

2021/22 Transport Access Regional Partnerships Grants Guidelines and Funding Agreement

The Transport Access Regional Partnerships Grants Program (TARP) supports initiatives to improve services and outcomes for transport disadvantaged groups in rural and regional communities.

TARP provides funding to eligible organisations to assist people who are affected by specific circumstances that leave them with limited or no access to private transport, and difficulty accessing conventional public transport due to:

- Limited access to a car or regular public transport services
- An inability to access mainstream or community transport assistance
- Socio-economic circumstances

Funding Criteria

Funding for projects is available on a trial or seeding basis. **Recurrent funding is not available through this program.**

- The duration of funded projects can range from a few days up to 24 months. If a longer timeframe is required, a staged approach with defined milestones may be considered.
- In most cases, funded projects will need to demonstrate that they can become self-sustaining.
- Projects should aim to make better use of existing transport resources.
- Consideration will be given to projects that provide innovative, demand-responsive services.
- In some cases, funding will be provided for a product such as transport guides.
- Partnerships with other organisations are encouraged, for example state agencies, local councils, transport operators, community organisations and other stakeholders.

Funding Exclusions

- The purchase of vehicles
- Capital expenditure on buildings
- Projects that require ongoing funding
- Research or academic studies
- Staffing costs not directly related to service provision
- Grant administration commissions
- Projects that are primarily for the benefit of residents of other states or territories

Who Can Apply?

Eligible organisations include:

- Current Australian Business Number (ABN) holders
- Non-profit community based organisations
- Incorporated associations
- Local councils
- Statutory agencies

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Other individuals or groups are free to propose projects either directly to Transport for NSW, or to an eligible organisation in their region.

Most successful projects have a strong community base with many interested, engaged stakeholders who are working together for the best outcome.

For more information please refer to our Guidelines.

If you do NOT have an ABN number but you do have a good transport improvement proposal

We suggest that you talk this idea through with your Local Community Partnering Team to determine how to proceed. All applicant organisations need to have an ABN. Transport for NSW welcomes all good ideas to improve transport. There may be opportunities to partner with others to submit an application. They may know other stakeholders in the community who are interested in your idea and be willing to work together to put up a coordinated application.

Eligible Projects

The goal of the TARP grants program is to support the establishment of projects that will provide additional access and service options for people who are transport disadvantaged.

Projects need to address one or more of the following four areas of possible disadvantage:

- **Subsidies:** This could include the provision of a subsidy for each person so they can afford to use the existing transport options such as taxi or bus vouchers or funds for a charter bus for one off events, such as NAIDOC Day or Youth Week.
- **Capacity Building:** Projects that help build the capacity and skills of organisations or individuals to address transport needs. These types of projects may include travel training, or bus driver licensing projects that can help to get the necessary skills into a community.
- **Bus Services:** A new regular bus service may be considered in areas where there are limited services available and a long standing and clearly identified need has been established.
- **Information:** Projects that focus on improving information about transport services. For example the development of regional transport guides, maps or advertisement brochures for social and mobility information days.

For further information on these four criteria, contact your local Community Partnering Team.

Transport for NSW Community Partners will help any interested organisations in working through the options available to them to solve their transport and access problems.

Please see list here for your local [Community Partner](#).

Accessing Funding

If you find a gap in services to a community or a group of people, contact the TfNSW [Community Partner](#) in your region. They may be able to provide information about services available to solve the problem, or if none exist, you may be advised to apply for funding of a new service.

The Application Process

The TARP grants program operates within a financial year. Applications open on 1 July and close on 1 June each year.

The Community Partnering team are able to assist you in developing your proposal and in drafting the application.

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Your completed application will be assessed on individual merit, considering factors such as the level of transport disadvantage experienced by the target group, how the proposal makes use of existing transport resources, and the impact the proposal is likely to have on the coordination of effective transport solutions.

Funding is granted with the primary aim of increasing the level and range of transport options to the target group(s).

If the project is approved, TfNSW will write to the applicant with details of operational and reporting requirements.

FAQs

What if my project also relates to other categories and does not 100% reflect the four categories (Information, Capacity building, Subsidy, Bus Travel)?

Some projects may sit across more than one category. You need to identify what proportion of your project belongs in what category.

For example if you want to provide information brochures to people as well as face to face travel training, you may apply for \$2,000 for brochures and \$8,000 for service delivery. In this instance your application would be asking for 20% information and 80% capacity building.

