

Regional Housing Strategic Planning Fund - Round 3

* indicates a required field

Instructions for applicants

Before completing this application form, you should read the program guidelines on the [program website](#). Incomplete applications and/or applications received after the closing date will not be considered unless we consider the circumstances to be exceptional.

Note: Save your application regularly to avoid losing your changes.

Application Number

This field is read only.

Disclaimer

The applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the funding guidelines for the program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act); and

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- in some circumstances, the department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this application form, the applicant acknowledges and agrees that:

- the department is required to comply with the *Privacy and Personal Information Protection Act 1998* (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the department and other government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility confirmation

- 1.All NSW councils outside the Greater Sydney region including councils in the Lower Hunter and Greater Newcastle, Central Coast and Illawarra-Shoalhaven are eligible for funding. A full list of eligible councils is available in the program guidelines on the [program website](#).
- 2.A single council or groups of 2 or more councils, such as joint organisations of councils, may apply for funding.
- 3.Please note that there is a limit of 1 application (and 1 project) per council or 1 joint application and 1 joint project for group projects. You can also apply for funding for projects that will be delivered in partnership with other organisations if you agree to be responsible for project delivery.
- 4.You may apply for and receive funding for both an individual project and a joint project (whether as the project lead or not) within a single funding round if the projects are clearly distinct.

I confirm that the applicant and project is eligible according to the criteria outlined in the program guidelines *

☐ Yes

Assessment criteria

Applications will be assessed against the following criteria:

- 1.Program aims and objectives (weighting 20%)

- 2.Strategic alignment (20%)
- 3.Project impact (30%)
- 4.Project scoping requirements (weighting 20%) based on the following sub-criteria:
 - Project scope (5%)
 - Delivery timeframe (5%)
 - Capability to deliver (5%)
 - Governance and risk management (5%)
- 5.Value for money (10%).

Refer to the program guidelines for detailed considerations under each criterion.

Contact details

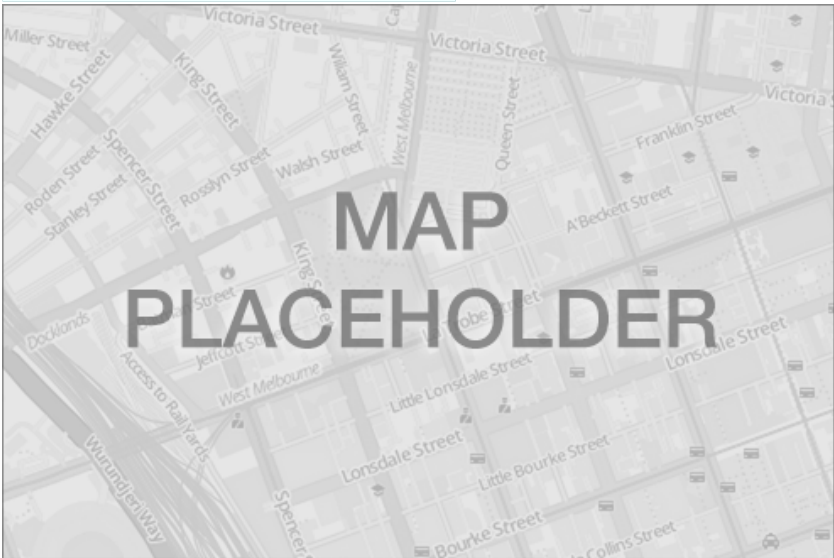
* indicates a required field

Organisation Details

Organisation Name *
Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address
Address



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Postal Address

Address

Primary Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

Website

Must be a URL.

Does the applicant organisation have at least \$20 million in public liability insurance or is willing to obtain \$20 million in public liability insurance? *

- ☐ Yes
☐ No, but willing to obtain

Applicants are required to hold at least \$20 million in public liability insurance in order to enter into a funding deed with the NSW Government.

Please provide evidence that the applicant organisation holds Public Liability Insurance. *

Attach a file:

Applicants are required to hold at least \$20 million in public liability insurance in order to enter into a funding deed with the NSW Government.

Does the applicant organisation have an Australian Business Number (ABN)? *

- ☐ Yes ☐ No

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.

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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.

Applicant Organisation ACN or AIN *

Applicant details

Is the application for a single council project or a joint project? *

- ☐ Single council project
☐ Joint project

For a joint application, you will be required to fill in the joint application section below.

Name of officer making application *

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

This is the person we will correspond with about this grant.

Position in organisation *

e.g., Planning Director, Grants Officer

Phone number *

Must be an Australian phone number.

Country code not required; area code for landlines is required.

Other phone number

Must be an Australian phone number.

Country code not required; area code for landlines is required.

