

Open Streets Program - Application Form

Form Preview

About the grant

* indicates a required field

Information for applicants

- The Open Streets grant program is a non-competitive, demand-driven/'first in, first served' grant. This means that applications that satisfy stated eligibility criteria are approved up to \$150,000 per council.
- Transport for NSW (TfNSW) will assess applications against the program's selection criteria and, where appropriate, seek to remedy eligibility issues with the applicant.
- 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.

Applications will close once the total program funding of \$4.5 million has been allocated, or by the application close date of 30 April 2024.

Before you begin, visit the [Open Streets Program webpage](#) and read all documents relating to the funding round including:

- [Open Streets Program Guidelines](#)
- [Frequently Asked Questions](#)

Available support

- If you need help with your Open Streets Program application submission, please e-mail publicspace@planning.nsw.gov.au and quote your application number.
- If you need technical support, visit the SmartyGrants [Help Guide for Applicants webpage](#) or check out the SmartyGrants [Applicant Frequently Asked Questions \(FAQ's\)](#).

Application Number

This field is read only.

Program Objectives

The objectives of the program are to:

- 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 all 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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Disclaimer

The Applicant acknowledges and agrees that:

- Submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- It must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- It has read the [Program Guidelines](#) and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- If this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- The Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- In some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- The Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- The information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which

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it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;

- It has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility and Funding Conditions Confirmation

Funding conditions and detailed eligibility criteria are available in the [Open Streets Program Guidelines](#) and the [Draft Funding Agreement](#) (for reference only).

I confirm that the Applicant is a council located in NSW *

Yes

To be eligible for funding, applicants must be a council within NSW as outlined in the Open Streets Program Guidelines.

I confirm that the project is eligible according to the criteria outlined in the Open Streets Program Guidelines *

Yes

I confirm that the Applicant understands and agrees to adhere to the funding conditions as outlined in the Open Streets Program Guidelines *

Yes

Applicant Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

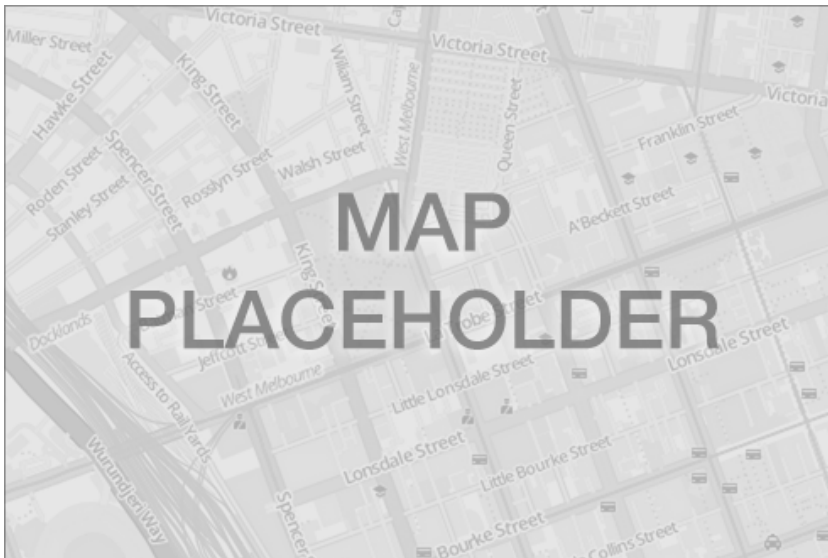
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address

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Postal Address

Address

Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

Website

Must be a URL.

Primary Contact Details

Primary Contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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This is the person we will correspond with about this grant.

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Does the applicant organisation have an Australian Business Number (ABN)? *

Yes

No

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.

Proposal Details

* indicates a required field

Provide an overview of your Open Streets project proposal, including working title, brief description of program/activities proposed for the project, location of the main event/activation and project start/end dates.

Anticipated start date: Date of first event/activation

Anticipated end date: Date of final event/activation **Note:** To meet eligibility criteria, all event/s and activation/s must be completed by 31 January 2025

Primary location of your initiative: If delivering events/activations at multiple locations, include the address of the main event as 'Primary location'

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Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