Any project proposal that sits outside of the four category areas would need to be discussed with the Community Partnering team to determine whether it is a project that could be developed within the criteria; or whether another agency would be better placed to develop your proposal.

Will I need to provide updates during the duration of the project?

All projects are subject to evaluation. The application process will ask you to describe what the outcomes and outputs of your project will be and how these will be measured. Your project will be evaluated against these.

Some projects will have a requirement for interim evaluations. This depends upon the project size and level of complexity.

All applicants should keep in contact with the Community Partnering team throughout the duration of the project lifecycle advising them of any significant challenges or successes, to ensure a positive trajectory is in place and is maintained.

Failure to evaluate your project or to provide evaluations in a timely manner may restrict your ability to apply for program funding in the future and require a return of unspent funds.

Will the chances of my funding application being approved be slimmer if I do not have a funding contract with TfNSW?

No. The TARP grants program partners with many different types of organisations including NGOs, small business and local Councils.

All potential project applicants will be considered on the viability and veracity identified by the project application. This includes appropriate governance mechanisms and project management functions in place to see that the project delivers a positive outcome for customers.

Is there a cap for the amount of funding that can be provided?

There is no specific cap. However there is a limited pool of funds to be used across the state to ensure equity in distribution of funds.

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This is a small non recurrent grants program and is available to primarily address local needs. However all potential applications should be discussed with the Community Partnering team who will advise if your request is considered feasible.

Do all questions and spaces need to be filled out?

Mandatory fields are marked with a red asterisk and must be completed to submit the application.

You will only need to fill in the sections relevant to your project. The application form is designed to provide guidance as you progress. Depending on the answers you provide, some questions will be automatically omitted.

We may also request additional information to enable the project to be properly appraised. If you have any questions, please ask the Community Partnering Team in your region.

What attachments will I need to submit?

Attachments are not mandatory. However, you should attach any documents that are essential in supporting your application.

Documents such as quotes for service, research documents, meeting minutes or project plans may help to inform the appraisal process and should be included.

Do not send irrelevant or redundant material that does not really support the need for the application.

Should the applicant/organisation name in the online application be the same as the applicant/organisation name on the tax invoice letterhead?

Yes. The tax invoice you provide to Transport for NSW must be in the same name - and have the same ABN - as the applicant/organisation that was successful in applying for funding.

How will the funds be transferred?

You will receive a confirmation letter from Transport for NSW advising that your application has been successful and requesting you provide a tax invoice.

Upon receipt of the invoice, the funds will be transferred to a nominated bank account by Electronic Funds Transfer (EFT).

Any concerns about payments should be directed to the Grants Officer via email at **tarpgrants@transport.nsw.gov.au**

What if there are unspent funds from the project?

All funds not spent on the project are required to be returned to TfNSW. If you have any unspent funds from your project you will need to contact the Community Partnering team in your region and discuss this with them. There is a procedure to be followed should the funds need to be returned.

Please note that failure to report on your evaluations or to provide information on the project to TfNSW upon request, may result in a request for return of funds.

What do you mean when you ask if my project is an 'emergency'?

This question does not mean an 'emergency' in the sense that the project requires an emergency services response.

Transport for NSW recognises that there are times when a request for funding might be urgent, due to an emerging need in a community or where the need was unforeseen and the impact of not receiving assistance may be highly detrimental to the stakeholders.

In these special circumstances, the project may be flagged as an 'emergency' if agreed by Transport for NSW that there is enough evidence to support the case.

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Every request for emergency funding will be considered on a case by case basis. Transport for NSW will prioritise 'emergency' matters for determination. However, this does not offer any guarantee that an approval will be granted.

External Media Coverage

By lodging this application for funding under this grant program, you agree that any media coverage makes reference to:

"This project was proudly funded by the NSW Government (add - in association with - if applicable)".

Project Variations

What if I need to make changes to enable the project to succeed?

*Project Variations are to be approved by Transport for NSW **PRIOR** to any changes to a project.*

Any changes to projects need to be approved by TfNSW. If circumstances alter and you consider the project will be better delivered through some changes, a variation may be considered.

Variations may include a change of purpose, service delivery details, dates, locations or target group(s).

If the project is not considered viable in the current form or there is a lack of governance to fulfil the project aims, a return of funding may be requested.

Project Evaluation

Successful recipients of TARP project funding will be required to acquit the funding and report against the project goals.