Email address *

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Must be an email address.
This is the address we will use to correspond with you about this grant.

Other email address

Must be an email address.

Is the applicant also the project manager? *

- ☐ Yes
☐ No

If you answer "no" to this question you will be required to fill in the project manager details below.

Project manager details

Project manager name *

Position in organisation *

Phone number *

Email address *

Joint application

If this is a joint project, list the councils/organisations that will contribute to or benefit from the project and describe the work they will undertake to contribute to the project. You will be required to enter details of any financial contributions in the budget section of this application. Use the plus and minus row buttons in the table below as needed. All visible rows will need to be completed in full.

Council/Organisation name	Contribution
List one council/organisation per row	Outline work to be completed towards the project in dot points. If all partners will be undertaking the same work towards the project, provide details in the first row then enter "as above" for the following rows.

Project details

* indicates a required field

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Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

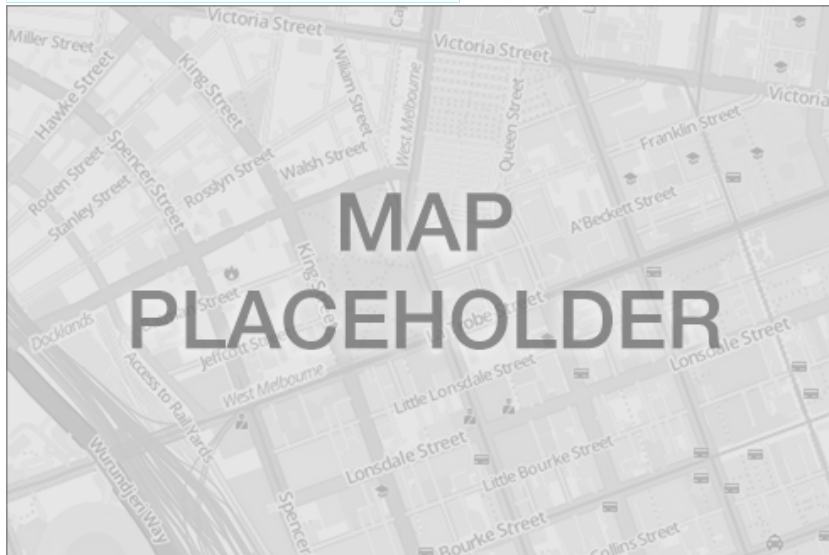
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address



Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Please update anticipated start/end date

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You have indicated above that your project either starts before 10/06/2025 or ends after 10/06/2026. Please update the details to ensure your dates fit within these timeframes.

Which of the following best describes your project? *

- ☐ Affordable Housing Contributions Scheme
- ☐ Affordable or diverse housing strategy
- ☐ Business case
- ☐ Development Control Plan
- ☐ Growth management strategy
- ☐ Housing issues paper
- ☐ Infrastructure contributions plan
- ☐ Infrastructure needs analysis
- ☐ Infrastructure strategy or servicing plan
- ☐ LEP amendment
- ☐ Local housing strategy
- ☐ Local Strategic Planning Statement review
- ☐ Master plan
- ☐ Regional/subregional planning strategy
- ☐ Residential lands strategy
- ☐ Structure plan
- ☐ Technical study
- ☐ Other:

You can select multiple answers if your project includes more than one type of deliverable. If you select 'Other', please specify the type of project.

Project aims and objectives *

Provide a brief statement outlining the aim of the project and list any specific objectives (200 words recommended).

Project scope *

Word count:

Provide a brief statement defining the scope of the project, including any relevant commentary about what is outside the scope (200 words recommended).

Project outputs and deliverables *

Provide a list and brief description of project outputs and deliverables.

Background and context information

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Provide any other relevant background to the project, including the history of the project, and any work done to date to assist in the assessment of your application. Note: this field is not compulsory. If you are providing attachments for background and further context, such as a detailed project plan, please explain the relevance of any attachments.

Background and context supporting documents

Attach a file:

Project plan and timing

Outline the project milestones and the timeframes for starting and completing them. Against each milestone, please provide a list of the tasks, associated activities, and associated outputs and deliverables.

Avoid listing general milestones and deliverables. Include as much detail as possible.

Use the plus and minus buttons to add or delete rows as needed. All visible rows will need to be completed in full.

Enter 'N/A' if there is no deliverable associated with a particular project milestone.

Note: The planned delivery of milestones should be realistic and within the applicant's capacity. For example, if applicants anticipate resourcing issues that may impact project delivery, then a draft housing strategy may be the final deliverable rather than a final strategy that is adopted by the elected council.

Project milestone	Deliverables	Activities and tasks	Expected start date	Expected end date
One milestone per row. Add more rows if you want to list additional activities. Must be no more than 25 words.			Must be a date.	Must be a date.

