

Application Form

Grant program details

Program details	
Program stream	Funding to connect regions and councils
Name of grant program	Rail Trail Local Government Grants program

Please complete all sections of this form:

- 1 – Information about Council
- 2 – Information about the project
- 3 – How the proposal addresses the assessment criteria
- 4 – Project costs
- 5 – Declaration and authorisation

Section 1 Council details

Council details	
Council name	
Council address	

Principal contact person with Council			
Title		Given name	
Surname		Position	
Phone		Email	
Secondary contact person within Council			
Title		Given name	
Surname		Position	
Phone		Email	

Joint applications	
Lead Council	<i>a single council must be the contracting party and will be responsible for contract management and delivery</i>
Is this application being made in partnership with any other councils?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the following details:	
Partner name	
Organisation type	

Partner address	<i>Free text</i>
Letter of support	<p>A letter of support from each partner must be submitted including:</p> <ul style="list-style-type: none"> • details of the partner organisation • an overview of how the partner organisation will work with the lead Council and any other partner organisations in the group to successfully complete the project/service. • the roles/responsibilities of the partner organisation and the resources they will contribute (if any) • details of a nominated management level contact officer. <p><input type="checkbox"/> Attached</p>

Section 2 Project details

Project details	
Project (title) Maximum 10 words to be used in project schedule and all correspondence	
Project category	<input type="checkbox"/> Planning <input type="checkbox"/> Delivery
Project type	<i>Select item from drop-down list</i>
Project description	<i>Identify the key deliverables of this project.</i>

Project location

For non-infrastructure projects detail one central location, such as the applicant's central office

How is the location identified?	<input type="checkbox"/> Street address and lot on plan (all lots must be listed) or <input type="checkbox"/> Street address and lot on plan for an adjoining or adjacent property of the premises (appropriate for road reserves or water bodies adjoining or adjacent to land).
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Street address				
	Lot and Plan Number (e.g. RP, SP)	Street address	Town/Suburb	Postcode
Site 1				
+ Add additional site/s				

Coordinates

For projects involving a single point location, please provide start X-coordinate and start Y-coordinate. X and Y-coordinates can be found using Google Maps.

For projects involving multiple sites on one asset, please list coordinates of each site.

Please enter 5 decimal places for greater asset location.

X values must be between 132.00001 and 155.00001

Y values must be between -9.00001 and -30.00001

	Start x-coordinate:	End x-coordinate:	Start y-coordinate:	End y-coordinate:
Site 1				
+ Add additional site/s				

Electorate/s

Site 1	State		Federal	
+ Add additional site/s				

Land ownership

Has the Council secured land tenure or any lease arrangements required?	
Does Council have all necessary approvals to allow the project to proceed? Provide details.	

Project readiness

What stage is the proposed project at?	<i>Select item from drop-down list</i>
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Priority

Total number of applications being submitted	<i>(numbered 1-10)</i>
If more than one application is being submitted, order of priority for this application compared to the other applications (with 1 being the highest priority)	<i>(scale of 1-10)</i>

Timeframes

Estimated commencement date	<i>Date (This date must be from [date] onwards)</i>
Estimated construction start date (if applicable)	<i>Date (This date must be from [date] onwards)</i>
Estimated completion date	<i>Date (This date must be before [date])</i>
Please provide details of any potential issues that may impact on the commencement and/or completion of this project	<i>Free text</i>

Project Risk Management Register

Submit a completed Risk Management Register, using the template in Appendix A, to provide details of any potential risks that may impact on the commencement and/or completion of this project and identify mitigation strategies.	<input type="checkbox"/> Yes – Risks and mitigation strategies identified
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Section 3

Alignment with objectives

Strategic Alignment	
How does this project align with the program aims and objectives? (Please refer to the Program Guidelines)	<i>Please justify the necessity for the project in line with the program guidelines. Please attach additional documentation if required</i>

Response to assessment criteria

Community support	<i>(Please describe how the project meets this criteria)</i>
Provides a rewarding recreational experience	<i>(Please describe how the project meets this criteria)</i>
Strengthens the tourism potential of the region	<i>(Please describe how the project meets this criteria)</i>
Improves access to local attractions	<i>(Please describe how the project meets this criteria)</i>
Located within easy access to towns and cities	<i>(Please describe how the project meets this criteria)</i>
Provides opportunities for different length journeys	<i>(Please describe how the project meets this criteria)</i>
Contributes to the connectivity of the rail trail network	<i>(Please describe how the project meets this criteria)</i>
Provides infrastructure that is fit for purpose	<i>(Please describe how the project meets this criteria)</i>
Contributes to the broader trail offering for transport, recreation and tourism by connecting to pathways, recreation trails and cycle infrastructure	<i>(Please describe how the project meets this criteria)</i>

Financial soundness and value for money

<p>How does this project demonstrate financial soundness and value for money?</p> <p>Consider whole-of-life costs (if applicable), return on investment, avoided costs and qualitative consideration (e.g. social, environmental and health benefits).</p> <p>Attach an options analysis or cost-benefit analysis if available.</p>	<p><i>Free text</i></p>
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Provide details of the ongoing operational, maintenance and replacement costs for the project and outline how these costs will be met.	<i>Free text</i>		
	Whole-of-life costs	\$ per year	Funding source