As a condition of funding you will be required to submit evaluation updates throughout the duration of the project. This is an important way of demonstrating the benefits of your transport initiative to communities. If funded you will need to keep records that demonstrate the change delivered such as:

- Patronage figures
- Improved public awareness of available services
- Number of people attending a service
- Level of social activity people engage in
- Better access to services
- Other reporting criteria relevant to specific projects may be required.

Discuss the evaluation process with the Community Partnering team who will provide you with the appropriate reporting schedule should this application be successful.

Completing the Application on Smartygrants

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Please do not hesitate to contact your Community Partnering team for support when filling out this application.

ENSURE YOU **SAVE AS YOU GO** SO YOU DO NOT LOSE PREVIOUS WORK.

- **Once submitted you will not be able to access your application for editing:**
 - In the event you need to edit your submitted application, write to **tarpgrants@transport.nsw.gov.au** for assistance.

Applicant Information

* indicates a required field

Funding Agreement - Authorised Persons Contact Details

Applicant

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

Applicant Primary Address

Address

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Applicant Primary Phone Number

Must be an Australian phone number.

Applicant Primary Email

Must be an email address.

Applicant Primary Website

Must be a URL.

Authorised Person Name (not Project Manager) *

Title

First Name

Last Name

CEO /General Manager or equivalent or Organisation

Position Title *

Contact Number *

Can be office or mobile

Other Contact Number

Optional

Email *

Must be an email address.

Authorised Persons Signature

Print a PDF version of this page, sign and attach below

Attach a file:

Project Reporting Contact

As Above *

- ☐ Yes
☐ No

Project Reporting Contact

Position Title *

Name *

Contact Number *

Can be office or mobile

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Email *

Must be an email address.

Does the applicant have a funding contract with Transport for NSW to provide Community Transport services? *

- ☐ Yes
☐ No

Has the applicant received TARP funding previously? *

- ☐ Yes
☐ No

Please provide latest Project name *

Bank Account Details *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Project Details

*** indicates a required field**

Project Title *

Short Project Description *

Word count:

Must be no more than 100 words.

Provide a short description of your project.

1. What is the total financial support you are requesting in this application (exclusive of GST)? *

Must be a dollar amount.

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2. How was the need for this project first identified? *

3. What is the target group/s this project proposes to benefit? *

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal Specific | <input type="checkbox"/> Licence |
| <input type="checkbox"/> Aboriginal Included (but not predominate) | <input type="checkbox"/> People with Disabilities |
| <input type="checkbox"/> Education | <input type="checkbox"/> People with Mental Illness |
| <input type="checkbox"/> Financially Disadvantaged | <input type="checkbox"/> Women in Crisis |
| <input type="checkbox"/> Geographically Isolated | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Healthy Active Older People | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Late Night | |

Please choose only the group/s that are at the very core of this project/program.

4. Clearly state the transport disadvantage/need *

5. What transport activities will be conducted under this project? *

6. What customer outcomes are expected to be achieved under this project to benefit the target group(s)? *

7. Have you consulted with the target group or other key stakeholders about this project? *

Provide a comment as to who has played a key role in the development of this trial project and through what type of community consultation. A stakeholder list is requested on page 10.

8. How long has this project been under development? *

9. Proposed start date of project *

Must be a date.

Can be start of project organisation process or may be start of actual transport.

10. Proposed end date *

Must be a date.

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Project Category

It is recommended you contact the Area Manager before completing this section

All Transport Access Regional Partnership projects need to relate to the following transport categories.

Some projects may overlap.

Applicants should determine what category of work they are doing and identify the proportion of work in each group.

USE THIS CHECKLIST TO IDENTIFY WHAT CATEGORY/IES YOU ARE ASKING FOR -

- **Subsidies:** This could include the provision of a subsidy for each person so they can afford to use the existing transport options such as taxi or bus vouchers or funds for a charter bus for one off events such as NAIDOC Day or Youth Week.
- **Capacity Building:** Projects that help build the capacity and skills of organisations or individuals to address transport needs. These types of projects may include travel training, or bus driver licensing projects that can help to get the necessary skills into a community.
- **Bus Services:** A new bus service may be considered in areas where there are limited services available and a long standing and clearly identified need has been established.
- **Information:** Projects that focus on improving information about transport services. For example the development of regional transport guides, maps or advertisement brochures for social and/or mobility information days.

11. Select the category/ies this project falls under

Subsidy
☐

Capacity Building
☐

Bus Services
☐

Information
☐

Indicate the percentage of the category

Must be a number.
E.g. 100 (%) 60 (%)

Indicate the percentage of the category

Must be a number. E.g.
50 (%) 40 (%)

Indicate the percentage of the category

Must be a number.

