Program Guidelines

Cycle Network Local Government Grants

2020-21 Round

Queensland
Government

Contents

1. Program Overview

The Queensland Government is committed to achieving the *Queensland Cycling Strategy 2017-2027* vision of 'more cycling, more often'.

The Cycle Network Local Government Grants Program (the Program) allows the Queensland Government to work closely with council to achieve this vision by delivering and improving principal cycle networks across Queensland.

To get more people riding more often, riding a bike needs to be accessible and safe, with facilities that encourage new riders of all ages and abilities. The Program supports council to deliver best practice, high quality and safe cycling infrastructure and facilities.

Ultimately, the Program will contribute to the delivery of comprehensive and connected Principal Cycle Networks (PCN) across Queensland. Funding is being targeted at delivering the Highest Priority Routes (HPR) identified in the Priority Route Maps and Action Plans for each Region's Principal Cycle Network Plan (PCNP).

> For the purposes of these Guidelines, "council" is defined to include any Queensland local government authority, or any entity governing or managing a local government area in accordance with legislation such as the *Commonwealth Aluminium Corporation Pty Limited Agreement (Weipa Town Area) Regulation 1994* or other similar governance protocols.

2. Program Objectives

The objective of the program is to support council in the delivery of cycling infrastructure that:

- meets best practice design and construction standards
- completes missing links and/or remove barriers that present significant obstacles to bike riding
- improves access to trip attractors
- contributes to the development of the Principal Cycle Network
- anticipates and supports future demand and use based on mode share targets.

3. Criteria and Eligibility

3.1 Eligibility requirements

Projects are considered eligible for Program funding if they meet the following requirements.

- Projects must be on an identified and approved PCNP.
- Project is jointly funded between the Department of Transport and Main Roads (Department) and council, with a maximum of 50% funding from the Department (council must not match the Department's grant funding with funding from other state government programs unless identified as an Aboriginal and Torres Strait Islander community).
- Project contributes directly to the delivery of the relevant regional PCNP, in line with Priority Route Maps.
- Project complies with the Active Transport Investment Program (ATIP) Technical Requirements.
- Project delivery must commence in the 2020-21 financial year.

- Project delivers one (or more) of the following types of cycling infrastructure:
    - off-road exclusive use bikeways
    - on-road bicycle lanes that are physically separated from motorised traffic (also called bicycle tracks)
    - off-road shared paths
    - bicycle street
    - on-road facilities, including bike lanes, shoulder widening, line marking, lane and intersection reconfiguration and priority signalling
    - crossing provisions including at-grade treatments, bridges or underpasses
    - mid-trip facilities and end-of-trip facilities.
- Project delivers one (or more) of the following types of supporting cycling infrastructure:
    - directional and route signage[1]
    - lighting of bicycle paths and bikeways
    - data collection for the purposes of monitoring and reporting on the performance of cycling infrastructure.
- Project delivers preliminary and/or detailed design of any of the above cycling infrastructure types.
- Project delivers planning on the HPR identified in the PCNP Priority Route Maps (refer to Highest Priority Route Options Analysis grant category).
- Marketing, communication, promotion and engagement activities associated with the recent delivery of a cycling infrastructure link on the PCN (refer to Infra+ projects grant category).

3.2   Ineligible projects

Projects ineligible for Program funding include:

- Projects not on an identified and approved PCNP.
- Bicycle Awareness Zone (BAZ) treatments (note exception in *ATIP Technical Requirements).*
- Planning and/or concept plans on corridors not identified as priority routes (unless specifically negotiated).
- Local network strategies or plans.
- Land acquisitions (except as part of project construction).
- General road or non-bicycle related upgrades.
- Projects that do not meet minimum standards set by Austroads or *ATIP Technical Requirements.*

3.3   Funding Criteria

All eligible applications will be assessed in relation to the following criteria.

- **Strategic priority** – Project is on a Highest Priority Route identified in the Priority Route Maps and Action Plans for the PCN.
- **Attractiveness and comfort** – Project creates a safe and secure environment for vulnerable and new bike riders of all ages and abilities (for example, physical separation from traffic).

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[1] Directional and route signage should align with the standards identified in the draft *Cycle Network Signage and Wayfinding Fact Sheet.*

- **Network enhancement** – Project contributes to the delivery of the PCN, particularly filling gaps/missing links in the network and addressing barriers to cycling on the network.

- **Connectivity** – Improving the connectivity of the bicycle network, linking the community to key local trip attractors (for example, business centres, schools, service hubs and sport and recreational facilities).

- **Demand** – Projects are adequately designed to accommodate the surrounding population level, considering both current and future population projections (10 years). The project has sufficient capacity to accommodate anticipated use of the facility, including consideration of any peak periods and fluctuating demand patterns.

- **Safety improvement** – Project improves safety to bike riders, addressing risks, known hazards and crash locations.

- **Cost effectiveness** – Project costs are appropriate to project scope and are value for money.

- **Project feasibility and deliverability** – Project can be delivered within required timeframes and has adequately addressed relevant project obstacles.

> The Departments' districts and council often collaborate to deliver intersecting or linking projects on the local and state transport networks. This collaboration often enables longer lengths of network to be delivered more quickly and in a co-ordinated way, using a 'one network' approach to the development and delivery of our transport system. Projects that meet the criteria and demonstrate a collaborative approach to deliver 'one network' will be considered favourably by the panel.

4.   Stakeholder Engagement

Project delivery can be significantly impacted by the quality of community consultation and stakeholder engagement.

Council must provide evidence of community consultation when applying for construction projects.

Community consultation is a requirement under the Program to ensure that input from key stakeholders shapes the outcomes of proposed projects and that interested community members are aware of the project.

Council remain responsible for how their stakeholder engagement and community consultation activities are delivered however, the Department's Active Transport Investment Program (ATIP) has developed a best practice *Community and Stakeholder Engagement Guide* to assist in this process.

5.   Applications

2020-21 Program application forms and associated documentation are due for submission to the Department by **20 December 2019.** Application form and submissions details are provided on the Department website.

Note: There is no longer an option for 'design and construction' funding. The Program will continue to support council to design best practice facilities through a comprehensive detailed design only process prior to funding construction projects. If council believe that a 'design and construction' approach would be more beneficial to their project, please liaise with the Program team.

The following project types are available for Program grant funding.

5.1   Highest Priority Route Options Analysis (Planning)

Highest Priority Route Options Analysis is a funding category available to council to undertake options analyses to develop a pipeline of quality projects for delivery of HPR on locally-controlled portions of the PCN. An approved project must:

- Undertake options analysis of HPR, identifying preferred alignment and concept design, high level cost estimate and delivery strategy detailing staging, prioritisation and funding source.

- Engage with, and address input from, stakeholders such as the Department district offices and bicycle user groups at key milestones in the delivery of options analysis. Refer to the ATIP Community and Stakeholder Engagement Guide **(Attachment 8 – Resources)**.

Up to 50% grant funding is available for approved projects and will be funded over one financial year.

For further information on how to apply for Highest Priority Route Options Analysis project application please refer to the attached fact sheet (**Attachment 4**).

5.2   Detailed Design

There are two project types that can be applied for under the Detailed Design category.

5.2.1   Standard Detailed Design

This project type is available to council to complete a detailed design for a facility on the PCN. All detailed design projects must have gone through a planning process to determine the type/standard of facility to be designed. This process can be done through the grants program or internally to council.

Up to 50% grant funding is available for approved projects.

5.2.2   Priority Design Treatments

This project type offers council the opportunity to access 100% grant funding towards the detailed design of projects that will deliver one of the following high priority bicycle lane treatments:

- retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road bicycle facility

- new on-road bike lanes that are physically separated from motor vehicle traffic (also called bicycle tracks)

- advisory lane or bicycle street treatment.