Number of jobs supported (request based on program guidelines)

Provide details of jobs created/supported.	
Council jobs	Free text
Contractor jobs	Free text

Supporting documentation

Copy of strategic/community plan	For example, documentation detailing the scope of works such as a brief council has put out to tender, or a business case developed in-house by council.
Evidence of consultation and community support	For example, any stakeholder engagement undertaken, positive media and so on.
Evidence of planning permission, environmental approval, building approval, as relevant	For example, tenure documents, lease agreements and so on.
Any relevant background information	For example, previous feasibility studies.
Map of all disused rail corridors in your area (For planning projects only)	Aerial images with alignments would be preferred.
Maps showing the project context and land uses to be served (For construction projects only)	Aerial images with activity centres identified and land use shown is preferred.
Site photos or video footage (For construction projects only)	Images / video should show length of the trail in each direction and proposed alignment of the project.
Other	Any other information that would support the assessment of the project.

Section 4 Proposed project budget

Breakdown of project costs (include all funding sources)		Amount (ex GST)
Estimated Total Project Costs	A	\$
Total other funding contributions (please specify in table below)	B	\$
Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines). Note: do not include costs already provided in (B) above.	C	\$
Total Eligible Project Costs	D	\$
Council's contribution (Recipient's Contribution)	E	\$
Total Project Funding sought	F	\$

Under this grant program the total Project Funding (F) for **Planning projects** should not exceed [100 %] of the Total Project Costs (A).

Under this grant program the total Project Funding (F) for **Construction projects** should not exceed [50 %] of the Total Eligible Project Costs (D).

Cost break down

Breakdown of project costs	<input type="checkbox"/> Yes – project cost breakdown provided <i>Provide a breakdown of all project costs, including a contingency of up to 15 percent, and indicate how these costs will be distributed between the financial contributors</i>
How have costs been calculated?	<i>Select item from drop-down list</i>
Is the project contingent upon sourcing other funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project contingent upon sourcing financing for internal contributions?	
Additional notes on funding matters that may impact upon delivery of the project	

Other funding contributions sought/received

Other financial contributions			
<i>Please indicate sources, value and approval status of all funding contributions to the project. Do not include in-kind contributions in this section</i>			
Funding contributor (entity contributing funding)	Contribution description (e.g. grant, loan, etc.)	Status	Amount (ex GST)

		<i>(requested, provisionally recommended, approved)</i>	\$
		<i>(requested, provisionally recommended, approved)</i>	\$
		<i>(requested, provisionally recommended, approved)</i>	\$
Total other financial contributions			\$

Section 5

Supporting document checklist

<input type="checkbox"/>	Copy of strategic/community plan
<input type="checkbox"/>	Evidence of consultation and community support
<input type="checkbox"/>	Evidence of planning permission, environmental approval, building approval, as relevant
<input type="checkbox"/>	Any relevant background information
<input type="checkbox"/>	Map of all disused rail corridors in your area (For planning projects only)
<input type="checkbox"/>	Maps showing the project context and land uses to be served (For construction projects only)
<input type="checkbox"/>	Site photos or video footage (For construction projects only)
<input type="checkbox"/>	Other

Declaration and Authorisation

<input type="checkbox"/>	<p>By submitting an application, the applicant:</p> <ul style="list-style-type: none"> ● warrants to the State that: <ul style="list-style-type: none"> ○ the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to select the applicant for the Grant Program; ○ the proposed project complies with the Program Guidelines; ● acknowledges that the approved funding will only be used for the specified activities of this project ● acknowledges that amounts specified are exclusive of GST ● undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect; ● acknowledges that the State will rely on the above warranty and undertaking when evaluating the application; ● acknowledges that the State may elect to remove an applicant at any stage as a result of material changes to the information presented in its application; ● acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
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	• is taken to have accepted the guidelines and these terms and conditions.		
Name of Authorised Person		Position	
Signature		Date signed	

Please email this form to Transport and Main Roads at TMR.RailTrail.Grants@tmr.qld.gov.au

Appendix A – Risk Management Template

Provide details of any potential risks that may impact on the commencement and/or completion of this project.

#	Risk Category	Risk Description	Likelihood	Consequence	Rating	Mitigation/Treatment Strategy

Legend:

Likelihood of occurrence	Definition (Rate of occurrence)				
Almost certain	Several times within the next year, or over 90% probability				
Likely	Once within the next year, or 70% – 90% probability				
Possible	At least once within the next 1 – 5 years, or 30% – 70% probability				
Unlikely	Once within the next 5 – 10 years, or 10% – 30% probability				
Rare	Less than once in the next 10 – 20 years, or less than 10% probability				

Likelihood	(5) Almost certain						Low
	(4) Likely						Medium
	(3) Possible						High
	(2) Unlikely						Extreme
	(1) Rare						
		(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Catastrophic	
		Consequence					