

Better Open Spaces Scheme - Application Form

Form Preview

Better Open Spaces

Instructions for applicants

Before you start the form, please ensure you have read the Program Guidelines which are available on the Department's website. The guidelines inform you about the eligibility and assessment criteria, the process for submitting your application and outlines the decision-making process for eligible grant funding.

Please ensure you follow the below instructions when completing your online nomination form.

- There is an automatic time out on the online form every 20 minutes. Please ensure you regularly save your nomination form every 15 minutes to prevent loss of data.
- If you wish to save a draft of your nomination form and come back to it, please click 'save and close' on the top right hand side of the screen. You can return to complete your form through the 'My Submissions' option.
- Once submitted, your form cannot be changed. Please ensure all fields are completed correctly and all attachments are uploaded before submitting your nomination.
- Once submitted, you will receive a confirmation email with a copy of your submitted nomination form attached. If you have not received a confirmation email, please ensure your form was submitted correctly.
- For any attachments uploaded, please use the following naming convention: BOS - Council Name - Plans - Project Name

Please note attachments are limited to 25MB each.

If you require assistance with completing the online nomination form, please refer to the SmartyGrants Help Guide for Applicants.

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

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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
- 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.

Applicant Details

* indicates a required field

Applicant Details

Applicant *

Individual Organisation

Organisation Name

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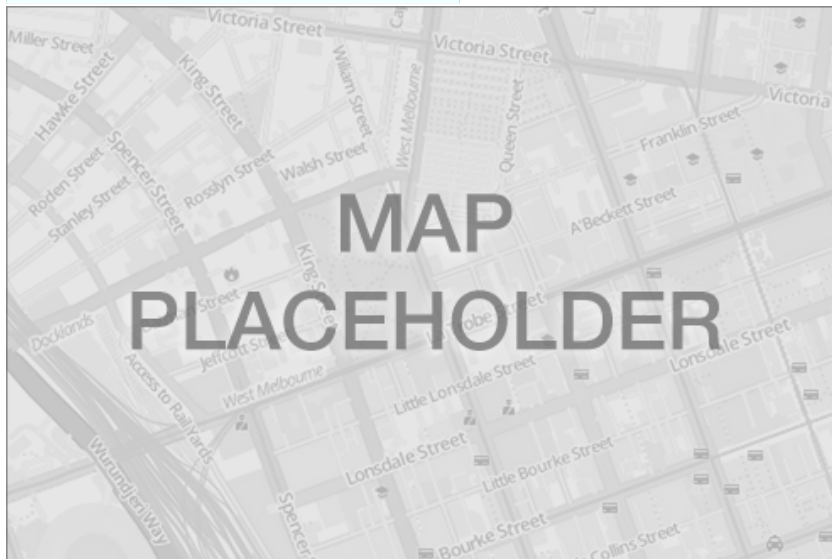
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Title First Name Last Name

For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address

Address



Applicant Postal Address

Address

Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

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

Yes

No

Applicant Organisation 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.

Primary Contact Details

Primary Contact *

Title First Name Last Name

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

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

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

Primary Contact Other Phone Number

Must be an Australian phone number.

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

Primary Contact Email *

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This is the address we will use to correspond with you about this grant.

Final Project Approver Details

Final project approver *

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

Final Approver Position *

Final project approver phone number *

Must be an Australian phone number.

Final project approver email *

Must be an email address.

Bank Details

Applicant Primary Bank Account *

Account Name

BSB Number	Account Number
<input type="text"/>	<input type="text"/>

Must be a valid Australian bank account format.

Project Eligibility

* indicates a required field

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.

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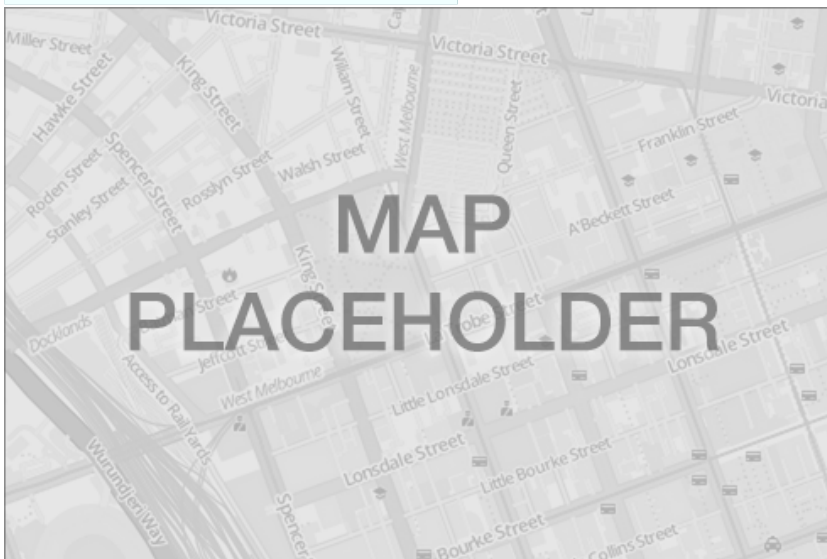
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Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address



Any, but at least one field is required.