Project duration

Start date *

Must be a date.

Project must start no earlier than 10/06/2025. Review your project milestones to make sure you have appropriate start dates for project activities.

End date *

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Must be a date.
Project must end no later than 10/06/2026.

Project duration (months) *

Must be a whole number (no decimal place) and no more than 12.

Landowner consent

Do you require landowner consent to conduct the activities listed above? *

☐ Yes ☐ No

Activities involving the upgrade or construct on land not owned by the applicant must seek landowner consent prior to commencing any works.

Please provide evidence of landowner consent or support (if available).

Attach a file:

Budget

* indicates a required field

Total Amount Requested

*

What is the total financial support you are requesting under this grant?

Project costs

Please include all expenditure items, including the amount requested and any GST attracted.

Include all project costs, including those that will be funded by council or other funding sources as well as costs that will be funded by the Regional Housing Strategic Planning Fund as requested in this application.

As per the program guidelines, project management costs should be reasonable and not exceed 10% of the total project value, excluding GST.

Please note, these expenditure items must be eligible under the grant according to the guidelines.

Use the plus and minus buttons to add or delete rows as needed. All visible rows will need to be completed in full. If you select 'Other Expenditure' for expenditure type, please specify.

Note: 'Error' text will show in the 'Expenditure amount (inc. GST)' column until the previous 2 columns are filled out.

Expenditure description	Expenditure type	Expenditure amount (ex. GST)	Expenditure GST	Expenditure amount (inc. GST)	Notes
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		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	This number/amount is calculated.	

Total project cost (excluding GST) *

Must be a whole dollar amount (no cents).

What is the total budgeted cost of your project?

Total project cost (including GST) *

This number/amount is calculated.

Attach supporting documentation for your project budget, including any quotes for project costs or more detailed project budgets. If funding is proposed to be used towards direct staff costs for the project, please provide an attachment with detail and costings of expected staff activities and hours towards the project.

Attach a file:

You must provide supporting documentation for your budget. If there are aspects of the project that you have not obtained quotes for, please outline in a separate attachment how estimated costs have been calculated.

Project funding

Amount of Regional Housing Strategic Planning Fund funding requested in this application (excluding GST) *

Must be a whole dollar amount (no cents).

Amount must be between \$20,000 and \$250,000. Note that funding is exclusive of GST. Grant recipients will be responsible for funding their project's GST costs. You should exclude GST costs from your funding request.

Council contribution (excluding GST) *

Must be a whole dollar amount (no cents).

Other source/s of funding (excluding GST) *

List any other sources of funding for this project, including other grant funding, or enter 'N/A' if not applicable.

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Total amount of funding from other sources (not including council contribution, excluding GST) *

Must be a whole dollar amount (no cents).

If the project has other source/s of funding, attach supporting documentation with details of other funding sources.

Attach a file:

Total project funding (excluding GST) *

This number/amount is calculated.

Please check this total matches the 'Total project cost (excluding GST)' you entered above and review the figures provided if not.

Please disclose whether the project has been included in a grant application for another funding program that is currently under consideration or is being considered for funding by a federal or state government agency through any other means. Enter 'N/A' if not applicable. *

Project governance and risk

* indicates a required field

Project governance

Outline the governance framework for overseeing and making decisions regarding the project (this may be your existing governance and project management structures). If the project is a joint project, explain what governance structures will be put in place to make joint decisions about the project. *

Describe your capacity to manage and deliver the project in regards to project scope, quality and schedule. Explain how the project will be resourced, including council's project team, any prior experience, and any use of external service providers to deliver the project. *

Risk management

Outline the key project risks and provide a detailed description of how these risks may impact on the delivery of your project and any actions that will be taken to mitigate them. This may include any of the ways the project has been planned or designed to

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minimise the risk from the outset, such as any contingencies in your project plan or consultation undertaken to date.

At a minimum, you should include the following risk types:

- **Schedule risks**, including factors that may prevent project milestones from being achieved in line with the project schedule
- **Budget risks**, including unforeseen costs
- **Resourcing risks**, including staff availability and workload.

Use the plus and minus buttons to add or delete rows as needed. All visible rows will need to be completed in full.

Risk type	Risk description	Action/s to be taken to mitigate risk

Assessment criteria

* indicates a required field

Program aims and objectives

Select the program objectives that your project aligns to and describe how the project aligns with the aims and objectives of the program. The project should address at least one of the program objectives.

Refer to the detailed considerations in the program guideline on the [program website](#) to prepare your response.