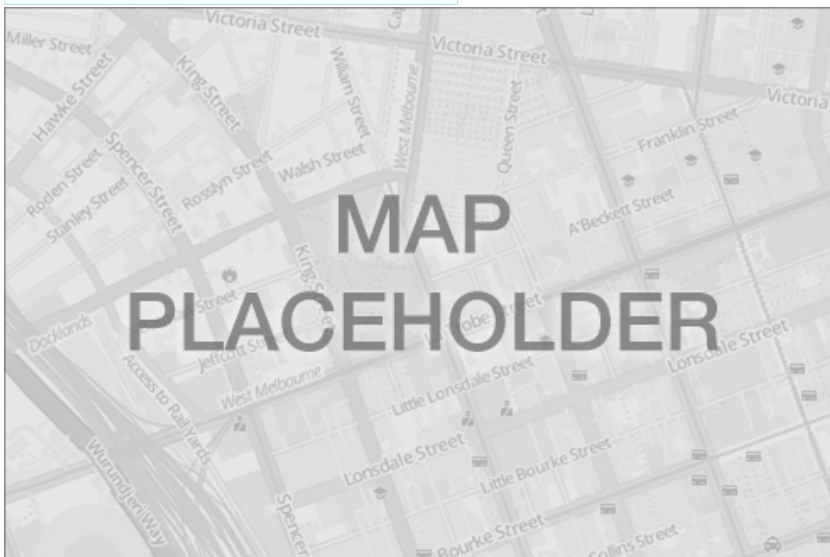
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address



Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Please update anticipated start/end date

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You have indicated above that your project either starts before 26/02/2024 and/or your project ends after 31/01/2025 (outside the timeframe for delivery under this Program). Please update the details to ensure your dates fit within these timeframes.

Proposal Details

Provide a clear description of the proposal including an outline of the proposed event/s and/or activation/s, any overarching vision or theme for the event/s and activation/s, and any outcomes you are trying to achieve.

Word count:

Must be no more than 150 words.

Note: Cohesive programming is encouraged as outlined in the Program Guidelines.

Note: This table can be maximised by clicking the 'Maximise' button

Please detail ALL event/s and/or activation/s to be delivered through the Open Streets Program.

Add and complete additional row/s for each event/activation planned as part of this project.

Event/ Activation Name	Location	Street Road owners classification	Affected routes (if any)	Emergency services (if any)	Emergency services to be affected by project	This Event location classification	Expected Start Date	Expected End Date	Details of Event/Activation	Does this event/activation include a partial/full road closure?
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One per row. Add more rows if you want to list additional activities.	Street address of event/activation	You can view road classification at https://maps.trageoma.com/road-network/classification	Identify any bus routes that would be affected by the project. You can view bus routes at <a a="" href="https://www.transport.nsw.gov.au/operations/roads-and-</td> <td>Identify any emergency services routes that would be affected by the project</td> <td><a href=" https:="" operations="" roads-and-<="" www.transport.nsw.gov.au="">	Refer to the Guide to Traffic and Transport Management for Special Events: <a 441="" 552="" 926="" 943"="" data-label="Page-Footer" href="https://www.transport.nsw.gov.au/media/document/guide-traffic-</td> <td>If multiple occurrences of event/activation are planned include event dates in Details of Event/Activation</td> <td>Must be a date between 26/2/2024 and 31/1/2025</td> <td>Provide a clear description of event/activation. *List dates if multiple occurrences. Must be no more than 50 words.</td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="> <p>Page 7 of 15</p>
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			waterways/committees-communities-and-groups/committees-and-groups-0		transportation-management-special-events.pdf	26/2/2024	and	31/1/2025.		

Will all events and/or activation/s be free for the public to access? *

- Yes No

To meet eligibility criteria, all events/activations must be free to access

Please provide detail as to why the events and/or activation/s will not be free for the public to access?

Word count:

Must be no more than 150 words.

Note: Free ticketed events are acceptable for managing attendance.

Upload aerial map/s and/or site plan/s identifying your street location/s and mark up of the proposed activation area/s *

Attach a file:

Upload photos of the existing site context at your proposed activation area/s *

Attach a file:

Upload concept designs and/or precedent imagery, if available

Attach a file:

Describe relevant previous project delivery experience *

Word count:

Must be no more than 150 words.

Previous project delivery experience may include, but is not limited to, experience partnering with local businesses and the creative sector to deliver events, experience delivering street-based events, and/or experience obtaining necessary approvals for temporary street closures.

Approvals

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Provide details of known or anticipated approvals required to support delivery of proposed event/s and/or activation/s

Approval required	Approver	Which event/s or activation/s is this approval related to?	Do you know that this approval is required, or do you anticipate that it may be required?	Are there any known risk/s in receiving this approval in time to deliver project within Program timeframes?
Eg. Section 68, Traffic Management Plan, Land Owner Consent	Eg. Council, Local Traffic Committee, Transport for NSW	Include event/activation title as listed in previous section		Eg. Will there be any impacts on the state network. *Note: Approvals must be attainable within program timeframes.

Please describe the known risk/s associated with seeking the approval and outline how you intend to mitigate these risk/s to deliver the project within Program timeframes.

Word count:
Must be no more than 150 words.