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.

Project information

Of the projects being nominated by your organisation, which number is this application e.g. 1 of 2? Applicants may nominate a maximum of 2.

Application number *

Must be a number.

What type of open space will be upgraded? Select from the options available.

Open space type *

- Upgrades to parks and sports fields including new and improved amenities
- Improvements to swim sites such as waterways, beaches, riverfronts and foreshores
- Public domain improvements to town squares and civic plazas

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What upgrades or new facilities and amenities are proposed (including green infrastructure and fixtures)? Select all options that apply

Facilities and amenities *

- | | |
|---|---|
| <input type="checkbox"/> Play spaces (new) | <input type="checkbox"/> Skateparks and bike tracks (new) |
| <input type="checkbox"/> Play spaces (upgrade of existing) | <input type="checkbox"/> Skateparks and bike tracks (upgrade of existing) |
| <input type="checkbox"/> Walking and cycling tracks (new) | <input type="checkbox"/> Off-leash dog areas (new) |
| <input type="checkbox"/> Walking and cycling tracks (upgrade of existing) | <input type="checkbox"/> Off-leash dog areas (upgrade of existing) |
| <input type="checkbox"/> Picnic shelters and BBQ facilities (new) | <input type="checkbox"/> Multi-purpose sports courts and nets (new) |
| <input type="checkbox"/> Picnic shelters and BBQ facilities (upgrade of existing) | <input type="checkbox"/> Multi-purpose sports courts and nets (upgrade of existing) |
| <input type="checkbox"/> Outdoor fitness areas (new) | <input type="checkbox"/> Shade structures and trees (new) |
| <input type="checkbox"/> Outdoor fitness areas (upgrade of existing) | <input type="checkbox"/> Shade structures and trees (upgrade of existing) |
| <input type="checkbox"/> Lighting (new) | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Lighting (upgrade of existing) | |

What will be delivered as part of the project? Describe the project in factual terms.

Project scope and deliverables *

What does council want to achieve with the project? The objectives should address the identified need for open space and the problem it will solve.

Project objectives *

What phase is the project at? Select from the available options.

Project phase *

- Design and construction Construction only

What percentage of funds will be allocated to non-construction activities? Note a maximum of 30% of funding will be allocated to design activities.

Project phase funding *

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Design end date *

Must be a date.

Project location

Which LGA is the project located in? Select multiple if the project crosses LGA boundaries or if it is a joint application

LGA *

- | | | |
|---|---|--|
| <input type="checkbox"/> Bayside | <input type="checkbox"/> Ku-ring-gai | <input type="checkbox"/> Sydney |
| <input type="checkbox"/> Blacktown | <input type="checkbox"/> Lake Macquarie | <input type="checkbox"/> The Hills |
| <input type="checkbox"/> Blue Mountains | <input type="checkbox"/> Lane Cove | <input type="checkbox"/> Waverley |
| <input type="checkbox"/> Burwood | <input type="checkbox"/> Liverpool | <input type="checkbox"/> Willoughby |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Maitland | <input type="checkbox"/> Woollahra |
| <input type="checkbox"/> Campbelltown | <input type="checkbox"/> Mosman | <input type="checkbox"/> Wollondilly |
| <input type="checkbox"/> Canada Bay | <input type="checkbox"/> Newcastle | <input type="checkbox"/> Wollongong |
| <input type="checkbox"/> Canterbury-Bankstown | <input type="checkbox"/> North Sydney | <input type="checkbox"/> Albury |
| <input type="checkbox"/> Central Coast | <input type="checkbox"/> Northern Beaches | <input type="checkbox"/> Clarence Valley |
| <input type="checkbox"/> Cessnock | <input type="checkbox"/> Parramatta | <input type="checkbox"/> Coffs Harbour |
| <input type="checkbox"/> Cumberland | <input type="checkbox"/> Penrith | <input type="checkbox"/> Dubbo |
| <input type="checkbox"/> Fairfield | <input type="checkbox"/> Port Stephens | <input type="checkbox"/> Mid-Coast |
| <input type="checkbox"/> Georges River | <input type="checkbox"/> Randwick | <input type="checkbox"/> Port Macquarie-Hastings |
| <input type="checkbox"/> Hawkesbury | <input type="checkbox"/> Ryde | <input type="checkbox"/> Queanbeyan-Palerang |
| <input type="checkbox"/> Hornsby | <input type="checkbox"/> Shellharbour | <input type="checkbox"/> Tamworth Regional |
| <input type="checkbox"/> Hunters Hill | <input type="checkbox"/> Shoalhaven | <input type="checkbox"/> Tweed |
| <input type="checkbox"/> Inner West | <input type="checkbox"/> Strathfield | <input type="checkbox"/> Wagga Wagga |
| <input type="checkbox"/> Kiama | <input type="checkbox"/> Sutherland | |