In addition to the funding, the Department will provide design assistance to help establish local capability to design these specific treatments.

For further information on Priority Design Treatment project applications, please refer to the **Attachment 6**.

> It is recommended that council involve the Program team early in the design process or prior to submitting the design so any queries or issues can be discussed and addressed early and potential delays to projects are avoided.
>
> All detailed design projects are to be submitted to the Program team and will be subject to a technical assessment. Designs must comply with the ATIP Technical Requirements. Please refer to Attachment 10 for guidance for resources on best practice in cycle design.

5.3   Construction

This project type is available to council to deliver construction projects. Council are required to obtain Program approval for all designs prior to construction of the approved project.

Up to 50% grant funding is available for approved projects to be funded over two financial years. Construction projects are required to start in the first year of funding.

Council are required to provide evidence that community consultation has been undertaken with all construction projects. Refer to Section 4 – Stakeholder Engagement, on best practice strategies.

Council are encouraged to include wayfinding signage in all projects delivering network links.

> All construction projects funded by the Program require design approval by the Program team. This is in addition to any other approvals required by the department's district offices.

5.4   Infra+

This project type is available to council to undertake targeted promotion, engagement, behaviour change and educational activities associated with cycling infrastructure being delivered on the PCN through the Program.

The main objective of Infra+ grant funding is to rapidly increase the use of new high priority bicycle routes (or networks of routes). Activities should therefore be focused on the rideable and walkable catchment of recently completed (or soon to be completed) infrastructure.

For further information on how to apply for Infra+ project applications, please refer to the Infra+ fact sheet (**Attachment 5**).

6.   How to Apply

To apply for funding for all project types listed above:

- Check eligibility requirements and thoroughly review the ATIP Technical Requirements.

- Complete a new application form for each project, ensuring all fields in the form are completed. For further information please see the How to Complete an Application fact sheet (**Attachment 7**).

- Provide as much high-quality information and photos/images as possible to assist the Evaluation Panel in assessing the merits of the application. At a minimum this should include the following:

  - maps showing the project context and land uses to be served

  - plans or designs

  - site photos or video footage along the length of the route in each direction, clearly showing the following:

    - the proposed alignment of the project

    - constrained widths between any barriers such as fences, poles, trees or services

    - cross slope or longitudinal slope that may need retaining walls or earthworks and could affect constructability or cost

    - any drainage on, or near, the route that could require specific treatment and

    - any potential issues for crime prevention through environmental design[2].

Submit application forms and supporting documents to the Program team via email at TMR.Cycle.Grants@tmr.qld.gov.au.

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[2] See section 4.6 (page 20-21) of the *Crime Prevention through Environmental Design (CPTED) Guidelines for Queensland, Part B: Implementation Guide* (www.police.qld.gov.au/programs/cscp/safetyPublic) for a detailed checklist of issues to be highlighted in photographs/video.

7. Assessment and Approval Process

Eligible project applications are prioritised through a rigorous three stage assessment process to ensure projects meet the objectives of the program.

7.1 Multi-criteria analysis

Projects are ranked using a multi-criteria analysis database that allocates scores against each funding criteria based on the quantifiable benefits of the project. Measures and weightings against funding criteria are outlined in **Attachment 1**. Please note projects that are not on a HPR will score significantly lower in this assessment process.

7.2 Technical Assessment

Projects are reviewed by a Departmental technical officer against eligibility and funding criteria. This assessment process will review all available evidence including project plans, designs, photographs or footage and, where required, on-site assessment. The technical assessment investigates the potential on-site barriers to the constructability of the project such as constrained widths and difficult grades or slopes as well as environmental factors like traffic conditions, route connections, route visibility and passive surveillance viability.

7.3 Panel Assessment

Projects are assessed by a panel of professionals from the programming, planning, engineering and delivery areas of the Department, as well as external bicycle riding community representatives. The panel uses the information submitted as well as the outcomes of the multi-criteria analysis and technical review to prioritise the projects and provide a final recommendation for Departmental approval.

> During panel assessment, council may be required to supply additional information and respond to panel queries within quick timeframes. Further information regarding panel assessment dates will be communicated to council during the application process.

7.4 Approval

Following the Department's approval of the panel's recommendation, approved projects will be included in the Queensland Transport and Roads Investment Program (QTRIP), that is published in line with the state budget announcement.

8. Successful Projects

Following the release of QTRIP, council will be notified regarding the outcome of the assessment process and the next steps for successful project applications. There are several requirements which must be met to receive funding. The following information details these requirements and associated processes.

8.1 Funding Agreement

Successful applicants are required to enter into a legally binding Agreement with the Department before commencing the project and making claims for payment. The Agreement must be signed in duplicate by an authorised officer and returned to the Department for execution. One copy will then be returned to council for their records.

The Agreement includes various clauses regarding the requirements of the Department and council. The major responsibilities for council receiving funding through the Program are outlined below.

Notably, the Agreement requires council to retain the facility or asset funded for a minimum of 5 years. Council are also required to maintain the facility at their own cost.

8.2 Eligible Costs

Funding provided through the Program is strictly for expenditure on direct costs incurred by council in the delivery of the approved project scope detailed in the executed Agreement.

Projects must be jointly funded between the Department and council, with up to 50% funding from the Program (or 100% for Priority Design Treatments only). Council (excluding Aboriginal and Torres Strait Islander communities) must not match the grant amount with funding from other state government programs.

Project actual expenditure must be reported at the completion of the project before the final payment will be made and any unexpended funds are to be returned to the relevant parties as per the original Agreement (50% for the Department and 50% for the council except for Priority Design Treatment projects where 100% of any savings will be returned to the Department). Requests for additional project funding may be considered through a variation request application process (see Section 11.3).

9. Payment Claims

Projects will be funded over two financial years, with the first and second milestones payable in year one and the third milestone payable in year two. The milestone requirements and payment schedule are outlined in **Attachment 2**.

10. Invoice requirements

Invoices must meet the requirements of a valid tax invoice as shown on the Australian Tax Office (ATO) website. Council are responsible for determining their requirement to remit GST to the ATO under this Programs' funding arrangement.

The approved funding amount through this Program is GST exclusive. If GST applies in accordance with the A New Tax System (Goods and Services Tax) Act 1999, the Department will pay an additional amount (being, 10% of the funding amount) to cover the GST on receipt of a compliant tax invoice.

11. Reporting and Evaluation

To ensure effective management of the Program across Queensland, council are required to comply with the following reporting requirements:

11.1 Project progress reports

Council must submit monthly project progress reports on all active projects.

A reminder email from the Program with the progress report template will be circulated at least five days prior to the report due date.

The report will collect information regarding the project status and progress (percent complete), expected milestone delivery date changes, project risks or issues and planned media.

- Please note: requests for information and/or updates on specific projects may be requested at any time. Please work with the Program to provide the requested information in a timely manner.

11.2   Final project reports

Council are required to submit a Final Project Report (F200) for each project within thirty days of completion of the relevant project.

The report must be completed, signed and submitted to the Program team with the following attachments:

- Summarised project expenditure report showing the final cost of the project.
- Photographic evidence of constructed projects, meaning photographs or video of the project which clearly show the final delivered facility as per the checklist in the final report template.
  - Please note that the Department reserves the right to audit construction project quality and conformance to the Agreement and if necessary request changes.
  - Copies of the as constructed design plans should be submitted to the Department for approval.
- Any media releases associated with the project.
- Copy of previously submitted Variation Request (F300) if applicable.
- Final designs, as approved by the Program, for Detailed Design projects.

11.3   Project Variations

Unforeseen circumstances can sometimes result in changes to the deliverability of projects as originally outlined in the Agreement. When this occurs, council are able to apply for a project variation which will be assessed and actioned as appropriate.

For further information on variation processes or to discuss potential options, please contact the Program team. Please note that the Department reserves the right to reject variations.

The table below outlines the assessment/approval methods for various types of project variations:

(1) Project Variations

Council steps	Assessment/ approval process
Milestone date variation (if able to deliver within Years 1 & 2)	
• Resubmit a Project Works Schedule (F100) and a brief but thorough explanation of the reason/s for the delay.	• If the Department has any concerns regarding the proposed changes, further discussion will be held with council. • The schedule changes will be recorded.
Timing variation (if unable to deliver the project within Years 1 & 2)	
• Submit a signed letter or formal email to Program Team requesting a project extension. • The letter/email should outline why the project has been significantly delayed as well as clarifying council's commitment to the new delivery timeframe.	• The request will be evaluated against Program and budget commitments. • If approved, a formal letter/email approving the new delivery timeframe will be sent to council. • If not approved, the Department will move to terminate the project. Expended funding is required to be returned to the Department unless otherwise negotiated and approved by the Department.

Council steps	Assessment/ approval process
• Attach to the letter/email an updated Project Works Schedule (F100).	
Project scope variation (includes change of alignment, width, length, and so on)	
• Submit a completed Project Variation Request (F300). • Include as much detailed information as possible regarding why the scope must change. • Clearly outline the proposed new project description as compared to the original description. • Attach any relevant designs, maps, photographs, or other documentation.	• The request will be evaluated against the Program requirements and aims. • If approved, duplicate copies of a Substitute Schedule 3 with new project details will be sent to council for signature. The substituted schedule is sufficient evidence of an Agreement variation. • If not approved, the Department will negotiate with council regarding options, which may include a different alignment, design, etc. Alternatively, it may be agreed that council withdraw the project, with some or all of the expended funding to be returned to the Department.
Project cost variation	
• Submit a completed Project Variation Request (F300). • Include as much detailed information as possible regarding why the project cost has changed. • Variations seeking to increase cost for construction projects require Program approved detailed design plans. • Note: project savings do not require a variation but should be highlighted through the monthly report and must be reflected in the final claim.	• The request will be evaluated against the Program requirements and aims and available funding. • If approved, duplicate copies of a Substitute Schedule 3 with new project details will be sent to council for signature. The substituted schedule is sufficient evidence of an Agreement variation. • If not approved, council may proceed without additional funding or withdraw the project, with some or all of the expended funding to be returned to the Department.
Project withdrawal	
• Submit a formal signed letter or email to Program team requesting withdrawal of the project. • Include reason/s for the withdrawal and any alternative or future plans council may have relating to the project. • Do NOT issue any invoices or credit notes.	• Council will be required to return any Department funds already paid to council. • The Department will raise and submit an invoice to council for the return of these funds.

11.4   Acknowledgment of the State

Council are required to acknowledge the Queensland Government contribution to any project receiving funding through the Program. Acknowledgement should be made in all media releases, announcements, events and on-site signage. Refer to point 11.6 for required wording.

11.5   Media Requirements

All media opportunities should be highlighted in the project reporting. Through the Agreement, council is required to notify the Department of any planned media events, opportunities or statement releases a minimum of fourteen days prior to the event or planned release. Council are also required to invite the Minister for Transport and Main Roads to any media events.

See **Attachment 3** for specific details regarding the media approval process.

11.6   Signage

Approved construction projects are required to have on-site construction signage installed no later than thirty days prior to the commencement of construction work and remain on-site for a minimum of one year after the completion of the construction works, unless otherwise agreed by the Program team.

Council is not required to use a specific template however all project signage MUST clearly and legibly state the following:

> *This initiative is supported by the Queensland Government's Cycle Network Local Government Grants Program.*

Council is not to display the Queensland Government Coat of Arms unless otherwise agreed by the Department.

12.   Privacy and Confidentiality

The use and disclosure of information provided by applicants for the program is regulated by the relevant provisions and penalties of the Right to Information Act 2009 and the Information Privacy Act 2009 and the general laws of the State of Queensland.

The information contained in applications will be regarded as private and confidential and will be treated as such by the Department. This is subject to the operational need to provide applications to assessors and any statutory or legal requirements to provide information to the Parliament and other organisations, for audit, law enforcement, investigative or other purpose.

As part of the assessment of an application, the Department may need to consult with, and provide material from the application to, other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statement made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

Following approval of an application, the broad details of an application may be placed online via the Department website. In addition, regular updates will be provided on project implementation and progress.

13. Attachments

13.1 Attachment 1 - Multi-criteria Analysis

The Department uses a multi-criteria analysis tool to assess all cycling project applications funded under the ATIP. The table below lists the measures used for each funding criteria and outlines how each measure is scored within the tool. The tool will generate a score based on data provided in the application form for the Program.

(2) Multi-criteria analysis

Criteria	Measure	Score	Scoring Parameters
Connectivity	Number of attractors served within 500m catchment along a project (15%)	Pre-defined bands	Attractor types are given higher scores, based on their bicycle trip generator potential, as follows: • Major Commercial/Employment/Retail Area (e.g. Principal Activity Centre/CBD/District Centre/Large Town Centre); Universities; TAFEs and Schools – score of 3. • Rail or Bus stations; Hospitals; Industrial Areas; Minor Commercial/Retail Areas (e.g. neighborhood shops, small town centre) – score of 2. • Parks/Recreation areas – score of 1. The total score of attractors for whole project is then scored in bands. Applicants will be asked to also provide a map of these attractors.
	Diversity of attractors served within 500m catchment along a project (10%)	4	The corridor serves four of the potential use types of Commuter, Recreation, Education or Community/Utility.
		3	The corridor serves three of the potential use types of Commuter, Recreation, Education or Community/Utility.
		2	The corridor serves two of the potential use types of Commuter, Recreation, Education or Community/Utility.
		1	The corridor serves only one of the potential use types of Commuter, Recreation, Education or Community/Utility.
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)		**What are the land use characteristics of the area to be served by the project (pick answer which best describes the majority of the adjacent project catchment – up to 1km):**
		4	High density residential area; contains a major commercial/ employment/retail area and/or area experiencing high visitor demands.
		3	Medium density residential area; contains a minor commercial/retail area and/or area experiencing medium visitor demands.
		2	Low density residential area and/or area experiencing low visitor demands.
		1	Rural or Rural residential area.
		0	No population served by the project.

Criteria	Measure	Score	Scoring Parameters
Network Enhancement	Fills a gap by addressing a major barrier to cycling (20%)		**Does the project fill a gap in the network, extend the network or address a major barrier to bicycle riding?**
		4	Addresses a major barrier by constructing a bridge across a river, creek or major road/rail line.
		4	Project fills a missing link in the network i.e. there are existing bicycle facilities on either side of the project resulting in a longer continuous route.
		3	Project extends an existing bicycle facility resulting in a longer continuous bicycle route i.e. the project connects into existing bicycle facilities at one end.
		1	Addresses other safety barriers to bike riding e.g. intersection improvements, providing a crossing across a road, provision of way finding signage, security improvements or end of trip facilities.
		0	Does not address a gap or barrier.
Safety Improvement	Proposal makes a safer and more secure environment for cyclists (5%)		**Does the project improve safety for bike riders by:**
		1 for Yes	• Addressing a known bicycle crash location? Yes/No.
		1 for Yes	• Responding to community concerns about a hazardous location? Yes/No.
		1 for Yes	• Introducing separation treatment on a high traffic volume road where there was none before? Yes/No.
			Cumulative score, with a maximum total of 3 if answer yes to all 3 of the above.
Strategic Priority	Constructing HPR (40%)*		**Is the project on (more than 80% of the project needs to be on the priority route category nominated):**
		5	Highest Priority Route (refer to top 3 routes identified in the LG/TMR Action Plan). If yes, which top 3 priority corridor are you completing?
		4	Priority Route A
		1	Priority Route B
		1	Priority Route C
		1	Priority Route D
		0	Un-prioritised
			*Note: HPR are listed in the action plans for the Priority Route Maps endorsed for each Principal Cycle Network Plan. The endorsed *Queensland Cycling Infrastructure Investment Strategy and Business Case* targets funding to HPR with the aim of completing all within 10 years.

