



APPLICATION FORM

WA BICYCLE NETWORK GRANTS

ACTIVE TRAVEL OFFICER CATEGORY

2022-23 GRANT ROUND

The Western Australian Bicycle Network (WABN) Grants Program is an initiative of the State Government, administered by the Department of Transport (DoT).

The Active Travel Officer Grant category will provide funding for Local Government Authorities (LGAs) to employ an Active Travel Officer using a seed grant funding model for three years in six local governments across regional and metropolitan areas.

Completing and submitting applications

Application documents

This application form is for the Active Travel Officer Grant category, as part of the WABN Grants Program. All applicants will be notified of the status of their full proposal application in late 2022.

Before you begin, download a copy of the *Grant Guidelines*, which includes a Program Timeline and other essential information including how to complete this application form. All documents are available for download from

www.transport.wa.gov.au/wabn-grants.

Applicants are strongly encouraged to contact DoT via wabngrants@transport.wa.gov.au to discuss their proposals prior to making a submission.

Form functionality

This application form must be downloaded and opened in a reader software such as Adobe Reader before you begin data entry. Attempting to complete the forms in a browser will result in you not being able to save and submit your work. If you experience difficulties with the form functionality please:

1. Ensure the latest version of the free Adobe Reader DC software is installed <https://helpx.adobe.com/au/reader/whats-new.html>
2. Ensure JavaScript is enabled:
 - a. In Adobe Reader, select Edit > Preferences > JavaScript > Enable Acrobat JavaScript
 - b. If this option is not available (greyed out) then it is probable that your IT Department/Systems Administrator has restricted this functionality.

- c. If JavaScript is disabled, the user experience when a document tries to execute Java Script varies depending on which version of Adobe Reader is being used.
- d. If you cannot enable JavaScript this way, contact your Systems Administrator to discuss options to enable JavaScript for this form (and/or other WABN forms coming from the DoT).

If the above instructions do not work, please contact DoT before submission as forms without full functionality cannot be accepted.

Submitting your application

Electronic submissions (not scanned) are required and are submitted to the WABN Grants team via the 'submit form' button at the end of this document. The form must be completed with the required digital signature, not an inserted or scanned signature. Click the signature box and follow the prompts to insert/create a digital signature.

When you click the submit button below you will be prompted to save your application. Once you have saved your application a 'Send Email' box will pop up and you will be able to select your email application. An email will then be generated with your application attached and you can then attach your other required documentation.

Please contact DoT via email at wabngrants@transport.wa.gov.au or call **6551 6040** if your files are too large to send by email and a secure external file sharing option will be set up for you.

The deadline for applications for 2022-23 Active Travel Officer grants is 6:00pm AWST 18 November 2022.

APPLICANT DETAILS

Name of Local Government Area (LGA)

By providing your contact details below, you are taking responsibility as the applicant's key contact for all dealings with DoT.

Please ensure you have the relevant authority to submit an application on behalf of your LGA.

It is the responsibility of the applicant to inform DoT of any related staff changes.

Key project contact

Title	Name
Position	
Phone / Mobile	Email

Physical address

Street	Suburb/town
State	Postcode

Postal address

Same as physical address

PO Box

Street	Suburb/town
State	Postcode

Confirmation of eligibility

Refer to the 'Eligibility' section of the Active Travel Officer Application Guidelines (page three) before completing this application.

I confirm that as the applicant:

- I have read and understand the Active Travel Officer Application Guidelines;
- meet the eligibility criteria;
- can provide an ABN;
- can demonstrate financial viability and the ability to commit to the co-funding contribution;
- do not owe any reports or money to DoT as a result of previous funding or grants;
- will create a new Active Travel Officer position if successful; and
- have the appropriate type and level of insurance for the activities that are the subject of this grant application.

Please confirm that all statements above are true and correct Yes No

COMPETITIVE ASSESSMENT CRITERIA

Active Travel Officer grant applications that meet the eligibility criteria will then be scored competitively against a set of weighted criteria.

These criteria are agreed ahead of each grant intake and are based on State Government priorities as set out in the WABN Plan and other key Departmental strategies. Please answer the following questions regarding each of the three criteria described below.

1. Demonstrated need (30%)

- A clear demonstration of local transport needs and opportunities
- Local transport challenges that need to be addressed
- The number of schools (existing and planned) and the related specific transport and planning challenges and opportunities
- Current or future planned strategic plans or documents and alignment to active travel

Questions to address (within the 500-word limit)

- a. What are your LGAs transport needs?**
- b. How would an Active Travel Officer position help you to deliver on State Government investment?**
- c. What is your LGA's needs to grow State Government investment in active travel?**
- d. What challenges and opportunities currently exist for local schools?**
- e. What current and future strategic alignment exists to support greater uptake of active travel?**

How to demonstrate

- Demonstrate a thorough understanding of transport needs, challenges, and opportunities in your LGA
- Summarise current and future strategic alignment to enable active travel
- Demonstrate school numbers and populations (existing and planned) as well as any transport and planning challenges and opportunities

