activity	Target Date
Applications open	Councils can submit an application for funding via SmartyGrants	Monday 29 January 2024, 9am
Assessment and notification Applications close	Rolling application assessments of up to four weeks from submission of applications until all funding has been committed, or until applications close	Ongoing to 5pm 30 April 2024
Execution of funding agreement	Councils review and sign funding agreements within two weeks of receipt	Ongoing to 11 June 2024
Project delivery	Councils deliver all their events and activations	Ongoing to January 2025
Project acquittal and evaluation	Councils submit their final acquittal report to TfNSW within four weeks of project delivery	Required 4 weeks after completion of event/s, and no later than 28 February 2025

How to apply

1. NSW councils can apply by completing a simple online form via [SmartyGrants](#) by **5pm, 30 April 2024**. Only one application per council will be accepted.
2. Applicants will receive an automatic acknowledgement of application receipt.
3. Unless further information is required, applicants will be notified of the outcome of their application within four weeks of its submission.

Available support

To help applicants prepare their application, additional information and resources are available on the [Open Streets webpage](#).

TfNSW can help clarify and interpret these guidelines to potential applicants who may have queries, including questions regarding project and entity types eligible for funding.

For enquiries or more information email: PublicSpace@planning.nsw.gov.au

Applicants are encouraged to seek advice from their legal, planning, business and financial advisors to determine the suitability of the funding before applying.

Assessment process

The grant program is a non-competitive, open, demand-driven grant. This means that applications that satisfy stated eligibility criteria are approved, up to \$150,000 per council. Grants will close once the total program funding of \$4.5 million has been allocated, or by the application close date of 30 April 2024.

TfNSW will assess applications against the program's selection criteria and, where appropriate, seek to remedy eligibility issues with the applicant. Advice may be sought from other NSW Government agencies or other sources to assist in the assessment of projects. Confidentiality will be maintained throughout the process.

TfNSW will only contact applicants during the assessment process should clarifications be required to complete the assessment. Unless otherwise specified, councils will be given two business days to provide the requested clarifications. Applications will retain their position in the grant allocation queue during this time. However, should councils miss their clarification deadline or provide insufficient detail, their application may be placed at the bottom of the queue until the information is provided, and at that time they will re-enter the queue. This means that other applications submitted subsequently may be considered for funding first.

A funding agreement will be issued to successful applicants via SmartyGrants within four weeks of application submission. Applicants will be required to review and sign the funding agreements within two weeks of its receipt. Payment of funding is conditional on the successful applicant entering into a funding agreement with TfNSW within the timeframes.

Should a council submit an application after the total program funding has been allocated but before the application closing date, they will be notified of the closure of the funding round. Their application will be kept on file and assessed in the event that a participating council withdraws or require less funding than originally requested, or in the event that further funding becomes available.

Unsuccessful Applications

Unsuccessful applicants will be offered the opportunity of a debrief to explain where/why they failed to meet the criteria and will be invited to submit a new application if they wish if the program is still open for funding. If the applicant does submit a new application, that submission will be treated as a separate application by TfNSW and be allocated a new priority order ranking in the queue based on the time and date of receipt.

Case Study: City of Sydney's Summer Streets

Project Title: Summer Streets

Program: Open Streets Program

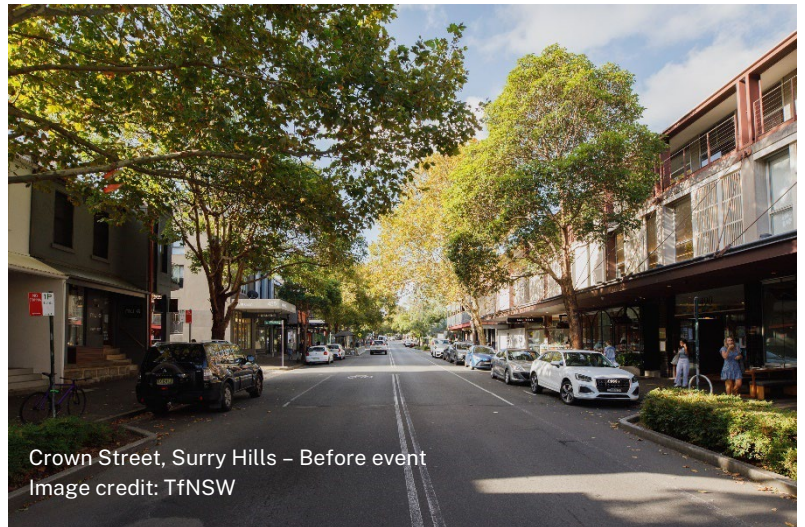
The City of Sydney held two road closure events as part of the City's Summer Streets activations: Darlinghurst Road in Kings Cross on the 22 January 2022 and Crown Street in Surry Hills on 6 February 2022.

Each street was closed to vehicles from 9am, with the events commencing at 11am and running until late in the evening. The road closures were accompanied by a program of roving and pop-up performances to entertain the public, and tables and chairs for people to sit and enjoy the festivities.

The City worked with 60 local businesses to encourage them to trade out onto the footpath and street, where the City fast-tracked a free application process for outdoor dining permits.

Having local businesses on board from the beginning and contributing to the event's programming was key to the activation's success.

Across both locations, over 17,500 m² of road space was reallocated for public use, attracting over 6,500 visitors. Community feedback was overwhelmingly positive, and the project helped strengthen relationships with local businesses and residents.



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Funding conditions

Funding conditions

The sections below outline funding compliance and what funding must, may and cannot be used for. These should be considered alongside the project eligibility criteria outlined in [Section 2](#).

Funding compliance

Funding Agreement

- Successful applicants will be required to enter into a funding agreement with the Department of Transport (DoT). The funding agreement will set out the obligations of the recipient of the funding, including but not limited to monitoring and reporting, project completion, and milestones and payment. The NSW Government makes no binding funding commitment to an applicant unless and until both parties sign a funding agreement. The funding agreement will require the successful applicant to provide a copy of all relevant insurances, project approvals and other supporting documentation relevant to the project or as requested by DoT.

Project management

- The grant recipient will be responsible for ensuring they obtain all relevant approvals.
- The grant recipient will be responsible for ensuring compliance with any relevant regulation or approval.
- The grant recipient will be required to acknowledge and agree that it is solely responsible for delivering and completing the project in accordance with the terms and conditions of the funding agreement.

Consultation with the community and other key stakeholders

- The grant recipient will be responsible for monitoring during the project and may be required to make adjustments to aspects of the project as needed in response to feedback from the community and other key stakeholders.

Project promotion and opening event

- The grant recipient must ensure that the NSW Government's funding contribution is acknowledged in all promotion, media releases and signage in connection with an activity funded through the program as per the requirements outlined at the [Sponsorship and Funding Acknowledgement webpage](#).
- All material must comply with the [NSW Government brand guidelines](#).

- A communication pack will be provided to grant recipients to provide approved key messages, branding, logos and multimedia to help promote the project and acknowledge the funding contribution.
- All material must be submitted to TfNSW for review and approval prior to printing or publication.

Payment of grants

- Payment of funding will be conditional on the funding being used only for the project in accordance with the terms and conditions of the funding agreement.
- Payment of funding will be made in accordance with the milestones and payment schedule set out in the funding agreement and will be subject to compliance with the recipient's obligations.
- A final acquittal and project report will be required following completion of the project. Timing and requirements will vary at NSW Government's discretion, depending on the scope and risk of the project.
- Any unspent funds must be returned to DoT as part of acquittal.

Funding may be used for:

- Costs associated with street closures including traffic control, signage, barriers or other infrastructure and cleaning.
- The installation of new public placemaking activations, art and/or street murals, where they can clearly be shown to support the event or activation.
- Event infrastructure, including leasing of equipment.
- Event production, including operations, logistics and technology providers.
- Engaging artists, performers, musicians, or other creative workers.
- Engaging a local creative, art, culture or learning institution for program development and delivery.
- Any other service or resources (up to a reasonable proportion of the funding amount) provided they contribute to delivering the event or activity and approved by TfNSW.
- Events and activities already in planning, provided councils demonstrate how the funding will expand the scope and amplify what is already planned.

Note: Funding cannot be used to offset expenses of an existing or planned activation or event but can be used to extend the scope of an event.

- Microgrants to local businesses, community groups, schools or similar, to encourage organisations and businesses in the area to participate in programming (up to 10% of total partnership funding), provided the grants are consistent with the partnership criteria and program objectives.

Funding cannot be used for:

- Projects that involve permanent capital works, with the exception of murals.
- Funding for works that are considered to be part of council's ongoing maintenance and management of a site.
- Funding of personnel or staff positions.
- Projects requiring ongoing funding from NSW Government, or retrospective funding to cover any project component that is already complete or underway.
- To offset expenses of an existing or planned activation or event, but can be used to extend the scope of an event (e.g. a daytime event into the night-time).

Reporting and acquittal requirements

Project Progress Reports

The program aims to open streets for placemaking initiatives for people across the successful councils. Successful applicants will be required to submit project progress reports to the NSW Government as outlined in the funding agreement or as requested by TfNSW.

Project Acquittal Report

Acquittal reports are to be provided within four weeks of the final event and activation, or as requested by TfNSW. Examples of measures to be included in the report are outlined in [Appendix A: Core Indicators](#). Final Acquittal reports cannot be submitted later than 28 February 2025.

As part of the acquittal reporting requirements, grant recipients will be required to:

- Complete an [Evaluation Tool for Public Space and Public Life](#) at least twice at the same time of day: once prior to project implementation to determine a baseline, and once during the activation or event and analyse the results (before and after survey analysis)
- Outline how the project aligned to the [NSW Public Spaces Charter](#) values and principles
- Provide before and after reporting against [Appendix A: Core Indicators](#)
- Provide high quality photographs before and during the funded project (before and after images, including images taken from the same spot/position) with relevant credits and permissions for NSW Government use
- Provide milestone reports and a final acquittal report via [SmartyGrants](#) at the completion of the project.

The projects will also help provide an evidence base for examples of place management. Grant recipients may be requested to produce case studies in collaboration with TfNSW, exploring the activations' planning, design, delivery and outcomes.



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Additional information and
resources

Project Plan

Grant recipients will need to supply a project plan to be included in the funding agreement that sets out the works and deliverables, costs and schedule, and must carry out the project in accordance with the project plan.

Project Variations

Projects will need to be delivered in line with the funding agreement and project plan. Grant recipients will need to request any changes to approved projects in writing to the Department. Change requests will be assessed on their impact on the purpose, scope, timing and conditions of the approved project, and will only be allowed once agreed upon by all parties through a formal variation.

If approved, information on the [NSW Government Grants and Funding Finder](#) may be updated to reflect the project change.

Decision-making and source agency

TfNSW will provide the assessors' advice and recommendations to the Executive Director Cities Revitalisation and Place, Cities and Active Transport as the delegated grant decision maker for consideration and approval.

TfNSW is the sole agency responsible for administering this grant.

Publication of grants information

Information about the grants awarded will be made available on the [NSW Government Grants and Funding Finder](#) no later than 45 calendar days after the grant agreement takes effect.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

Complaints procedure

Any complaints about a grant process must be provided in writing. Any questions you have about grant decisions for this grant opportunity should be sent to PublicSpace@planning.nsw.gov.au. If you do not agree how TfNSW has handled your complaint, you may complain to the NSW Ombudsman.

The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant department. Visit the NSW Ombudsman at www.ombo.nsw.gov.au

Access to information

The *Government Information Public Access Act 2009 (GIPA) Act* provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the NSW Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

Provide any relevant contact details or other sources of information for individuals seeking information from the relevant agency about the GIPA Act and/or Standing Order 52.

Privacy policy

TfNSW is required to comply with the *Privacy and Personal Information Protection Act 1988*. TfNSW collects the minimum personal information you voluntarily provide to enable it to contact an organisation and to assess the merits of an application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Applicants must ensure that people whose personal details are supplied with applications are aware that TfNSW is being supplied with this information and how this information will be used.

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

Glossary

For the purpose of the grant program the following terms have been provided to be drawn upon:

Activation includes both permanent and temporary interventions as per the definition in the NSW Guide to Activation. For the purposes of this grant, permanent activations are limited to murals.

Events are a type of temporary activation that provides a location-based experience.

Local centres provide for a range of retail, business, entertainment and community uses for the people who live, work or visit the area. Your local centre is where you find for example your local café, barber shop or dentist, a place for local communities to meet and take care of their daily needs. They include public and active transport options such as a bus stop, tram or train station or ferry wharf.

Outdoor dining means the use of public space to allow the community to dine outdoors, including additional public space to enjoy takeaway, and extending the services of premises whose main function is for the provision of food and beverages to the public.

Place activation refers to the planning, development and change delivered to encourage and increase diverse human activity in a place. An activated public space entices people to visit, use, stay and enjoy the space. It is typically associated with terms like 'vibrancy', 'animation', 'liveliness' and 'programming'.

Placemaking means the reimagination and rejuvenation of public spaces so they have long-term social, cultural, environmental and economic value for customers and communities.

Public Road is per the definition in the Roads Act 1993 No 33:

- (a) any road that is opened or dedicated as a public road, whether under this or any other Act or law, and
- (b) any road that is declared to be a public road for the purposes of this Act.

Street means any main street, local street and civic space, as defined by Movement and Place – Design of roads and streets, that is used primarily by vehicles.

Appendix A – Core indicators

Table 1 Core indicators for Evaluation

Indicator	Measure	Evidence
Type of activations/events Types of street environment changes	Category	Self-reported
Range of services and infrastructure to enable street closure and activation/event	Quantity Qualitative	Self-reported
Number of temporarily pedestrianised streets	Quantity	Self-reported
Area of road space temporarily pedestrianised for project	Area in m2	Self-reported
Area of public space (e.g. street space) improved / made accessible for people	Area in m2	Self-reported
Increase in footfall	Visitation/footfall	Counters / Observation
Increase in dwell time	Visitation/footfall	Counters / Observation
Brief character profile of visitors	Visitation Qualitative	Counters / First hand Survey / Observation
Number and details of partners involved	Quantity Qualitative	Self-reported
Number and details of industry sectors involved	Quantity Qualitative	Self-reported
Details of approval/s required Number of stakeholders involved for approval/s Number of business days it took to seek/obtain approval/s	Quantity Qualitative	Self-reported
Increase in sales turnover of local businesses	Amount	Self-reported / Survey results

Indicator	Measure	Evidence
Change in trading hours of local businesses	Number of hours	Self-reported / Survey results
Number of hospitality workers engaged by council	Additional employees engaged / Additional hours worked	Self-reported
Number of creative workers engaged by council	Additional employees engaged / Additional hours worked	Self-reported
Number of engagement of other staff (e.g. event management and volunteers)	Additional staff engaged / Additional hours worked	Self-reported
Long term outcomes (e.g. informs a future streetscape upgrade, built sector relationships, etc)	Qualitative	Self-reported
How people got to the area	Qualitative Quantitative	Self-reported

