



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

## Sample application form

### Urban Precincts and Partnerships Program – Stream One: Precinct development and planning

This document shows the questions included in the online application form for this funding opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

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The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

## Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

## Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

## Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to your participant inviting them to assist with your application.

## Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

## Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

## Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

## A. Program selection

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Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)  
or
- Office of the Registrar of Indigenous Organisations (ORIC) registration
- Australian Charities and Not-for-profits Commission's (ACNC) Registration
- State or territory incorporated association status
- Not for profit status

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Urban Precincts and Partnerships Program – Stream One: Precinct development and planning
- Field 2 select - Urban Precincts and Partnerships Program – Stream One: Precinct development and planning

*When you have selected the program, the following text will appear.*

This funding opportunity will run over 3 years from 2024-25 to 2026-27.

The funding opportunity was announced as part of the urban Precincts and Partnerships Program. Up to \$30 million is available for this funding opportunity.

The objectives of the program are to:

- facilitate place-based approaches to precinct planning and delivery, supported by collaborative partnerships engaged in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity, sustainability, liveability and resilience for the people of urban Australia
- support community priorities for urban and suburban communities to deliver value for money, multi-purpose urban precincts for the community.

The maximum funding amount is \$5 million and the minimum is \$500,000.

You should read the [funding opportunity guidelines](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

*To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.*

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Urban Precincts and Partnerships Program – Stream One: Precinct development and planning funding opportunity.

*Questions marked with an asterisk are mandatory.*

Do you have an Australian Business Number (ABN) or Office of the Registrar of Indigenous Organisations (ORIC) registration?\*

- Yes
- No

*You must answer yes to proceed to next question.*

Is your project located in an urban location as listed in section 5.2 of the funding opportunity guidelines? \*

- Yes
- No

*The proposed project must be in an urban location, delineated as entirely inside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA). Use the [mapping tool](#) to determine eligibility of your project location.*

*You must answer yes to proceed to next question.*

Select which type of entity your organisation is.

- an Australian state/territory government agency or body
- an Australian local government agency or body as defined in section 14 of the funding opportunity guidelines
- a University which may be for-profit as defined in section 14 funding opportunity guidelines
- an incorporated and not-for-profit organisation
  - *As a not for profit organisation you must demonstrate your not for profit status through one of the following:*
    - *current Australian Charities and Not-for-profits Commission's (ACNC) Registration*
    - *state or territory incorporated association status*
    - *constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.*
- none of the above.

*You must select one of the eligible options from a drop down menu to proceed to next section.*

Can you confirm you will have partnerships with relevant entities as well as local stakeholders, that will be providing material support to the project? \*

- Yes
- No

*You must answer yes to proceed to next question.*

Can you provide evidence of authority for use of the land or infrastructure required to undertake the project at the nominated site location? \*

- Yes
- No

*You must answer yes to proceed to next question.*

Can you provide evidence of a proposed governance structure that identifies all project partners that will form your partnership? \*

- Yes
- No

*You must answer yes to proceed to next question.*

Can you provide evidence that the relevant state or territory government has been invited to participate in the partnership? \*

- Yes
- No

*You must answer yes to proceed to next question.*

Can you provide evidence that the relevant local government agency or body has been invited to participate in the partnership? \*

- Yes
- No

*You must answer yes to proceed to next question.*

Can you provide evidence that the relevant Traditional Owner/First Nation groups form part of the partnership or will be consulted on a regular basis throughout the planning, design and implementation of the precinct? \*

- Yes
- No

*You must answer yes to proceed to next question.*

## C. Applicant address

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### C.1. Applicant street address

You must provide your street address.

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

### C.2. Applicant postal address

You must provide your postal address.

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

Sample

## D. Primary contact

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You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Sample

## E. About your organisation

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*We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.*

### E.1. Indigenous organisations

Is your organisation Indigenous owned?

*An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.*

Is your organisation Indigenous controlled?

*An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.*

Sample



## F. Project information

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On this page you must provide the detailed information about your proposed project.

*If your application is successful, we will publish some funding details in government publications.*

*Published details include:*

- *name of the funding recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of funding awarded.*

### F.1. Project title and description

Provide a project title.

*Your response is limited to 75 characters including spaces and does not support formatting.*

Provide a brief project description for publication.

*Your response is limited to 750 characters including spaces and does not support formatting.*

*Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will activate partnerships to jointly deliver investment ready precinct plans.*

### F.2. Detailed project description and key activities

*This information will be included in your funding agreement if your application is successful.*

Provide a detailed description of your project including the project scope and key activities.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

You must also provide a project plan which you should attach later in your application. Refer to the funding opportunity guidelines for the requirements of the project plan.