2. Demonstrated capacity (40%)

- Capacity to engage an Active Travel Officer for a minimum period of three years
- Ability to make co-contribution costs (at 25%, 50%, 75% each year), and cover all on-costs
- Ability to resource and manage an Active Travel Officer within the relevant team
- Ability to facilitate collaboration and dialogue across LGA directorates (including planning, engineering, community development, health, and communications)

Questions to address (within the 500-word limit)

- What capacity does your LGA have to resource and support an Active Travel Officer over the three-year funding period?**
- What financial and human resources will support this role?**
- How have you facilitated directorate collaboration to enable great outcomes?**
- How will having an Active Travel Officer enable your LGA to overcome challenges related to achieving great active transport outcomes?**

How to demonstrate

- Provide evidence to demonstrate your LGA's financial capacity to resource an Active Travel Officer over three years from 2023-24. (e.g., budget statement/forecast)
- Provide evidence to demonstrate what human resources will support this role from 2023-24 for a period of three years (e.g., team organisation chart with clear reporting roles and responsibilities, description of HR roles and responsibilities)
- Summarise challenges faced in achieving active transport outcomes
- Demonstrate ability to facilitate collaboration across directorates and outcomes achieved (could be within any project area, not related to active transport)

3. Demonstrated potential for change (30%)

- Potential to implement active travel strategies, programs, and initiatives
- Proven track record in implementing successful related programs or demonstrated objective to change
- High level support (Executives, Elected Members) for making decisions that will create meaningful change
- An indication of potential governance and cross-directorate willingness to participate in active travel initiatives

Questions to address (within the 500-word limit)

- a. What is the opportunity within your LGA to develop and deliver local travel strategies and initiatives?**
- b. What is the opportunity within your LGA to support and boost active travel?**
- c. What other successful related programs of work have you delivered within the LGA?**
- d. What existing or new governance structures could support collaboration to achieve active travel outcomes?**

How to demonstrate

- Demonstrate support from Executive and governance that could enable collaboration on active travel
- Examples of successful related program implementation and directorates that will be involved in cross-directorate collaboration
- Identify any policies that need to be developed/updated and why this is important.

STRATEGIC ALIGNMENT

Does the proposed project align with any of the following strategies or plans? (select all that are relevant)

The Western Australian Bicycle Network (WABN) Plan

The Long-Term Cycle Network for WA

A Regional 2050 Cycling Strategy

A local bike and/or pathways plan

The Declining Rate of Walking and Cycling to School in Perth 2021

Other. Please outline below

If other, briefly describe how the need for the project was identified.

Have you attached extracts from relevant plans and/or strategies to support the application?

Yes No

ORGANISATIONAL SUPPORT

Does this program have cross-directorate support within your organisation? We recommend you involve staff from your infrastructure, community and communications teams in this project.

Can you demonstrate Executive and organisational support for the project?

Yes No

Please describe how you can demonstrate the above support.

Is Council endorsement required for the project to go ahead?

Yes No

If yes, has this endorsement been given?

Yes No

CHALLENGES

Outline the project's potential challenges and/or risks.

E.g. opposition to the project, time scales, approvals.

Outline how these identified challenges are proposed to be overcome/minimised.

BUDGET AND TIMEFRAMES

Proposed project start date

Total project budget (including DoT funding)

Describe the source(s) of any “Other” funding.

SUPPORT MATERIAL CHECKLIST

The below materials are required to be submitted along with the completed application form. Applications submitted without these support materials (without prior discussion and consent from DoT) will be deemed ineligible.

- Extracts from, or links to relevant plans and/or strategies, including your latest/current local bike plan
- Any documentation or evidence that supports statements made in response to the weighted selection criteria
- Correspondence from the Council, community and/or other key stakeholders demonstrating support for the project

Important: Once you click the submit button, the form will prompt you to save your application. Once saved, the form will automatically be attached to an email with basic details populated. Your supporting materials can then be manually attached to the email. Please do not insert or extract pages to/from this application form as it will interfere with form functionality. If your attachments are too large please contact DoT for instructions before the submission deadline.

DECLARATION

All applicants must read and complete this section.

Important: Once you have completed the name, position and date boxes below, click into the signature box and this form will prompt you to configure and create a new digital signature or use an existing one. Ensure that you select 'Lock document after signing'. Once signed the form cannot be altered. Forms without the correct digital signature cannot be accepted. If you have difficulties with the digital signature please see the instructions on Page 1 of this form.

General Terms and Conditions for WABN Grant application submission.

1. I have read and am familiar with the information that is relevant to this application as published on the DoT website, including the information for the program that I am applying to.
2. I acknowledge this application will not be accepted if it does not meet formatting requirements and include all the required supporting material, or is subject to outstanding acquittals.
3. Statements in this application are true to the best of my knowledge.
4. I understand decisions are made by an assessment panel and information provided by DoT staff is advice only.
5. I agree to accept the decision of the assessors appointed to assess applications in this funding round.
6. I agree to inform DoT of any changes in the status or circumstances of the application between the time of its submission and its assessment.

I have read, understood and accept the General Terms and Conditions as outlined above.

Name

Position (director level or above)

Signature

Date

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