Is the project located on Community Land or Crown Land that is under the care, control and management of the council, and which is free, open and accessible to the public?

Community/Crown Land *

- Yes

Is the project located within a TOD Accelerated Precinct? Projects cannot be located within these precincts as they are funded by other programs.

TOD Accelerated Precinct *

- No

Please enter the lot/DP for any properties.

Project lots *

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Please upload a ZIP folder containing GIS files (shapefile or geodatabase) showing the full extent of the project.

Project extent *

Attach a file:

Grant funding

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

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

How much additional funding is council contributing to deliver the project?

Matched funding is required meaning a minimum co-contribution of 100% of the Total Amount Requested or 50% of the Total Project Cost. The below percentage is automatically calculated based on the Total Project Cost and so must be above 50%.

Co-contribution *

Must be a dollar amount.

Co-contribution %

This number/amount is calculated.

For swim sites, what is the approximate percentage of the Total Project Cost that will relate to land-based embellishments as opposed to making the area swimmable?

This will help assessors calculate the amenity benefits that may increase visitation, as opposed to health benefits related to an increase in swimming as a physical activity.

The brief description of the project, and the project scope and deliverables, previously outlined in the application form should explain the nature of the respective works.

Land-based improvements for swim sites (% of Total Project Cost) *

Exclusions

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Project exclusions

Is the project for any of the following public open space project exclusions?

- public indoor facilities such as community centres, libraries and clubs
- seawalls
- carparks
- road and street upgrades
- standalone active transport links that do not connect to public open space
- commercial buildings or any operations involving access fees
- protected bushland and national parks
- community gardens
- maintenance of existing public open space, facilities and amenities
- projects already fully funded by the Government.

*

Yes No

Is the project for any of the following ineligible project types?

- projects involving land acquisition
- business cases
- planning and design projects.

*

Yes No

Grant funding exclusions

Will grant funding be used for any of the following exclusions?

- expenditure for ongoing operation and maintenance
- stone or granite kerbs/paving
- street furniture with advertising
- standalone public artworks
- community consultation
- legal matters
- costs incurred before a funding announcement
- salaries of existing staff or staff not involved in the project
- administrative overheads such as office equipment, vehicles and mobile capital equipment.

*

Yes No

Local contributions items

Is the project included in a local contributions plan? *

Yes No

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Is council satisfied that it can receive grant funding for a project included in a local contribution plan? *

- Yes No

Please also indicate when the project would be delivered without grant funding (i.e. by relying on local contributions). *

Project Benefits and Costs

* indicates a required field

Project benefits

What is the expected size of population catchment for the open space? The catchment is the area where open space users typically come from.

This will be taken as an indication only to inform an independent estimate.

Project catchment *

- 200 m for a small open space (0.15 ha to 0.5 ha) 5 km for a regional open space (25 ha to 50 ha)
 400 m for a local open space (0.5 ha to 5 ha) 10 km for a metropolitan open space (above 50 ha).
 1,600 m for a district open space (5 ha to 25 ha)

The distance in metres represents the distance that typical users would travel to access the open space coming from all directions i.e. a simple buffer zone or radius. The size in hectares (shown in parentheses) is the total size of that catchment, not the size of the open space.

What is the size in square metres of the open space?

Open space size

Only enter numbers. These will be assumed to mean square meters. The size of the open space is that space proposed to be upgraded e.g. the size of a sports ground or playground, not the wider parklands in which it may be located.

For swim sites, if known, approximately how many people *currently* visit the open space each year?

Additionally, if known, approximately how many *additional* people are anticipated to visit the space each year if the project goes ahead?

Please specify the basis for these estimates or if it is unknown.

Current and anticipated annual visitation for swim sites *

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Project costs

Construction costs

Please complete the following table to indicate the construction costs of the project.

Costs should factor in an escalation factor to cover any predictable price escalation between the date of the cost estimate and the delivery of the project.

Please include a line item for contingencies. A contingency is a reserved part of the budget that can cover unpredictable costs increases. It is best practice to base this on the identified risks.

Press the **add more** or **+ button** to add more rows.

Cost	Financial year incurred	Amount	Source of estimate	Date of estimate
		Must be a dollar amount.		Must be a date.

Design costs

Please complete the following table to indicate the design costs of the project. If the project is not a construction project, please enter 'N/A' under Cost and \$0 under Amount.

Costs should factor in an escalation factor to cover any predictable price escalation between the date of the cost estimate and the delivery of the project.

Please include a line item for contingencies. A contingency is a reserved part of the budget that can cover unpredictable costs increases. It is best practice to base this on the identified risks.

Press the **add more** or **+ button** to add more rows.

Costs	Financial year incurred	Amount	Source of estimate	Date of estimate
		Must be a dollar amount.		Must be a date.

Recurrent costs

Please indicate any recurrent costs (operations and maintenance) expected over the next 30 years. These costs are only for the purpose of an economic analysis.

Please do not include any recurrent costs in the total project cost or grant funding requested.

If the cost is incurred annually, write 'annually' under 'Financial year incurred' instead of replicating the cost each year.

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Press the **add more** or **+ button** to add more rows.

Activity	Financial year incurred	Amount	Recurrent cost source
		Must be a dollar amount.	

Cost estimates, contingencies and escalation rates

An independent expert will review the cost estimates by comparing them to benchmarks and guides to consider whether project will be delivered on-budget.

Please comment on the cost estimates, including contingencies and escalation rates that have been factored into the total project cost and grant funding requested.

Cost estimates, contingencies and escalation rates *

Cost estimates upload

Please also upload any relevant evidence relied on for the cost estimates such as QS reports or council calculations.

Cost estimates upload *

Attach a file:

This field is automatically calculated as the sum of all construction and/or design costs. It does not include recurrent costs.

Please ensure the amount matches the total project cost entered on the previous page for Project Eligibility, and that the total grant funding required and total co-contribution required sum to the total cost.

Total project cost for delivery

This number/amount is calculated.
This number/amount is calculated.

Project Deliverability

* indicates a required field

Project delivery

Project schedule and milestones

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Please indicate a schedule of works for completing the project by the delivery date. An independent expert will review the feasibility of the project being delivered on-time based on this information. Include the steps needed to achieve the deliverables.

This should allow adequate time for activities such as site investigations, planning approvals, procurements, and site set-up including signage.

If the project is a joint application, please indicate in the description field which council is responsible for the activity or milestone.

Press the **add more** or **+ button** to add more rows.

Activity or Milestone	Description	Expected start date	Expected end date
Please provide detail for one milestone per row. e.g., planning; recruitment; evaluation. Add more rows if you want to list additional milestones. Please include detail of all deliverables that are part of the milestone.	Add notes if you need to provide more context.	Must be a date.	Must be a date.

Risk profile

Please indicate any risks that would delay or increase the cost of the project. These relate to the delivery of the project if it is funded, not the consequences of it not going ahead. This should address hazards such as flooding (especially for foreshores) and contamination such as asbestos.

Press the **add more** or **+ button** to add more rows.

Risk	Impact	Likelihood	Mitigation

Interdependencies and approvals

Please indicate any external requirements, processes or events that the project relies on to be delivered. This should include planning approvals such as DAs or REFs, agency referrals for state roads and foreshores, and heritage matters.

Press the **add more** or **+ button** to add more rows.

Interdependency	Agency/ entity	Details including impact	Resolution date
			Must be a date.

Project funding

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Please indicate the source and timing of project funds, including grant funds. Grant funds will be paid in full as one lump sum payment within 3 months of the funding agreement being executed and a final project plan being accepted. This is anticipated to occur in approximately February 2027.

Press the **add more** or **+ button** to add more rows.

Funding type	Source	Amount	Receipt of funds date
		Must be a dollar amount.	Must be a date.

What is the status of any co-contributions? Are the funds available and have they been confirmed for the project?

Please note it is a requirement of the program that the co-contribution be already secured. For example, it cannot be anticipated revenue from a contribution plan or planning agreement where those funds have not yet been received.

Status of co-contribution *

Please upload any relevant evidence which confirms the funds are secured.

Funding co-contribution status evidence

Attach a file:

Is any public exhibition of the project planned that has the potential to impact the scope, cost and timing of the project?

More detailed information about community support for the project will be asked later in this form.