### F.3. Project outcomes

*This information will be included in your funding agreement if your application is successful.*

Provide a summary of the expected project outcomes.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### F.4. Project duration

*Your project must be completed by 31 March 2027.*

*The start and end dates you enter here will drive the visible financial years in the project budget on the next page.*

*If successful, we expect you will be able to commence your project within three months of the execution of the funding agreement.*

*The project length will be calculated by the start and end dates you enter.*

- Estimated project **start** date
- Estimated project end date
- Estimated project duration (in months)

## F.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

*The milestone start and end dates must be within the project start and end dates. You can add up to 10 milestones*

- Milestone title

*Your response is limited to 100 characters including spaces and does not support formatting.*

- Description

*Your response is limited to 750 characters including spaces and does not support formatting.*

- Estimated start date
- Estimated end date

## F.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

*A project location must be a street address. Do not provide a postal address, institution or building name.*

- Project site address
- Estimated percentage of project value expected to be undertaken at site

## F.7. Precinct location

You must provide all addresses where your proposed precinct will be developed and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

*A precinct location must be a street address. Do not provide a postal address, institution or building name.*

- Project site address

*You must attach authority from the land owner for use of the land at this address later in this form.*

## G. Project partners

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Is the relevant State/Territory government a part of the partnership?

- Yes
- No

*If no*

*Provide reasons. (your response is limited to 300 characters including spaces)*

Is the relevant local government a part of the partnership?

- Yes
- No

*If no*

*Provide reasons. (your response is limited to 300 characters including spaces)*

Provide details about all project partners.

*For details about project partner contributions refer to the [funding opportunity guidelines](#).*

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

## H. Project budget

Provide a summary of your eligible project expenditure over the life of the project.

*If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.*

*The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.*

*The minimum project expenditure for this funding opportunity is \$500,000.*

*You will also be required to attach a detailed project budget later in the application form. Refer to the funding opportunity guidelines for the requirements of the budget.*

*The following limits will be applied to the selected eligible expenditure items in the table below:*

- *Partnership establishment up to a maximum of 10 per cent of the total funding amount*
- *Partnership management activities up to a maximum of 20 per cent of total eligible labour expenditure*
- *Maximum salary for employee, director or shareholder including packaged components will be limited to \$200k per financial year, this can be increased by 30 per cent to cover on-costs*
- *Contingency costs up to a maximum of 10 per cent of eligible expenditure*
- *Independent audit up to a maximum of 1 per cent of total eligible expenditure.*

### H.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Partnership establishment		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Labour excluding management activities		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Labour on-costs and administrative overhead		\$
		2024/25	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2025/26	\$
		2026/27	\$
	Contract		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Travel		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contingency		
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Independent Audit		
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Partnership Management		
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Other eligible expenditure		
		2024/25	\$
		2025/26	\$
		2026/27	\$
<b>Total</b>			

Provide details of 'Other eligible expenditure.'

*Your response is limited to 750 characters including spaces and does not support formatting.*

## H.2. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *funding amount sought*
- *your contribution*
- *other contributions as allowed in the funding opportunity guidelines*

## H.3. Funding amount sought

Enter the funding amount sought. We will add GST to this where applicable.

*The minimum amount under this funding opportunity is \$500,000.*

*The maximum amount under this funding opportunity is \$5 million.*

## H.4. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

*Contributors are divided into the following types*

- *Your contribution*
- *non-Commonwealth government grants*
- *Other non-government contribution*

- Type of contribution

*Contributions are divided into the following types*

- *Cash*
- *In-kind*
- Value of contribution
- Due date of contribution
- Description

*You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.*

# I. Assessment criteria

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We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 75 per cent against each criterion as these represent best value for money.

*The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and funding amount requested. You should define, quantify and provide evidence to support your answers.*

## I.1. Assessment criterion 1 (35 points)

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### **Project alignment with Program objectives and Australian Government priorities**

You should demonstrate this by identifying how your proposal:

- aligns with metropolitan strategies, community priorities and other urban investment activities
- will deliver a multi-purpose precinct (as outlined in Section 2.1) that supports a place-based approach to planning, including better integration of land use and urban development and/or renewal
- provides economic opportunities, and enhances productivity and, equity and resilience
- identifies, and reflects effective mitigants for, climate risks related to the proposal, its location and activities, including disaster risk and emissions.
- considers and addresses climate, environmental and energy outcomes such as disaster risk reduction, biodiversity, decarbonisation, circular economies, and energy and water efficiency
- contributes to the achievement of Australian Government policy priorities and Program objectives, including but not limited to Commonwealth urban policy and transport priorities, the National Agreement on Closing the Gap, addressing housing supply and affordability via support of the objectives of the national Housing Accord, decarbonisation, adaptation to the changing climate, improving outcomes for First Nations' communities, broadening and diversifying of Australia's industry and economy, the National Cultural Policy, and environmental policy.