Indicate the percentage of the category

Must be a number.

Subsidy

* indicates a required field

12. What kind of person centred subsidies will be provided under this project? *

13. What will these subsidies enable? *

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14. Is this project deemed for an emergency response? *

If yes, please provide explanation. Transport for NSW recognises that there are times when a request for funding might be urgent, due to an emerging need in a community or where the need was unforeseen and the impact of not receiving assistance may be highly detrimental to the stakeholders. In these special circumstances, the project may be flagged as an 'emergency' if agreed by the Area Manager and the Principal Manager that this is the case. Every request for emergency funding will be considered on a case by case basis. Transport for NSW will prioritise 'emergency' matters for determination, but this does not offer any guarantee that an approval will be granted.

15. Is there a cap on subsidies per person? *

- ☐ Yes
☐ No

E.g. Have you determined a maximum amount per person that this project can support. For example. Each customer will receive \$20 of travel vouchers per month.

Subsidy cap amount *

\$

16. Will the subsidy be used to subsidise the cost of travel for each customer, or will the total cost be divided by the number of participants. *

- ☐ Set Amount
☐ Proportion of the Cost
☐ Neither, please comment below

E.g. A customer may receive a \$2 voucher and be required to pay the rest themselves (set amount). Where the cost of a bus charter may be divided by the number of people that used the service (proportion of the cost).

What is set amount per person? *

What is the proportion of the cost? *

Comment *

Neither set amount or proportion of cost

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17. Provide written comment regarding intended average cost subsidy per person - Optional

Please provide comment here and \$ value below

18. Intended average cost subsidy per person

\$

19. Estimated Project Outcomes - what is it that you intend to provide as part of this project?

Estimate no. of ONE WAY vehicle trips *

Must be a number.
Number of one way trips for the vehicle.

Estimate no. of passengers *

Must be a number.
Number of individual people that are being assisted.

Estimate total kilometres *

Must be a number.
Total vehicle kilometers expected to be provided.

Capacity Building

* indicates a required field

20. How does this project meet the capacity building criteria? *

21. What capacity building activities or products will be undertaken? *

22. Estimated Project Outcomes - what is it that you intend to provide as part of this project?

Estimate of whatever you have stated will be produced? *

E.g. How many licences, ONE WAY vehicle trips.

Estimate no. of people that will benefit from the additional capacity created. *

E.g. As a result of more drivers in the community, how many people will be helped overall?
E.g. Travel training - how many people will gain travel knowledge and experience enabling their use of existing transport options?

In addition to the information provided in columns 1 and 2, what else will this project deliver/consist of? *

E.g. How many driver licencing volunteer HOURS will be provided back to the community? E.g. Travel training - how many of the overall people (provided in column 2) will gain access to education (50?); employment (20?); medical appointments; cultural events, etc.

23. Are there any additional benefits that you consider this project will provide? *

Bus Services

* indicates a required field

24. What is the main purpose for the development of this service? *

25. How regularly will the service operate? *

26. Briefly describe origin, destination and major route details *

27. What is your evidence for the need for this service? *

28. Have you tried to address this need through other means? *

- ☐ Yes
☐ No

If yes, what happened? *

29. How will you measure success of this project? *

30. Estimated Project Outcomes - what is it that you intend to provide as part of this project?

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Estimate no. of service hours provided *

Must be a number.
Place '0' if not needed.

Estimate no. of ONE WAY trips *

Must be a number.

Estimate no. of passengers *

Must be a number.

Estimate no. of 'in service' kilometres provided *

Must be a number.

Information

* indicates a required field

31. What information will you be providing the community that is needed, missing or unknown? *

E.g. Regional transport guides, brochures/advertisement of social and/or mobility days, maps, etc.

32. Estimated Project Outcomes - what is it that you intend to provide as part of this project?

Estimate no. of brochures to be printed? *

Must be a number. Place a 0 if nil response here

Estimate no. of regional transport guides to be printed? *

Must be a number.
Place a 0 if nil response here.

Estimate no. of maps to be printed? *

Must be a number.
Place a 0 if nil response here.

Other - Information type to be provided

Place 'nil' if nil response here

Financials

* indicates a required field

BUDGET DETAILS - GST EXCLUSIVE

Total Transport Expenditure (only transport related costs)

\$ Exclusive of GST

Transport related costs may include - bus charters/ brokerage, transport coordination/ bookings, vehicle operating costs such as fuel, taxi or bus vouchers, driver licencing instruction, transport information printing.