Trip attractor definitions

The following table defines the categories of trip attractors assessed through this program.

(3) Trip Attractor Definitions

Attractor type	Definition	Examples
Principal activity centres	Principal Activity Centres serve catchments of sub-regional significance and accommodate key concentrations of employment. They also serve business, major and convenience retail, and service uses. These centres provide a secondary administrative focus, accommodating regional offices of government and regionally significant health, education, cultural and entertainment facilities. Typically, these centres comprise key nodes in the regional public transport system and are serviced by multimodal public transport.	- Central Business District - Hub for regional business, retail and services - Regionally significant health, education, cultural and entertainment facilities - Key regional employment areas
Specialist activity centres	As precincts of regional economic significance, these centres provide a primary focus for specialised economic activity, employment and/or education, rather than having a retail function.	- Airports/bases - Universities/TAFEs - Major ports - Hospitals and/or logistics
Transit oriented developments	Transit oriented developments are medium to high-density mixed-use precincts focused around mass transit, such as rail or bus transit systems. These developments are likely to coincide with Principal and Major Activity Centres.	
Schools	All primary and secondary schools and colleges located in Queensland are potential bicycle trip attractors.	
Public transport nodes	Public transport nodes refer to passenger railway stations, ferry terminals, major bus stations and interchanges. These public transit stations provide the opportunity to create multimodal transport nodes. Note: individual bus stops are not considered public transport nodes.	- Rail stations - Bus stations or interchanges - Ferry terminals
Local activity centres	Local Activity Centres are not regionally significant, but important trip attractors at the local level. Individual or isolated trip attractors, such as corner stores, unless of significant size, are not Local Activity Centres.	- Retail and service precincts - Local specialist centres - Cultural and entertainment hubs - Business centres
Industrial activity centres	These centres are hubs for a range of value-adding industrial activities occurring within the region. Industrial Activity Centres have high concentrations of employment.	
Recreation centres	Recreation centres, such as parks and sports facilities in local communities, are potential trip attractors.	

13.2   Attachment 2 – Payment Claims

(4) Payment Claims – Planning Projects

HPR Options Analysis Planning Projects	
Milestone 1 (50%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of a Project Management Plan and Stakeholder Engagement Plan.
Milestone 2 (25%) – Year 1	• A second payment of 25% of the approved grant funding will be payable for each project upon commencement of activities outlined against Step 2, 3, 4 in the HPR Options Analysis fact sheet (**Attachment 4**). • It should be noted that failing to commence an approved project within the relevant funding financial year without an approved timing variation could result in termination of the Agreement.
Milestone 3 (25%) – Year 1	• A final payment of 25% of the approved grant funding, less any unexpended funds[3], will be payable for each project upon Program approval of the project in accordance with the following: – Final Project Report (F200) – Options Analysis Report – project completed in accordance with the terms of the Agreement, and – the project has been approved as complete by the Department. • If a funding recipient does not comply with these requirements for an approved project, the final 25% may be withheld until all relevant requirements are met. • Funding can only be held past Year 1 through consideration of a Timing Variation (see Section 11.3).

(5) Payment Claims – Design Projects

Design Projects	
Milestone 1 (50%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of a Project Work Schedule.
Milestone 2 (25%) – Year 1	• A second payment of 25% of the approved grant funding will be payable for each project upon commencement of design works. • It should be noted that failing to commence an approved project within the relevant funding financial year without an approved timing variation could result in termination of the Agreement.

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[3] Unexpended funds means those funds paid or payable to the funding recipient, that are not required to successfully complete an approved project.

| Milestone 3 (25%) – Year 1 or 2 | • A final payment of 25% of the approved grant funding, less any unexpended funds[4], will be payable for each project upon Program approval of the project in accordance with the following:

  – Final Project Report

  – project completed in accordance with the terms of the Agreement, and

  – the project has been approved as complete by the Department (please note this involves a technical assessment of the completed project against agreed scope, design plans and the Program's technical requirements).

• If a funding recipient does not comply with these requirements for an approved project, the final 25% may be withheld until all relevant requirements are met.

• Please note, if a project can be completed in Year 1, the final payment will be brought forward (unless otherwise decided). Funding can only be held past Year 2 through consideration of a Timing Variation (see Section 11.3). |

(6) Payment Claims – Construction

Construction Projects	
Milestone 1 (50%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of a Project Work Schedule.
Milestone 2 (25%) – Year 1	• A second payment of 25% of the approved grant funding will be payable for each project upon commencement of project works, following approval of project design plans. • Construction signage must be installed. • It should be noted that failing to commence an approved project within the relevant funding financial year without an approved timing variation could result in termination of the Agreement.

Milestone 3 (25%) – Year 1 or 2	• A final payment of 25% of the approved grant funding, less any unexpended funds, will be payable for each project upon TMR Cycle Grants Team approval of the project in accordance with the following:
	
	  – Final Project Report
	
	  – project completed in accordance with the terms of the Agreement, and
	
	  – the project has been approved as complete by the Department (please note this involves a technical assessment of the completed project against agreed scope, design plans and the Program's technical requirements).
	
	• If a funding recipient does not comply with these requirements for an approved project, the final 25% may be withheld until all relevant requirements are met.
	
	• Please note, if a project can be completed in Year 1, the final payment will be brought forward (unless otherwise decided). Funding can only be held past Year 2 through consideration of a Timing Variation (see Section 11.3).

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[4] Unexpended funds means those funds paid or payable to the funding recipient, which are not required to successfully complete an approved project.

(7) Payment Claims – Infra +

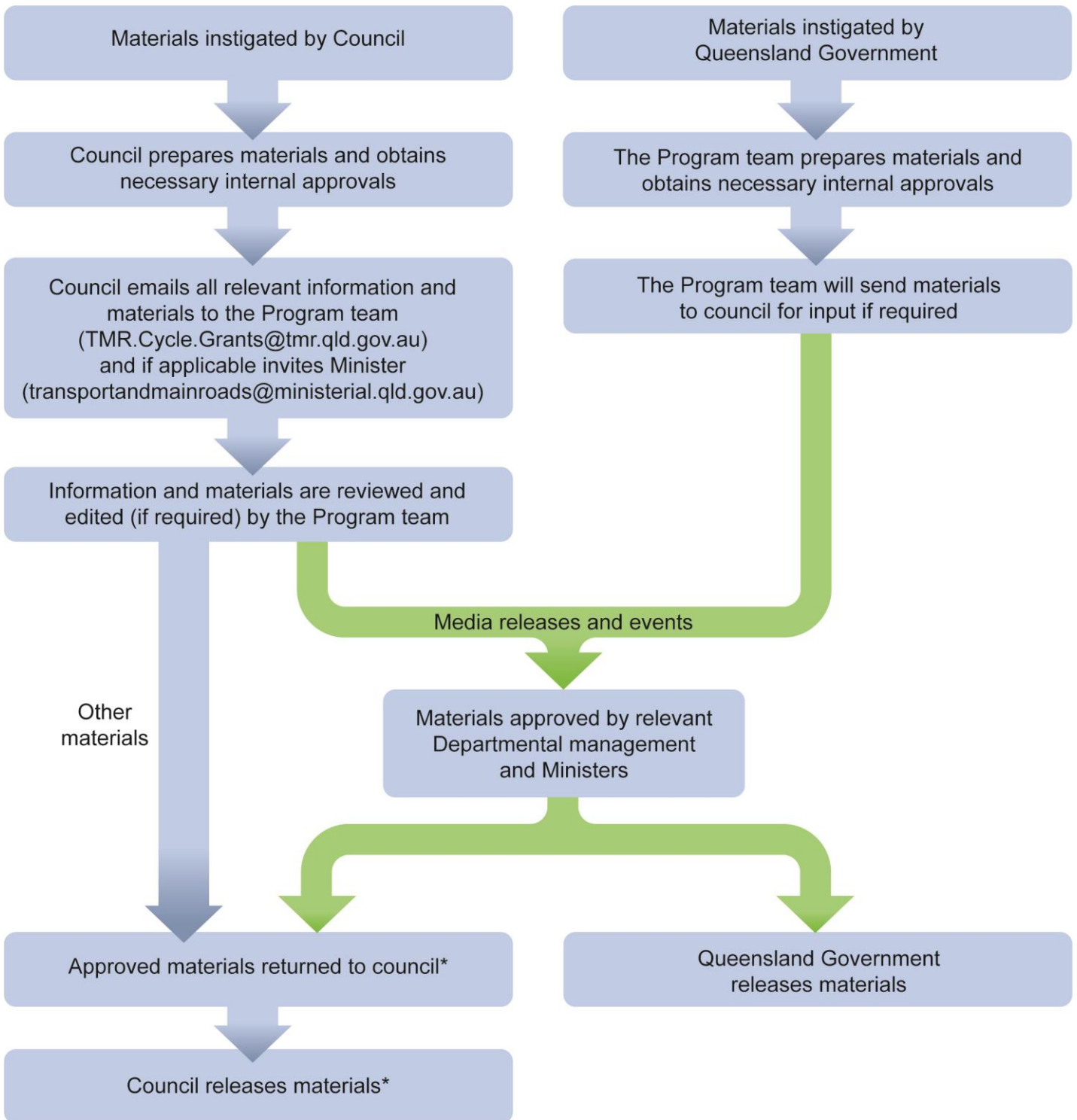| Infra+	
Milestone 1 (50%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of an approved Infra+ proposal.
Milestone 2 (25%) – Year 1	• A second payment of 25% of the approved grant funding will be payable after the proposed Campaign Plan delivered by the Council is approved by the Department • It should be noted that failing to commence an approved project within the relevant funding financial year without an approved timing variation could result in termination of the Agreement.

Milestone 3 (25%) – Year 1 or 2	• A final payment of 25% of the approved grant funding, less any unexpended funds, will be payable upon Program approval of the project in accordance with the following:
	
	  – An Infra+ final project report
	
	  – project completed in accordance with the terms of the Agreement, and
	
	• the project has been approved as complete by the Department (if a funding recipient does not comply with these requirements for an approved project, the final 25% may be withheld until all relevant requirements are met).
	
	• Please note, if a project can be completed in Year 1, the final payment will be brought forward (unless otherwise decided). Funding can only be held past Year 2 through consideration of a Timing Variation (see Section 11.3).

13.3   Attachment 3 – Joint media approval process


```
Materials instigated by Council          Materials instigated by
                                         Queensland Government
            │                                       │
            ▼                                       ▼
Council prepares materials and obtains   The Program team prepares materials and
    necessary internal approvals         obtains necessary internal approvals
            │                                       │
            ▼                                       ▼
Council emails all relevant information  The Program team will send materials
    and materials to the Program team        to council for input if required
    (TMR.Cycle.Grants@tmr.qld.gov.au)
    and if applicable invites Minister
(transportandmainroads@ministerial.qld.gov.au)
            │                                       │
            ▼                                       │
Information and materials are reviewed   │
  and edited (if required) by the        │
         Program team                    │
     │          │                        │
  Other       Media releases and events  │
  materials        ▼                      │
     │      Materials approved by relevant
     │      Departmental management
     │           and Ministers
     │        │              │
     ▼        ▼              ▼
Approved materials returned to council*  Queensland Government
            │                            releases materials
            ▼
Council releases materials*
```

*NOTE regarding events:
- Ongoing coordination will be required for events
- While the event instigator may nominate a date a time, it must be mutually agreed upon by both parties
- Communications with council may be through the Program team or directly through the relevant attendee's support office.

13.4 Attachment 4 – Highest Priority Route (HPR) Options Analysis

- Refer to attached document and online.

13.5 Attachment 5 – Infra+ Projects

- Refer to attached document and online.

13.6 Attachment 6 - Priority Design Treatment

- Refer to attached document and online.

13.7 Attachment 7 – How to Complete an Application

- Refer to attached document.

13.8 Attachment 8 – Resources

Documents to consider when identifying and developing cycling infrastructure project proposals include:

- Active Transport Investment Program Technical Requirements

Technical direction and project requirements for all cycling projects funded under the Active Transport Investment Program both Cycling Works and Cycling Grants funded projects.

- Principal Cycle Network Plans

Projects submitted should contribute directly to the delivery of the relevant regional Principal Cycle Network Plan. Find your Principal Cycle Network Plan at www.tmr.qld.gov.au.

- Queensland Manual of Uniform Traffic Control Devices, Part 9 Bicycle Facilities

This document contains the design of, and the methods, standards and procedures in relation to every sign, signal, marking, light or device, installed on a road.

- Austroads Guide to Road Design, Austroads Guide to Traffic Management and Austroads Guide to Road Safety.

These documents provide guidance for road designers and other practitioners on the design of paths for safe and efficient walking and cycling. Austroads publications are available at www.austroads.com.au.

- Technical Information for Cycling

The Department has developed a series of notes and fact sheets to assist planners and engineers provide cycling in their area. The notes are available at www.tmr.qld.gov.au .

- Active Transport Investment Program (ATIP) Community and Stakeholder Engagement Guide

The ATIP have developed a guide to assist council investigate and implement ways to make sure appropriate stakeholder engagement is delivered prior to planning, designing and constructing cycling infrastructure.

- Bicycle Network Signage and Wayfinding Guidelines

This guide supports practitioners to provide high-quality and consistent wayfinding signage for bicycle networks. This will help the growing number of Queenslanders riding make full use of the cycling infrastructure available.

- Crime Prevention through Environmental Design – Guidelines for Queensland

The CPTED guidelines considers design and use, identifies which aspects of the physical environment affect the behaviour of people and then uses these factors to allow for the most productive use of space while reducing the opportunity of crime. Part B Implementation Guide is available at www.police.qld.gov.au/programs/cscp/safetyPublic

- Queensland Cycling Strategy 2017-2027

  Projects should contribute to the *Queensland Cycling Strategy 2017-2027* priority areas: building and connecting infrastructure to grow participation; encouraging more people to ride; sharing our roads and public spaces; powering the economy; and using research and data in decision making. The *Queensland Cycling Strategy 2017-2027* is available at http://blog.tmr.qld.gov.au/cycling/.

14.   Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact the Cycling Team on 3066 3802

Version history

Version no.	Date	Changed by	Nature of amendment
0.1	24.09.19	Melanie Baker	Initial draft
0.2	25.09.19	Michelle Hunter	Review
0.3	01.10.19	Darrin Vance	Review
0.4		Adam Rogers	Approve

Document sign off

The following officers have **approved** this document.

Director

Name   Adam Rogers

Position   Director (Active Transport)

Signature   Date   1 October 2019

Highest Priority Route Options Analysis (Planning)

Cycle Network Local Government Grants

The Cycle Network Local Government Grants program (the Program) provides funding to councils to deliver cycling and supporting infrastructure on the Principal Cycle Network (PCN). Up to 50 percent grant funding is available to councils for projects which will deliver options analyses to develop a pipeline of quality projects for delivery of Highest Priority Routes (HPR) on locally-controlled portions of the PCN.