Program objectives *

- ☐ Enable and accelerate new housing capacity and the delivery of zoned and development-ready residential land in regional NSW
- ☐ Support new housing capacity in regional NSW and enable future development by resolving issues and complaints
- ☐ Better align and coordinate housing and infrastructure delivery
- ☐ Support more housing choice and the availability of affordable and diverse housing in regional NSW
- ☐ Make housing in regional NSW more resilient to natural hazards and other potential shocks and stresses
- ☐ Empower and support local councils to plan strategically for future housing supply

You can select some or all of the above options as relevant

Outline how your project aligns with the selected objectives *

Provide an estimate of when your project would likely be completed if you do not receive Regional Housing Strategic Planning Fund funding *

- ☐ 0-6 months later

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- ☐ 6-12 months later
- ☐ 1-2 years later
- ☐ 2-3 years later
- ☐ 3-4 years later
- ☐ 5+ years later
- ☐ Would not be delivered

Outline how the funding would enable or accelerate your strategic planning projects and provide justification or explain how you have determined why the project would be delayed or would not occur without the funding *

Strategic alignment

Describe the strategic need for the project and how it aligns with the existing strategic framework and context, including whether it addresses a gap in the strategic planning or policy framework.

Provide references to any relevant objectives, directions, priorities, strategies or actions in strategic documents, such as regional plans, LSPs and other relevant state or local plans, strategies or policies, and describe how the project is consistent with, furthers or implements these.

You may upload or link to any relevant supporting documentation. Please provide page references for relevant sections or extracts of relevant pages if attaching a long document.

Outline the strategic need for the project and the rationale for why this work needs to be done *

Describe how the project aligns with the existing strategic planning framework at a regional and local level, including any relevant objectives, strategies or actions and a brief explanation of how the project will further these objectives *

Supporting documentation

Attach a file:

Project impact

Describe the intended outcomes, impact and benefits of the project. These should be specific to the project and quantified and measurable where possible. Your response can include direct benefits that the project will achieve or indirect benefits that will flow from the project, such as qualitative benefits to the community. This may include short- and long-term benefits.

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Benefits may include:

- enabling new housing capacity or enabling existing housing capacity to be more readily taken up
- providing greater certainty around where future housing development can occur, including the identification of constraints impacting housing development to inform planning for housing growth
- enabling housing that addresses unmet community needs, such as diverse and affordable housing and housing of different sizes, types and tenures
- increasing the resilience of existing or future housing supply
- improving infrastructure planning to support new housing delivery.

Your response should also address the significance of the project in your local, subregional and/or regional context. This could include commentary on:

- the extent to which the project will help to meet future demand or address an existing supply deficit
- the scale of the project
- the importance of the project in addressing specific local or community needs.

Describe and quantify where possible the project outcomes, impacts and benefits

*

What changes do you expect will occur as a result of your project?

Dwelling yield *

Must be a number. Include the expected dwelling yield of the project. Enter '0' if not relevant to your project or if unknown.

Dwelling yield justification *

Provide a brief explanation of how you have determined the dwelling yield figure. If dwelling yield is not applicable to your project or is unknown, explain why.

Describe what your next steps will be following the completion of the project and how the delivery of the project will impact on your forward work program *

Value for money

Describe how the project budget has been designed to achieve value for money and how the grant funding would help your project provide value for money, including whether council or other funding will be used to leverage the impact of the grant funding.

Your answer should address how the grant will impact on the scope, timing, or benefits of the project – for example, if the grant would enable a project, and any project benefits, to be realised sooner than would otherwise be possible, and by how much time, or if the

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funding would enable a planned project to achieve broader impacts and benefits than would otherwise be possible.

If the project has received funding from other grant or government programs or includes a council co-contribution, your answer should address how additional funding will complement or expand the scope or outcome of the project to increase the project's impact.

Make sure to include comments on your capacity to fund this project independently, including why the project has not been able to be funded to date and whether the project will be able to proceed if the full grant amount requested is not received.

Value for money response *

Declaration and submission

* indicates a required field

Declaration

The applicant represents and warrants that this application has been submitted by an authorised representative of the applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the applicant, you: (i) acknowledge and agree that the applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared.

Authorisation

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I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Supporting documentation

Please upload a cover letter signed by the General Manager or Chief Executive Officer of the local council submitting the application for a single council project.

Joint projects require a declaration signed by appropriately delegated representatives of the participating organisations agreeing to the project as described in the application and the proposed project management and governance arrangements.

Applicants are to secure approvals prior to submission. Applications will be deemed ineligible without this letter. The letter must have a recent date stamp and be specific to this application.

Letter/s of support *

Attach a file:

Applicant feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

How did you find the online application process?

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

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Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Submission

Once you have completed and reviewed the application, including making sure you have attached all the required supporting documents, remember to **save and submit your application**.

Once you have submitted your application you will receive a confirmation email with a unique reference number.