## I.2. Assessment criterion 2 (35 points)

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### **Project Need**

You should demonstrate this by identifying:

- how your proposal will address an existing public infrastructure gap
- how the precinct will deliver improvements and public benefits and/or services in your urban area
- evidence as to why investment in the proposal is needed, including any barriers preventing investment to date
- rationale for the elements you are considering for inclusion in the precinct and how these link a place with a purpose

- identification of potential future opportunities for additional private investment in the precinct and/or surrounding urban area that can build upon the project to ensure the longevity of the precinct.

### **I.3. Assessment criterion 3 (20 points)**

*Your response is limited to 5000 characters including spaces and does not support formatting.*

#### **Community engagement, collaboration and partnership**

You should demonstrate this by identifying:

- how your precinct development and planning process intends to engage with the local community, draw upon local knowledge and information, and identify and leverage opportunities and address challenges within your urban area
- how you, your partners, and relevant stakeholders will work together to achieve the project based on the values of shared design, stewardship and accountability
- the proposed governance arrangements of the partnership and how they will support and enhance engagement and collaboration
- how First Nations groups will be involved in the design and planning phase to help shape the proposal and influence a stronger outcome that incorporates First Nations experiences, culture and design.

### **I.4. Assessment criterion 4 (10 points)**

*Your response is limited to 3000 characters including spaces and does not support formatting.*

#### **Capacity, capability and resources to deliver the project**

You should demonstrate this by identifying:

- your ability to undertake or manage the development of project proposals, including your track record of managing similar projects and your access to personnel with the right skills and experience
- your proven ability to manage and monitor timeframes, consultation processes, budget and risk management
- a resource plan that includes how the project will be supported and the cost of that resourcing
- any contributions you or your partners will be providing that would help to strengthen the delivery of the project. Contributions may be in-kind.

## **J. Application finalisation**

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You must answer the following questions and add any supporting documentation required.

### **J.1. Conflict of interest**

Do you have any perceived or existing conflicts of interest to declare?

*Refer to the funding opportunity guidelines for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflicts of interest.



*Your response is limited to 750 characters including spaces and does not support formatting.*

If yes, describe how you anticipate managing this conflict.

*Your response is limited to 750 characters including spaces and does not support formatting.*

## **J.2. Additional information**

*The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.*

You should attach additional supporting documentation here. You should only attach documents that we have requested.

*Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

### **Project plan**

*You must attach a project plan or preliminary project outline.*

### **Project budget**

*You must attach a detailed budget that reflects the expenditure listed in your project budget summary*

### **Letter of support from landowner**

*You must attach a letter of support from the landowner confirming site location/address and use of land for project. If the proposed site is not confirmed, you should clearly outline this in your application*

### **Evidence to support intended partnership/s**

*You must provide evidence to support intended partnerships including details of all project partners, their roles and responsibilities and confirmation of any cash or in-kind contributions they will make to the project*

### **Policy on partnership governance**

*You must provide a policy on partnership governance outlining the proposed partnership structure, their roles, responsibilities, rights and obligations, and how communication and conflict will be managed by each project partner*

### **Letter of support from local community**

*You must attach letter of support from relevant local community and business*

### **Evidence of invitation to relevant state or territory government and local government agency**

*You must provide evidence that the relevant state or territory government and local government agency or body has been invited to participate. If the relevant state or territory government or local government agency or body is not expected to be part of the partnership, reasoning should be provide*

### **Evidence of engagement with the Traditional Owner/First Nations groups**

*You must provide evidence that you have engaged with the Traditional Owner/First Nations groups for the area to seek their support*

### **Evidence of incorporation and not-for-profit status (where applicable)**

*You must provide evidence of incorporation and not-for-profit status if you are an incorporated and not-for-profit organisation*

Detailed evidence that relates directly to assessment criteria responses (where applicable)

*You must provide detailed evidence that relates directly to your assessment criteria responses if applicable*

### **J.3. Program feedback**

*Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.*

How did you hear about the funding opportunity?

*You must select from a drop-down menu.*

Did you read the funding opportunity guidelines?

*You must select from a drop-down menu.*

How useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

*Your response is limited to 750 characters including spaces and does not support formatting.*

How satisfied were you with the process of applying for this funding opportunity?

*You must select from a drop-down menu.*

We welcome any additional feedback on the application process

*Your response is limited to 750 characters including spaces and does not support formatting.*

## K. Declaration

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In order to submit your application you will be required to agree to the following declaration.

### K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Guidelines](#)
- funding opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining funding, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the funding opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual funding in the public domain, including on the department's website, unless otherwise prohibited by law.

### K.2. Applicant declaration

I declare that I have read and understood the funding opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for funding under management, terminating a funding agreement between the Commonwealth and the fundee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true