This funding initiative supports delivery of the Queensland Cycling Action Plan 2017-2019, Action 1.3:

- Invest $40 million through the Cycling Infrastructure Program to accelerate delivery of the highest priority routes on the local government-controlled portions of the principal cycle network by providing grants for:
  - design and construction of cycling and supporting infrastructure
  - delivery of long links with targeted promotion to boost cycling participation
  - planning to develop a pipeline of high priority projects.

Funding requirements

Projects are considered eligible if they meet the following requirements:

- project delivers options analysis for HPR in line with the Priority Route Maps
- project complies with scope and deliverable requirements listed below
- project can be completed in one financial year.

Approved projects will be funded over one financial year. Detailed design and or construction funding applications may be submitted separately, upon finalisation of the options analysis project.

Application requirements

To apply for 50 percent grant funding for an options analysis project, councils must complete all fields in the Highest Priority Route Options Analysis application form.

Scope requirements

The project must:

- Undertake options analysis of HPR, identifying preferred alignment and design, high level cost estimate and delivery strategy detailing staging, prioritisation and funding source.
- Consider separated cycle facilities.
- Engage with, and address input from, stakeholders such as the Department of Transport and Main Roads (the Department) and bicycle user groups at key milestones in the delivery of options analysis. Refer to the Active Transport Investment Program, Community and Stakeholder Engagement Guide.

The activities listed below are intended to be a guide and represent the minimum expected to be undertaken. Alternative approaches will be considered and must be detailed in application submission.

Councils may decide whether the options analysis is undertaken in-house or by a contractor. The Program team can provide input on project briefs for tendering a contract for approved projects if required.

Queensland
Government

Project Planning

- Prepare project management plan covering scope, tasks, time, cost, resources, risk and safety.

- Prepare stakeholder engagement plan identifying key stakeholders and proposed stakeholder consultation and communication activities. Refer to the Active Transport Investment Program Community and Stakeholder Engagement Guide.

Background Investigations and Basis for Design

- Review previous and current planning, related projects, transport network, crash history and safety, demographics, site conditions, facilities, civil structures and utilities.

- Install data counters within the route and at possible decision points.

- Identify and assess existing and future transport needs, adjacent/connecting land use, major origins and destinations, and wayfinding opportunities and improvements.

- Investigate environmental, heritage, hydraulic, geotechnical and property constraints.

- Review connectivity to improve accessibility to the wider cycle network addressing Principal Cycle Network desire lines.

- Conduct site visit to ground truth existing conditions and to create Geographic Information System (GIS) inventory and map/s of existing cycling facilities and infrastructure.

- Identify and assess relevant standards and guidelines, opportunities, constraints and risks.

- Hold workshop to develop basis for design for fit-for-purpose cycling infrastructure that supports riders of all ages and abilities.

- Prepare working paper documenting background investigations and basis for design, and level of service and standard of facility required.

Route Options

- Identify and develop route options for a continuous cycling facility.

- Develop and undertake options analysis methodology to identify preferred route.

- Hold workshop to facilitate stakeholder review and further development of route options, and inform assessment and selection of preferred option(s).

- Prepare working paper documenting route options, analysis methodology and outcomes, and recommended preferred option(s).

Design Treatment Options

- Identify and develop options for a continuous cycling facility consistent with basis for design.

- Develop and undertake options analysis methodology to identify preferred design treatment option(s) along route.

- Hold workshop to facilitate stakeholder review and further development of design treatment options, and inform assessment and selection of preferred option(s).

- Prepare working paper documenting design options, analysis methodology and outcomes, and recommended preferred option(s).

Options Analysis Report

- Develop concept plan for the preferred option(s) including conceptual layout drawings and typical cross sections.

- Undertake risk assessment and environmental scan, identify possible land requirements, consider and assess potential impacts.

- Hold workshop to review safety in design aspects of concept for preferred option(s).

- Conduct site visit with stakeholders to ground truth concept designs and costings.

- Prepare delivery strategy identify staging, prioritisation, high level cost estimates, and potential funding and delivery mechanisms.

- Prepare options analysis report summarising background investigations and options development and assessment, and stakeholder input and how it has been addressed, and detailing concept plan and assessments, and delivery strategy.

Out of Scope

- Transport modelling

- Detailed design

- Land acquisition

- Construction

- Marketing

- Public consultation (other than targeted consultation).

Deliverable requirements

The project should achieve the milestone and deliverables listed in Table 1. The milestones and deliverables listed represent the minimum expected to be produced and correspond to the payment schedule.

Table 1: Milestones and Deliverables.

Milestone	Deliverable
1. Project Management Plan	Submit Project Management Plan for review. Plan should cover scope, tasks, time, cost, resources, risk and safety.
2. Stakeholder Engagement Plan	Submit Stakeholder Engagement Plan for review. Plan should identify key stakeholders and proposed stakeholder consultation and communication activities. Refer to the Active Transport Investment Program, Community and Stakeholder Engagement Guide.
3. Working Paper 1	Submit working paper for review that documents background investigations, basis for design, and level of service and standard of facility required.
4. Working Paper 2	Submit working paper for review that documents route options, analysis methodology and outcomes, and recommended preferred option(s).
5. Working Paper 3	Submit working paper for review that documents design options, analysis methodology and outcomes, and recommended preferred option(s).
6. Options Analysis Report	Submit options analysis report for approval that summarises background investigations, options development and assessment, and stakeholder input and how it has been

	addressed, and details concept plan, risk assessment and environmental scan, and delivery strategy.

All deliverables need to be submitted to the Program team (contact details below) for approval.

*Note - Responding to feedback from TMR is not considered approval of a deliverable.

Throughout project delivery, councils should regularly check-in with the appointed departmental technical advisor who will provide route planning and design assistance on best practice design treatments.

Councils should consider, but are not limited to, priority design treatment options detailed in Active Transport Investment Program Technical Requirements (ATIPTR). All designs must comply with the ATIPTR.

Upon finalisation of the options analysis project, councils may apply for detailed design and or construction funding where appropriate and possible.

Contact information

If you have any further enquiries, please contact the Program team:

Cycling Grants	Email: TMR.Cycle.Grants@tmr.qld.gov.au Phone: 3066 3802
Website	https://www.tmr.qld.gov.au/Travel-and-transport/Cycling

Infra+ Projects

Cycle Network Local Government Grants

Scope

Infra+ is a funding category available to councils under the Department of Transport and Main Roads (the Department) Cycle Network Local Government Grants program (the Program). Infra+ grants enable councils to undertake targeted promotion, engagement, behaviour change, and educational activities associated with cycling infrastructure being delivered on the Principal Cycle Network through the Program.

The main objective of Infra+ grant funding is to rapidly increase use of new high priority cycle routes (or networks of routes). Activities should therefore be focused on the rideable and walkable catchment of recently completed (or soon to be completed) infrastructure.

Infra+ grants will help deliver the *Queensland Cycling Strategy 2017-2027* vision of more cycling, more often by growing cycling participation. Infra+ activities will promote the benefits of bike riding (and walking as appropriate) on the new infrastructure and promote its use for safe, convenient and enjoyable travel.

Application requirements

To apply for Infra+ grant funding, councils should complete all minimum fields in the Program application form plus an Infra+ Proposal form.

Infra+ applications can be submitted either as part of, or in parallel with, an application for construction funding. Councils are encouraged to submit an Infra+ application when completing the final section of a longer route or network of routes.

The following details should be included in the Infra+ application form:

- Objectives of the proposed Infra+ campaign.

- Who is the target audience for the campaign? For example, commuters to workplaces or schools, families and children.

- A map clearly illustrating the whole priority cycle route (or network of routes) targeted by the campaign, along with its rideable and walkable catchment. Ideally this will identify all state and local networks/ projects that could be covered by the campaign.

- Identification of projects along the route which are currently under construction (or recently completed), with completion timeframes.

- Identification of any new construction projects for which council is applying as a linked project to the Infra+ application.

- Types of promotional, engagement, behaviour change or educational activities which would be undertaken as part of the campaign. Consider your target audience: what would motivate them to use the new infrastructure? Refer to the Infra Proposal for example activities.

- Indicative costings and timeframes for activities proposed. *Note estimates can be used for the Infra+ application (confirmed costings will need to be submitted and approved as part of an Infra+ Campaign Plan should your funding application be approved).

- Any specific locations along or near the route where target audiences can be engaged in activities for example, schools, transit stations, hospitals, universities, shopping centres or neighbourhoods. Consider your target audience: where do they live? Where do they want to go?

- What would success look like? What performance indicators would you use to measure success? There are a range of measurement and counting options available for pre and post campaign evaluation including: manual and/or automatic cycle and pedestrian counters, cordon counts on principal routes into major centres, ABS travel to work data, gathering data from workplace surveys, school travel surveys, counting parked bicycles, reported behaviours (either through quantitative or qualitative surveys), geospatial information, and cost-benefit analysis of projects. Note a final Evaluation Plan will be required as part of a Communication and Marketing Plan should your funding application be approved.

Approved Infra+ projects – Deliverables

Infra+ projects approved for funding should be rolled out through the milestones and deliverables as listed in Table 1.

Table 1: Milestones and Deliverables.

Milestone	Deliverable
1. Start-up meeting	Start-up meeting (face to face/phone) between the council and the Program Team regarding proposed project and Infra+ deliverables.
2. DRAFT Infra+ Campaign Plan	Submit a draft Infra+ Campaign Plan, including detailed cost estimates and work schedule, and an evaluation and monitoring plan for the proposed campaign. The Program team will review draft documentation and provide feedback. Note councils can seek feedback and assistance from the Program at any stage during development process.
3. Final Infra+ Campaign Plan	Submit a final Infra+ Campaign Plan for approval.
4. Implement agreed Infra+ Campaign Plan	Implement agreed Infra+ Campaign Plan in accordance with agreed timeframes.

Steps 1 to 4 must be completed within the first year of funding. All documentation should be submitted to TMR.Cycle.Grants@tmr.qld.gov.au for review and approval.

Funding requirements

Infra+ funding is available through the Program on a dollar for dollar matched basis (50%). Infra+ funding can be applied as a linked grant to an existing or new construction project(s) funded under the Program. Ideally councils will match Infra+ funding with their own operational funding. However, in circumstances where councils have restricted operational funding, the Program team can discuss alternatives, considering the council's funding commitments across all linked, funded projects.

Cost items eligible for funding through Infra+ applications must be directly related to the development, coordination and implementation of the Infra+ Campaign. Assets can be purchased for use throughout the campaign and future cycling events in the community, if appropriate. All non-asset related items and any recurring expenses must be time-limited. A consultant or council officer can be hired/recruited to deliver the grant and associated campaign, however, their role and responsibilities must be clearly defined and directly relate to the delivery of the campaign. All cost items will be approved by the Program via an Infra+ Campaign Plan developed by council, post funding approval and prior to campaign activities commencing.

All publications and media will need to acknowledge the funding and need to be approved in accordance with the Program Guidelines:

"This initiative is supported by the Queensland Government's Cycle Network Local Government Grants

Program."

Contact information

If you have any further enquiries, please contact the Program team:

Cycling Grants	Email: TMR.Cycle.Grants@tmr.qld.gov.au
	Phone: 3066 3802
Website	https://www.tmr.qld.gov.au/Travel-and-transport/Cycling

Priority Design Treatments

Cycle Network Local Government Grants

Scope

The Cycle Network Local Government Grants program (the Program) provides funding to councils to deliver cycling and supporting infrastructure on the Principal Cycle Network. 100 percent grant funding is available for councils to design projects which will deliver one of the following priority design treatments:

1. Retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road cycle facility.

2. New on-road bike lanes which are physically separated from motor vehicle traffic (also called cycle tracks).

3. Advisory lane or cycle street treatment.

The *Queensland Cycling Strategy 2017-2027* has a vision for more cycling, more often. The Program is targeting funding towards achieving this vision, specifically towards using design treatments which are nationally and internationally recognised as best practice for providing a safe environment, leading to greater participation from people of all ages and abilities.

Funding requirements

100 percent grant funding is available for identified priority design treatments. Please note, a maximum of 50 percent grant funding still applies to the construction of these facilities. Construction funding applications should be submitted separately, upon finalisation of the project design.

Application requirements

To apply for 100 percent grant funding for a priority design treatment project, councils should complete all fields in the normal Program application form. The following details should be included to register it as a priority design treatment project application:

- Project summary – identify which of the applicable treatment options the project will undertake (dot points 1-3 outlined above).

- Construction type – select design as your Infrastructure Type (only design projects will be considered for 100 percent grant funding. A construction application can be submitted next round once the design project is complete).

- Project cost –provide a project cost estimate and list full amount under state contribution.

- Project description – clearly identify the scope of the project.

- Provide a preliminary concept design for the route.

Deliverables

The project must deliver a detailed design plan for a project(s) on a High Priority Route on the Principal Cycle Network.

It is your council's decision as to whether the design is undertaken in-house or by a contractor. If you would like advice on contractors with relevant experience in designing separated cycling facilities, please contact the Program team.

The Department of Transport and Main Roads' technical advisors are able to provide input on project briefs and technical requirements for the purpose of tendering a contract if required.

Projects approved for funding should be rolled out through the following steps:

- Step 1 – Re-submit a concept design for approval, if required. Identify staged delivery for detailed design, where relevant.
- Step 2 – Regularly check-in with appointed departmental technical advisor (advisors will provide design assistance on best practice design treatments as project progresses)
- Step 3 – Submit a draft design plan for review.
- Step 4 – Submit a final detailed design plan for approval.
- Step 5 – Apply for construction funding as part of the next Program funding round, where appropriate and possible.

All designs must comply with the *Active Transport Investment Program Technical Requirements*. Please note this document includes specific guidance on priority design treatments.

Contact information

If you have any further enquiries, please contact the Program team:

Cycling Grants	Email: TMR.Cycle.Grants@tmr.qld.gov.au
	Phone: 3066 3802
Website	https://www.tmr.qld.gov.au/Travel-and-transport/Cycling

How to Complete an Application

Cycle Network Local Government Grants

This guide is to assist local government officers with compiling applications for the Cycle Network Local Government Grants program (the Program) through the Department of Transport and Main Roads (the Department).

Information regarding project requirements and criteria is outlined in the Program Guidelines. Please read the guidelines thoroughly before proceeding with an application for funding.

New Application Form

These forms are custom documents that when complete, will be imported into the Program's multi-criteria analysis (MCA) database to rank the projects in order of priority. All submissions for grant funding must include a completed application form. If you have not received an application form, please email TMR.cycle.grants@tmr.qld.gov.au.

The application forms are used by both the Department and local governments. Some of the screenshots below are from the Department Capital Works program form but the procedure is still the same for the Program form.

Creating a new application

When you open the application form for the first time from the email sent, press the **New Application** button before commencing. This process creates a new application form ID to ensure it can be imported into the database as a new project.

When you press the **New Application** button, a warning will be displayed prompting you to understand this is for creating a new application for another project and not modifying an existing one.
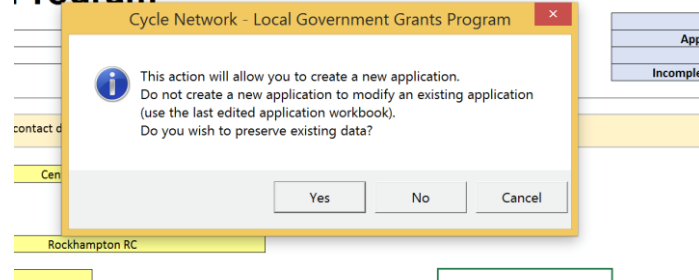
In the first instance, press **No** to create your first project application
Save with your first project's name at the prompt.

| **Creating subsequent applications** | To create subsequent application forms that are valid for import into the MCA database for assessment, click the **New Application** button at the top of an Application Form you have already filled out and then when prompted, save the new application form with the relevant project name at the prompt. |

Only create applications from the current year Application Form sent by the Department. Using applications from previous years will not be valid and cannot be imported into the MCA database for assessment.

All applications either need to be created from the original template sent by the Department for that program period or by clicking the **New Application** button on an already filled out application form for that program period.

Do not use the **New Application** button if you just want to modify data on an existing project.

To ensure you have created the applications correctly, check that the GUID is different on each application and from the template sent to you by Department.

| **Saving an application** | Your application is first saved as part of the **New Application** process. If you need to save the application after this, you can do so by selecting the Save button on the top left of your screen or through File>Save. |

*Do not use **Save As** from an already filled out application form as it will be considered by the database as the same application.*

Save As can only be used from the original application form sent by the Department for each new application created or by using the **New Application** button on an already filled out application. This is essential to avoid manual input of the application.

| **Compiling multiple applications** | In the first instance, follow the **creating a new application** step above. Pre-fill the fields with information common to all applications (for example, applicant details) and **Save**. |

Click the **New Application** button and select **Yes** in the prompt box.
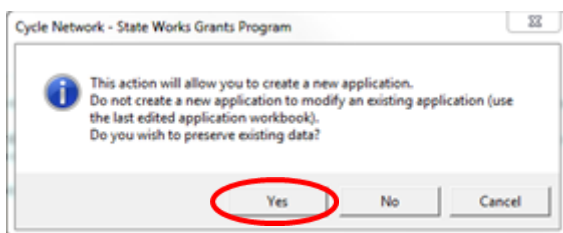
Save with your second project's name at the prompt then repeat this process until you have one application for each of your projects.

*Note that if you click **Yes**, all data from the existing application will be transferred to the new application. It is recommended that you only pre-fill the project name and applicant details when compiling multiple applications in this way.*

| **Filling in an application** | White fields are automatically populated and do not require editing. |

Green fields are for free-text answers.

Green fields have been validated as text (with a maximum allowable characters), numbers or dates as relevant. If you do not enter information correctly, you will be warned there is an error.

You will need to fix the error or the application will not save (i.e. press **Retry** and reduce the number of characters in your answer).
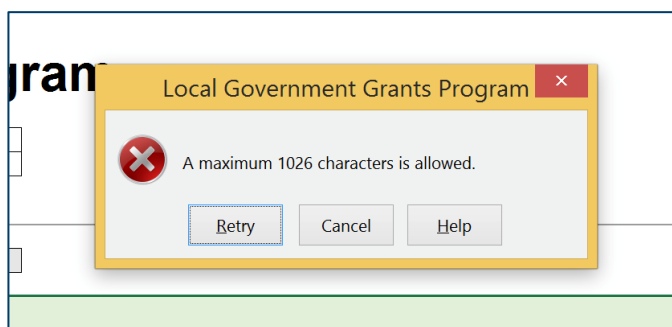
The relevant data (text, date or number) needs to be entered into these green fields for the application to be considered "Complete".

If you do not have an answer to the question, you need to note "Not Applicable" or any other text to show that you have considered the question before the question is considered "Complete". The application will not be saved if any answers are incomplete.

Yellow fields – are drop down pre-populated fields.

Yellow fields are drop down boxes that have already been filled with all the possible valid answers. Users need to choose an answer from the list. **All yellow boxes must be filled out**. If the applicant does not have an answer for the question, choose "Not Applicable" from the choices.

Tips

- Question 1 – **Principal Cycle Network Plan Region** – needs to be selected before any other drop-down menus appear

- **No Answer** is the default answer. If the question is not valid to the project or none of the drop-down answers are relevant, you need to select **Not Applicable** to indicate the question has been considered and then answered. Once a drop-down answer (including **Not Applicable**) is entered, the answer will be considered to be complete.

- The section arrow may not appear until you select the yellow box.

- Question 2 – **Project Suburb Name** – requires you to click the grey box next to the yellow box for a list of suburbs to show. Users can start typing a suburb name to be able to select the answer from the lists.

Cycling Infrastructure Program
Capital Works Sub-Program

Select Suburb

Not Applicable
ABBADOAH
ABBEYWOOD
ABBIEGLASSIE
ABBOT POINT
ABBOTSFORD
ABBOTSLEIGH
ABERCORN
ABERFOYLE
ABERGOWRIE
ABERNATHY
ABILENE
ABINGDON DOWNS
ACACIA DOWNS
ACACIA ISLAND
ACACIA RIDGE
ACHERON CREEK
ACLAND
ACTON

OK   Cancel

! 📖 **Project Location In Detail**
Street name or other describing factor where project traverses, including start and finish points.
A map should also be provided to illustrate the project's location and its context.

! 📖 **Project Suburb Name**   No Answer   ...
Choose location where majority of project traverses.

Question help box

Some questions have a hint to help you fill out the questions correctly. This hint will appear when you hover the mouse over the book symbol next to the question.

📖 P
Explain where the project starts, travels and ends.

Example:
The project begins at the corner of A and B Streets, continues along the eastern side of B Street, the western side of C Street and onto the eastern side D Street finishing at the intersection with E Street.

Finalising an application form

The red exclamation marks in the first column of the application form indicate which questions still need to be completed. These are the compulsory questions in the application form and require an answer before the application can be saved.

Principal Cycle Network Plan Region   Central Queensland
Select the Principal Cycle Network Plan relevant to your organisation.

! **Local Government Name**   No Answer

! 📖 **Does your local government have a total population of less than 50,000 people (using latest data)?**   No Answer

Application prepared by:
! **Name and Role / Position**
! 📖 **Phone Number**
! **Email Address**

In some cases, these red exclamation marks might appear after an answer is entered. For example, if the number of attractors has been entered then the red exclamation field will appear as you are then required to enter details such as name and distance in adjacent column.

This also occurs in the Project Milestones question where, if a Start Date has been entered, a red exclamation mark will appear until the Finish Date is entered.

Once all questions are answered, the red box "**Application Form Incomplete**" at top right of application form changes to green and "**Application Form Complete**". The number of incomplete responses should also be 0. The application can now be saved and sent to the Program team.

Incomplete application forms cannot be submitted for funding. If you are having issues completing the form, please contact TMR.cycle.grants@tmr.qld.gov.au.

Printing an application form

The application form template has been designed to print out on A4 paper. Responses in text boxes have been restricted (with character limits) so you cannot write more text then the size of the text box, ensuring the whole application can be printed.

If you require more words then designated you need to include an attachment to the application form.

When printing the application form it is recommended the applicant choose A4 Paper and ' all Columns on One Page" printing option.

Submitting an application and attachments

There are three options for submitting your application and related attachments:

1. Email to tmr.cycle.grants@tmr.qld.gov.au. Please note, there is a 20MB size limit for emails to the department but you are welcome to spread applications across a number of emails as long as they are clearly labelled.

2. Share the documents using Office 365. If you are unsure how to do this, please contact the Cycle Grants team.

3. Copy files to a CD or USB and mail through Australia Post. Depending on the number of applications and the size of your attachments this could be the most efficient method. Please make sure you send it a few days before the closing date. Mail to: Cycle Grants, GPO Box 213, Brisbane 4001.

Contact information

If you have any further enquiries, please contact the Program team:

Cycling Grants	Email: TMR.Cycle.Grants@tmr.qld.gov.au
	Phone: 3066 3802
Website	https://www.tmr.qld.gov.au/Travel-and-transport/Cycling