GST will be added to the grant (separate to this application), where applicable.

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| | |
| | |

Other cash contributions to this project \$ Exclusive of GST (name other contributors)

| | |
|---|--------------------------|
| From who and what for - ie- fuel, participant training. | Must be a dollar amount. |
| | \$ |
| | \$ |
| | \$ |

Details of in-kind contribution (name other contributors) \$ Exclusive of GST

| | |
|--|--------------------------|
| From who and what for - ie- volunteer mentors, project coordination. | Must be a dollar amount. |
| | \$ |
| | |
| | |

FUNDING DETAILS (GST exclusive)

33. Total funding requested *

\$

This number/amount is calculated.
Total financial support requested from TfNSW - which will match your answer to Question 1.

34. Other cash contribution/s - Total *

\$

This number/amount is calculated.

35. In-kind contribution/s - Total *

\$

This number/amount is calculated.

36. Total Project Cost *

\$

This number/amount is calculated.
Total of Whole Project

Supporting Documentation

Upload Quote/s (optional)

Attach a file:

Attachments are not mandatory. However you should attach any documents that are essential to supporting your application. Supporting documents such as quotes for service, research documents, letters of support, meeting minutes or project plans that may help to inform the appraisal process should be included. Do not send irrelevant or redundant material that does not really support the need for the application.

Collaboration / Risk and Mitigation

* indicates a required field

Stakeholder Information

Developing partnerships with other organisations is strongly encouraged, including with state agencies, local councils, transport operators, community organisations and other stakeholders.

37. Please provide Key Stakeholder / Partner names

| E.g. Funding & In-kind Contributors | Peripheral Stakeholder / Partner names E.g. Collaborators and (community) supporters of the project and this application. |
|-------------------------------------|--|
| | |
| | |
| | |
| | |

Risk Management and Mitigation

38. What do you consider are the 3 main risks associated with this project and how have you addressed them?

| |
|-------------|
| Risk One: |
| Risk Two: |
| Risk Three: |

39. What is the evidence that this project is ready to proceed? *

| |
|--|
| |
|--|

40. How will you know if your project is successful? *

| |
|--|
| |
|--|

41. If your application is successful, details may be made public. Do you agree to be contacted about the project for media purposes? *

- ☐ Yes
☐ No

TfNSW may wish to share the benefits of this funding program through stories and photos. However, we need to have permission to use them on the TfNSW Website and/or any social media. Please speak to our Community Partnering Team regarding a CONSENT FORM.

42. Please confirm your organisation's current level of public liability insurance. Please ensure to attach a copy of Certificate of Currency to your documents. *

Insurance details required

43. By making this application and submitting this form, you, the applicant (whether an organisation or individual), agree to indemnify and release Transport for NSW against all liability, damage, loss, cost or expense arising from any claim, demand, action, suit or proceeding for damages, debt, restitution, equitable compensation, account, injunctive relief, specific performance or any other remedy arising out of activities associated directly or indirectly with the grants program.

44. By making this application and submitting this form, you, the applicant (whether an organisation or individual), acknowledge and will ensure that any individuals involved in transport activities associated with the grants program hold the appropriate driver licence and have lawful access to a registered vehicle with the appropriate level of insurance (third party property insurance as a minimum, with comprehensive insurance preferred) for the transport activities being undertaken.

45. By making this application and submitting this form, you, the applicant (whether an organisation or individual), agree to comply with all obligations under State and Commonwealth law, and in particular the road transport law and work health and safety laws of NSW.

Project Benefits to Community

* indicates a required field

46. Please state the community value of this project and what you see as the long term benefits to the target group(s). *

EVALUATION

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To enable Transport for NSW to monitor the progress of the Program, and to assess the effectiveness of this trial, you are required to provide regular evaluations. These are generally required every six months but they vary depending on the scope of the project.

If funded you will need to keep records that demonstrate the change delivered such as:

- Patronage figures
- Improved public awareness of available services
- Number of people attending a service
- Level of social activity people engage in
- Better access to services
- Other reporting criteria relevant to specific projects may be required.

Discuss the evaluation process with the Area Manager who will provide you with the appropriate reporting schedule should this application be successful.

I agree to adhere to the Evaluation Process *

☐ Yes

Name *

Title

First Name

Last Name

Contact Number *

Must be an Australian phone number.

Signed

Print a PDF version of this page, sign and attach below

Attach a file: