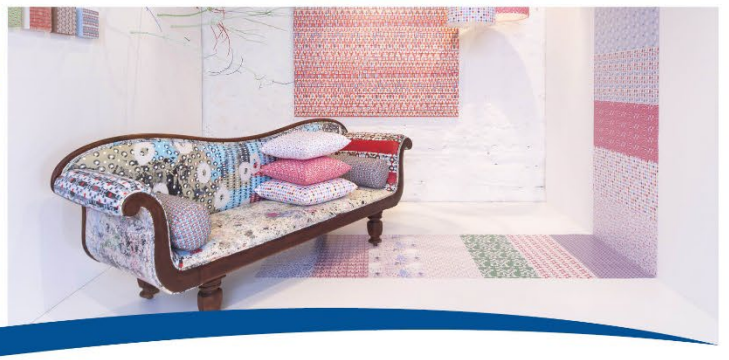
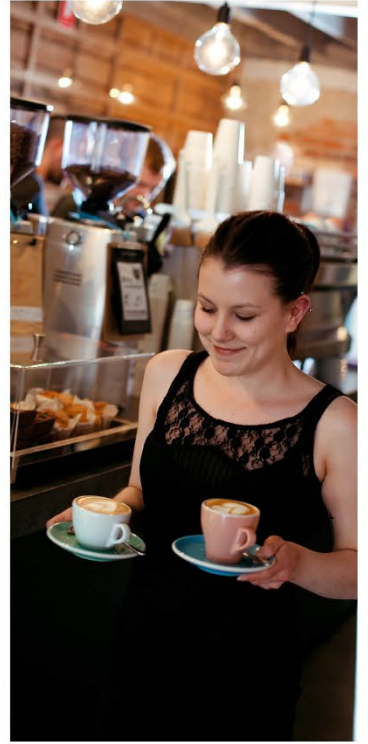


# Better Active Transport in Tasmania



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## Better Active Transport in Tasmania Grant Program Round 1 - 2023

In recognition of the importance of bicycle infrastructure, the Tasmanian Government has made a commitment of \$12 million since 2018 to provide bicycle infrastructure at priority locations across the state. \$6 million was committed in 2018 and a second \$6 million was committed in 2021.

Projects that have been delivered with this funding thus far include:

- path to Bowen Bridge off Goodwood Road from Howard Road (Glenorchy)
- Wilmot Road, between Huonville High and Louisa Avenue (Huon Valley)
- path on Stony Rise Road from Tugrah Road to Leary Avenue (Devonport).

The Better Active Transport in Tasmania Grant Program aims to:

- provide an opportunity for Tasmanian local governments to develop and construct upgraded, new or extended bicycle infrastructure at priority locations
- increase active transport accessibility through improved amenity, ease of use and safety, enhancing the travel experience, thereby leading to a greater number of active transport users
- increase local government capacity to design and build active transport infrastructure
- improve recognition and understanding of the importance that active transport infrastructure plays in providing mode choice, thereby helping reduce traffic congestion and vehicle operating costs, improving health and the environment, and saving on other infrastructure spending across all Tasmanian local governments and communities
- fund as many critical bicycle routes across Tasmania as possible.

The grant program will run annually over a four-year period, or until funds are exhausted, and will be reviewed after the first two years. The Department of State Growth reserves the right to revise or discontinue the program at that point.

## I. Eligibility criteria

For any queries about the eligibility criteria, contact [activetransport@stategrowth.tas.gov.au](mailto:activetransport@stategrowth.tas.gov.au).

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process.

To be eligible for a grant, applicants must:

- be a Tasmanian municipal council
- not include active transport infrastructure maintenance activities as part of their project
  - noting that funding can be used to design/develop and construct upgraded, new or extended bicycle infrastructure
- be able to demonstrate readily available funding or resources to support an application with a co-contribution – there is no minimum co-contribution amount and in-kind contributions will be considered
- unless otherwise agreed in writing by the Department of State Growth, acquit any grants from the Better Active Transport in Tasmania Grant Program before entering into another grant agreement for the Better Active Transport in Tasmania Grant Program.

## 2. Assessment criteria

The assessment criteria below are weighted strongly towards ensuring ‘on-the-ground’ infrastructure improvements and effectiveness / efficiency of available funding. Each application will be competitively assessed using the evidence provided by each applicant against the following criteria.

Assessment Criteria	Weighting
1. Applicant’s capacity to manage and implement project, ideally within the financial year of application.	15%
2. Readiness of project*.	35%
3. A project’s listing on a regional or local bicycle strategy or similar – projects that can be clearly identified as being high on a priority list will result in higher scoring.	25%
4. Co-contribution amount, including in-kind support; higher contributions will result in higher scoring	25%

\* **Readiness** refers to a project’s status. Construction projects are inherently more ‘ready’ than non-construction projects, however non-construction projects (e.g. planning, design) are still eligible. It is recommended that applicants show readiness through:

- detailed designs ready for construction (i.e. ‘shovel ready’) that use a [‘safe systems’](#) approach, and a complete project plan for delivery of the works, which is to include a risk management plan, project timeline and budget details; or
- planning and or design work completed to date, and evidence of the ability to progress the proposed planning / consultation / design with grant funding.

This grant program will be competitively assessed based on the quality of information provided by the applicant. Ensure all information is included when submitting an application. Note that not all eligible grant applicants will receive funding.

## 3. Timeframes

No applications will be accepted after the closing date.

Description	Date/time
Program opens – Round 1	July 2023
Program closes – Round 1	4 weeks after opening
Applicants notified	As soon as practical
Recipients to submit evidence of completing Round 1 works and a financial acquittal	15 June 2024
Rounds 2 and 3 to open in October 2023 and 2024 respectively.	Anticipated during the last week of October 2023 and 2024.
Rounds 2 and 3 to close for applicants in December 2023 and 2024 respectively.	Anticipated during the first week of December 2023 and 2024.
Department of State Growth to advise councils of the arrangements for Round 4, subject to funding.	TBA

During the assessment process the department may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

## 4. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

Applicants should read the guidelines carefully before starting an application. The application form is designed to help structure applicants' responses to then eligibility and assessment criteria.

There will be no opportunity to change an application once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.

Applicants should complete and lodge an application online via SmartyGrants from the active transport webpage on Infrastructure Tasmania website [https://www.stategrowth.tas.gov.au/Transport\\_and\\_Infrastructure/infrastructure\\_tasmania/active\\_transport](https://www.stategrowth.tas.gov.au/Transport_and_Infrastructure/infrastructure_tasmania/active_transport).

Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.

Applications will be assessed by the Transport Network Planning Branch (Branch), within Infrastructure Tasmania.

Applicants will be advised of the outcome of their application once considered by the Branch.

## 5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director of the business unit where the application was assessed.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application. For further information about the process, contact [activetransport@stategrowth.tas.gov.au](mailto:activetransport@stategrowth.tas.gov.au).

## 6. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the department.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the department.

## 7. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

## 8. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

### 8.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

The department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

### 8.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

## 9. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact [activetransport@stategrowth.tas.gov.au](mailto:activetransport@stategrowth.tas.gov.au).

### 9.1 Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

## 10. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

## 11. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

## 12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

## 13. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

## 14. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

## 15. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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