Public exhibition *

What approach will council take with procuring contractors to deliver the project? Please comment on the readiness of any tenders, approvals required from council, the time between the cost estimates provided and the eventual tender quote (in case this could inflate the cost), and any risks associated with combined tenders for design-and-construction projects.

Procurement approach *

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What team within council will be responsible for delivering the project?

Please comment on the team's experience and capacity to deliver the project in the proposed timeframe.

Project management and delivery capacity *

Inclusive Design

* indicates a required field

Inclusive design principles

Please comment on how the project aligns with each of the three principles of inclusive open space.

Can everyone get there? This principle is about ensuring equitable access. It means no one is left out due to physical, social, or geographic barriers.

Please comment on how people with diverse needs will safely and affordably reach the space. Also consider how it connects to surrounding communities and networks.

Can I get there? *

Can everyone stay? This principle focuses on comfort, safety, and dignity. It means the space allows all people to feel at ease, unhurried, and respected.

Please comment on how people will feel welcome to linger, rest, and use the space without pressure to leave. Also consider how any barriers or stigma from using the space will be removed.

Can I stay? *

Can everyone join it? This principle focuses on identity, safety, and inclusion. It means people feel they can engage, care for, and return to the space as part of their everyday lives.

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Please comment on how people will feel welcomed, seen, and valued. Also consider how any exclusionary cues will be removed and emotional safety, cultural expression and a sense of community can be promoted.

Can I join in? *

Inclusive design guidance

The following questions asks for comments on how the project reflects or aligns with best practice guidance for open space such as Everyone Can Play, Places to Swim, and the Guide to gender-inclusive placemaking.

To support these comments, please upload any annotated plan(s) drawn to scale including a legend that defines the key design features and layout, as well as any relevant reports or design materials.

Annotated plans *

Attach a file:

Please use the file naming convention [BOS - Council Name - Plans - Project Name]

How does the project reflect or align with best practice design guidance for inclusive open space?

Please reference any of the following guides or related documents as relevant:

- Everyone Can Play
- Adventurous Spaces Guideline
- Connecting with Country Framework
- Places to Swim
- Guide to gender-inclusive placemaking
- Biodiversity in Place
- Greener Places Framework

Include design guidance *

Strategic alignment

* indicates a required field

Strategic alignment

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The following questions ask about strategic alignment of the project which can be demonstrated both through consistency with various plans and engagement with the community.

How does the project align with relevant plans, strategies or surveys that demonstrate community support?

These may include:

- Community Strategic Plans
- Open space and/or community recreation strategies or plans
- Community Participation Plans
- Community Engagement Strategies
- The Public Open Space Strategy for NSW
- The Greater Sydney Outdoors Survey
- State rezoning packages
- Community surveys (e.g. PlaceScore)
- Other documents such as urban design plans, town centre or economic strategies, active travel and transport plans.

Please reference document titles, sections and pages where relevant.

Alignment with plans, strategies and surveys *

Please upload any relevant documents that were cited in the above statements

Supporting documents for strategic alignment *

Attach a file:

Summary

* indicates a required field

Supporting documents

The application form has been designed to capture all the information required to assess the project. It is not mandatory to upload further documents.

Please upload any additional supporting documents you wish to be considered by the assessment teams, such as project plans, business cases, or relevant reports.

Attach a file:

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If you have uploaded documents above, please indicate the relevant part of the supporting document(s) and the assessment criteria it pertains to.

Nomination completeness

The Project Team has discretion to deem a nomination is incomplete and therefore not eligible for assessment. Please ensure you have:

- answered all questions in this form
- input all information in this form correctly, with no errors
- uploaded all supporting files.

I confirm I have fully completed this nomination form. I confirm there are no errors in this nomination form. I have included all information required of me for assessment. *

Yes

We will review the completeness of your nomination and may request further information. Please feel welcome to flag any issues you had completing the form or that you anticipate we may pick up on.

Was there any information, data or documents you were unable to provide in the nomination or questions you were unsure about?

Funding agreement

Successful grant applicants will be required to enter into a funding agreement. The agreement is a legal contract between the NSW Department of Planning, Housing and Infrastructure as the grantor and the successful applicant as the grantee. An authorised delegate will be required to sign the funding agreement as soon as possible after each grantee has been notified of their successful application outcome.

The funding agreement provides important terms and conditions associated with grants awarded under the program.

[Click here](#) to access a copy of the draft standard template agreement.

Note the Department has discretion to change the draft standard template during the program. Amendments to the final funding agreement will not be accepted to ensure a consistent and equitable funding framework applies to all grantees.

I confirm that an authorised delegate has reviewed and is satisfied with the terms and conditions of the draft standard template agreement. *

Yes

Declaration

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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

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.

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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

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