Do any of the approval/s require seeking advice from your Local Traffic Committee? *

- Yes
- No

Has Council already received in principle support from TfNSW for any of the proposed event/s and/or activation/s? *

- Yes
- No

Note: Proposed projects are not required to have received approvals prior to applying, however, an approach to achieving approvals within program timeframes must be demonstrated. Support may be obtained here: <https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/road-occupancy-licences>

This in principle support relates to which event/s and/or activation/s?

Word count:
Must be no more than 150 words.
Include event/activation title/s as listed in previous section

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Upload evidence of any approvals or in principle support that you have already received in relation to the delivery of this proposal (if available)

Attach a file:

Risk Management

Outline key risks to your project and the mitigation strategies that will be implemented to reduce the inherent risk.

Risk Item	Risk Consequence	Risk Mitigation

Strategic Alignment

* indicates a required field

For information to support the following two responses, refer to the [NSW Public Spaces Charter](#) and [Evaluation Tool for Public Spaces and Public Life](#)

Describe how the event/s and/or activation/s aligns to the values and principles of the NSW Public Spaces Charter *

Word count:

Must be no more than 150 words.

Describe 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? *

Word count:

Must be no more than 150 words.

Outline how proposed event/s and/or activation/s align with Council's strategic plans and policies *

Word count:

Must be no more than 150 words.

Include details of strategic plan/policy objectives that will be addressed through delivery of this project.

Describe how proposed event/s and/or activation/s will benefit the business, community and the creative and cultural sectors in the Local Government Area *

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Word count:
Must be no more than 150 words.

Optional: Describe how the proposed event/s and/or activation/s builds on existing initiatives (if applicable)

Word count:
Must be no more than 150 words.

Stakeholder Engagement and Support

* indicates a required field

Optional: Describe any existing community and stakeholder engagement that has already been undertaken

Word count:
Must be no more than 150 words.

Provide an overview of planned engagement with stakeholders, community and local businesses to support the successful delivery of this project *

Word count:
Must be no more than 150 words.

Describe how Council will partner with local businesses, business associations, asset owners and major nearby employers to provide them with an opportunity to play a role in the proposed event/s and/or activation/s *

Word count:
Must be no more than 150 words.

Describe how Council will partner with the local creative industry to support delivery of this project? *

Word count:
Must be no more than 150 words.
E.g. partnership with an artist, local gallery, school, library, art organisations or similar

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Supporting Documentation

Upload: Letter of support from Council's General Manager, or equivalent delegated officer *

Attach a file:

Optional: Upload letter/s of support from any relevant NSW Government departments, businesses and/or community

Attach a file:

Budget

* indicates a required field

Councils can apply for up to \$150,000 excl. GST under the Open Streets Program.

Estimated budget breakdown

Please include all expected expenditure items that you are seeking to fund under the grant.

Please note, these items must be eligible for funding in line with the [Open Streets Program Guidelines](#).

The total budget of this estimated budget breakdown must align with the 'Total Amount Requested' identified below. This is the budget for the grant only and should not capture items funded through optional co-contributions.

Expenditure type	Expenditure description	Expenditure amount (ex. GST)
		\$
	Eg. Traffic control, Event Signage, Outdoor furniture hire, Musicians	Must be a dollar amount.

Total Amount Requested

*

What is the total financial support you are requesting under this grant?

Update response: You have entered an amount above \$150,000. Update Total Amount Requested response to an amount up to \$150,000.

Optional: Co-contribution details

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Please outline details of any co-contributions that you are seeking as part of the project, whether it has been confirmed or not. All amounts should be GST exclusive.

Note:

- Co-contributions are **not** a prerequisite for funding.
- Co-contributions include any monetary contribution from sources other than the Open Streets Program.
- Do not include the amount requested under this grant.

Contribution amount (ex. GST)	Source of contribution	Contribution status	Details
Must be a dollar amount.	E.g. specify the grant name, if it is from Council, etc.		
\$			

Total expected Open Streets project budget

\$

This number/amount is calculated.

This is a sum of your total amount requested and co-contributions.

Will funding be used towards events/activations that are already being planned? *

Yes

No

How will the Open Streets grant funding expand on what is already planned? *

Word count:

Must be no more than 250 words.

Declaration and Authorisation

* indicates a required field

Insurance

Councils seeking funding from this program will be required to hold and maintain for the term of the funding agreement:

- 1.Public liability insurance to the value of at least \$10 million in respect of each claim and in the aggregate as to the number of occurrences in the policy period;
- 2.Workers' compensation insurance as required by all relevant laws of Australia relating to workers compensation;
- 3.Any other insurance policies listed in the funding agreement

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Confirmation of insurance *

I confirm that Council will hold and maintain the minimum insurance requirements for the program

Declaration

I confirm and warrant that I am an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared.

Authorisation

I agree *

Yes

Name of authorised person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

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We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.