

Metropolitan Greenspace Application Form 2024/25

Form Preview

Application Form - Metropolitan Greenspace Program Application Form 2024-2025

Important Information

Applying for [Metropolitan Greenspace Program](#) (MGP) funding is quick and easy. All funding is processed by the Department of Planning, Housing and Infrastructure and all eligible councils can contact the Metropolitan Greenspace Program team at [Green Space Mailbox](#) for information and advice.

All Greater Sydney councils and Central Coast Council are eligible to apply for MGP funding. Please refer to the [Metropolitan Greenspace Program Guidelines 2024-25](#) for a list of eligible councils.

The Guideline has been prepared to assist prospective applicants to navigate the process. The Guideline provides general information on the Metropolitan Greenspace Program, who can apply, types of eligible projects, how to apply, and reporting requirements. It also provides advice to applicants on how to stand out from other applications.

*Please submit the completed form including supporting documentation **by 5.00 pm on Monday 31st March 2025.***

Eligibility

- 1.All councils in the Greater Sydney Region and Central Coast Council are eligible to apply. A full list of eligible councils is available in the MGP Guidelines.
- 2.To be eligible, applications must demonstrate both the following:
 - **Matched funding** Grant funding must be matched dollar for dollar with cash funding. In-kind contributions may be included.
 - **Regional status of open space** You must demonstrate the regional qualities of the open space project for which you are seeking funding and its contribution to the Greater Sydney Green Grid.
- 3.All questions are to be answered in the application.
- 4.Please include a cover letter, signed by council's General Manager or equivalent authorising this application for grant funding under the MGP, a letter of owner's consent and a certificate of public liability.
- 5.Submit the application (form and attachments) by the closing date.
- 6.Any application that is late, incomplete or ineligible, will not be considered.

Contact Details

* indicates a required field

Council Details

Council Name *

Organisation Name

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ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Council Address *

Address

Street address for service

Name and contact details for General Manager (or equivalent)

General Manager *

Title First Name Last Name

Position Title *

Phone Number *

Primary contact number

Email *

Name and contact details for the applicant (this person must be authorised by the council as the nominated contact for the application)

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Applicant *

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

Position Title *

Phone Number *

Primary contact number

Phone Number *

Secondary contact number

Email *

Project Manager name and title *

Phone Number *

Email *

Project Details

* indicates a required field

Project Location Details

Project Address *

Address

Street address

Attach a project location plan indicating project location including Lot and DP numbers and land ownership details *

Attach a file:

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Local Government Area *

District *

Greater Sydney District only

Precinct (if applicable)

NSW Electoral district *

Project Name *

Provide a full description of your project including the scope and deliverables. *

Demonstrate the regional qualities of your project and its contribution to the Greater Sydney Green Grid. *

Please attach any supporting documents that demonstrate the regional status of your project or the land to which the project applies.

Attach a file:

Partnership Project

Is this application a: *

Single council project

Collaborative project

Please list which other councils/organisations that have contributed to this application.

Council/Organisation

Contribution e.g. financial contribution, consent for the project to proceed on their land, approval etc.

Council/Organisation	Contribution e.g. financial contribution, consent for the project to proceed on their land, approval etc.
<input type="text"/>	<input type="text"/>

Statutory Approvals

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Has owner's consent for the development been obtained? *

- Yes, council-controlled
- Yes, owner's consent attached

Please attached owner's consent *

Attach a file:

Are any statutory approvals required? *

- Yes
- No

List the approvals required *

What consultation has been taken to obtain the approvals? *

Project Summary

Funding (GST Exclusive amount)

Funding sought *

\$

Matched funding *

\$

Grant funding must be matched dollar for dollar with cash funding; in-kind contributions may be included.

Other NSW Government funding *

\$

Funding from another grant source will only be considered as additional funding towards the total cost and not a replacement for council matched funding.

Other funding *

\$

Total Project Value *

\$

Please list funding sources, amount and approval status

Project commencement date *

Must be a date after 1 July 2025

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Expected Project completion date *

Must be a date before 31 January 2027 for capital projects and before 31 July 2027 for planning projects leading to capital works.

Assessment Criteria

* indicates a required field

Responses to Assessment Criteria

Please outline how the project aligns with the following program assessment criteria.

Program alignment and project clarity (15%) *

The project scope is clearly stated and supports the objectives of the program. Priority will be given to projects that increase and improve open space to support housing supply.

Inclusion (10%) *

The project is designed and delivered to enable all community members to participate. This could be through increased amenity, improved accessibility or improved safety.

Innovation (5%) *

The project clearly demonstrates best-practice methodologies and outcomes that offer learnings that can be shared across government and industry. The project does not revert to a business as usual approach

Collaboration (10%) *

The project drives collaboration and partnerships with community, businesses and institutions, taking a place-based approach. Plans for collaboration between individuals and/or institutions to develop the project are clearly articulated. Approach to engaging the community in the project is clearly articulated. Any approvals are clearly defined and timeframe stated.

Environmental sustainability (10%) *

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The project demonstrates how the health and safety of the community and the local environment will be sustained and enhanced during construction and in operation of the facility. The panel will prioritise projects that are designed for the local climate.

Financial viability (10%) *

Project budget clearly outlines the most significant cost line-items required for the development of the project, along with a reasonable timeline for the expenses (direct and in-kind costs are identified). Council's financial risk mitigation measures to be clearly identified eg how council will manage increasing material supply and costs.

Deliverability (10%) *

Project method is clear and feasible within the parameters of the program.

Timeliness of delivery (10%) *

Applicant demonstrates commitment to roll out project quickly. Project schedule and project plan are clear and identify key deliverable dates and any approvals within program timeframes, including a schedule showing that the project will be completed in accordance with the guidelines. eg Capital projects must be delivered within 18 months or capital works for planning projects must begin within 24 months.

Risk mitigation (10%) *

Risk assessment included with strategies to mitigate project risks (tender delays, cost escalation, construction delays, stakeholder expectations etc.)

Value for money (10%) *

Project uses funding effectively to maximise the scale and impact of the project. Project that reduce on-going maintenance and management costs will be assessed favourably.

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Attachments

* indicates a required field

Project Plan *

Attach a file:

Project plan to include the following: project scope, objectives & deliverables; schedule; cost items; project team participants & their role; key stakeholders including any communications/engagement; procurement items & expected procurement methods; approvals, if required; and risks & mitigation measure as required. For successful project applications, a final project plan must be provided within one month after execution of the Funding Agreement and included as Annexure A in the Agreement.

Cost Estimate *

Attach a file:

Cost estimate to include item description; quantity; unit cost; totals; funding sources

Concept Plan *

Attach a file:

Concept plan to include aerial photograph with site boundary and proposed works identified. For successful project applications a final concept plan must be provided before beginning construction.

Community Consultation Plan/Report

Attach a file:

Other

Attach a file:

Approvals and Declaration

* indicates a required field

Applicants to secure approvals prior to submission

All applicants must secure the General Manager's or equivalent's authorisation and confirm public liability insurance prior to submission.

Applicants are required to submit a letter of support from the General Manager or equivalent.

Applications will be deemed ineligible without this letter.

Letter of support from the General Manager or equivalent *

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Attach a file:

Insurance

Confirmation of Certificate of Public Liability Insurance *

Attach a file:

Councils applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$20 million.

Declaration

The provision of false or misleading information is a crime under the Crimes Act 1900, No. 4 Part 5A, Section 307B. *

I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of any funding awarded to this project.