

APPLICATION GUIDELINES

PBN Local Government Grants 2010-11

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APPLICATION GUIDELINES

PBN Local Government Grants 2010-11

Introduction

These application guidelines will assist you in preparing a submission for grant funding through the Perth Bicycle Network (PBN) Local Government Grants program.

A total of \$1 million in grants is available in 2010-11 to metropolitan local government authorities.

Each local government authority is encouraged to consider its works program for 2010-11 and determine whether there are projects that could be eligible for grant funding assistance through this program.

Identifying Potential Projects

In determining potential projects to submit, you should consider:

- Installing bicycle lanes on roads (particularly busier roads);
- Outstanding projects identified in your PBN local bicycle routes;
- Projects identified in your Local Bike Plan (if applicable);
- Missing shared path links;
- Paths along recreational routes;
- Upgrades to existing paths;
- Bike parking at public places;
- Hazards commonly raised by members of the public; and
- Other safety concerns for cyclists that you are aware of.

Project Categories

There are 7 project categories that local government authorities can make a submission in for grant funding. There is a specific funding proportion allocated to each project category.

▪ Priority 1:	BICYCLE LANES	\$200,000
▪ Priority 2:	SIGNAGE	\$100,000
▪ Priority 3:	LOCAL BIKE PLANS	\$100,000
▪ Priority 4:	NEW SHARED PATHS	\$300,000
▪ Priority 5:	PATHS UPGRADES	\$200,000
▪ Priority 6:	GENERIC MINOR WORKS	\$50,000
▪ Priority 7:	END OF TRIP FACILITIES	\$50,000

The funding proportion for each category is only a guide and the total awarded will depend on the value of all the applications.

Project categories are the same as for the 2009-10 Local Government Grants Program. Refer to "Project Category Descriptions" for a description of each of the project categories.

Bicycle lane projects are the most likely to receive funding and is the highest priority project category.

A maximum of four (4) projects can be submitted in each project category, except the 'signage' and 'local bike plans' category with which only one project can be submitted.

Preparing a Submission

Applicants are required to fill out the application forms electronically.

Download the Microsoft Excel file titled '**Application Forms**'. The file can be found at www.transport.wa.gov.au/cycling/1535.asp

The file contains nine separate worksheets.

- The first worksheet is the Council information form. It is mandatory to fill out this form in order for the application to be considered.
- The next seven worksheets are the individual project category application forms. Only fill out the form(s) relevant to your application.
- The last worksheet is the Submission Summary – information from the application forms are linked into this spreadsheet which automatically summarises the overall application (Do not alter this sheet).

Council Information Form

It is mandatory that the first worksheet, the 'Council Information Form' be filled out correctly. This includes contact information and other information about the Council in relation to cycling issues.

An application will not be considered unless this form is filled out adequately. Further to this, each submission receives a score and up to 20 points extra can be scored based on the information provided in the Council Information Form.

Project Application Forms

Determine which project category your project fits into and start to fill out the relevant form (refer to next section on 'negotiating the application forms').

Only four projects are allowed to be submitted in all project categories except for 'signage' and 'local bike plans'.

A maximum grant of \$50,000 per project can be requested. If a project requires more than \$50,000, it should be broken into numerous sections (up to a maximum of four).

Some projects may be for more than one location. For example, with the 'generic minor works' category, an applicant can apply for numerous gully grates to be replaced at a few different locations. This can all be included on the same project application form, as long as the locations are clearly specified.

Submission Summary

Projects link automatically to the summary sheet. Do not make any modifications to this sheet unless agreed with the relevant Bikewest Staff.

Negotiating the Application Forms

To change between application forms, click on the individual worksheet tabs at the bottom of the spreadsheet.

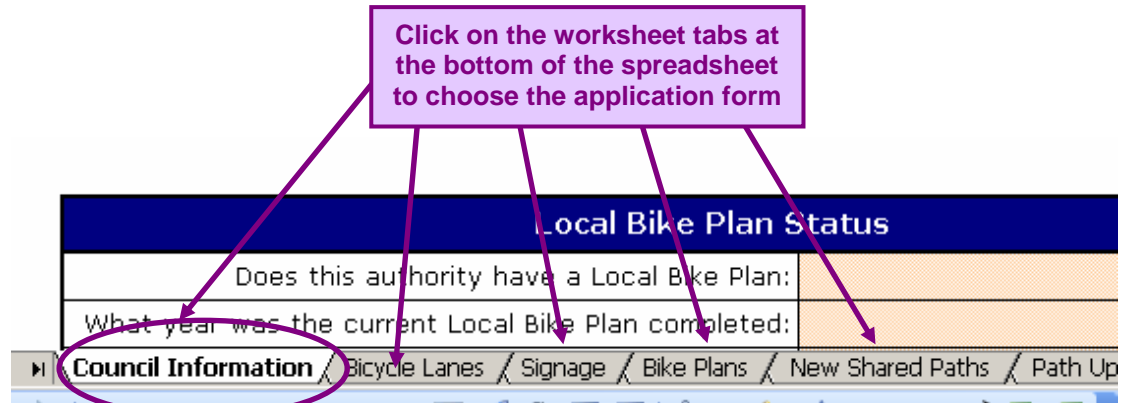


Figure 1 – Extract from Application Form – Worksheet Tabs

The cells (fields) that are the tan / orange colour offer a menu option of responses. Click in this cell to highlight the drop down arrow. Click on the arrow to reveal the different response options. Click on the response relevant to your application. You can change the response at any time. Do not manually enter information into cells that are the tan / orange colour.

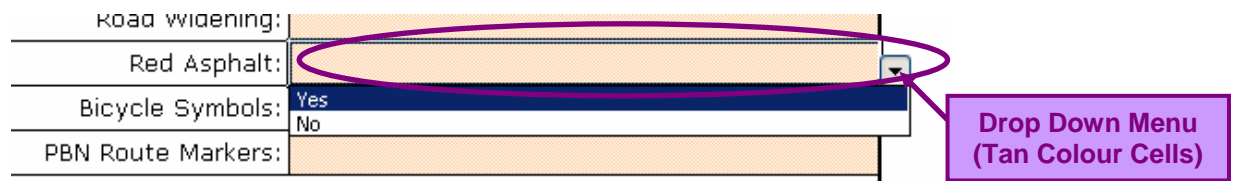


Figure 2 – Extract from Application Form – Cells with Drop Down Menu

Only the cells (fields) that are a pale yellow colour require a typed response.

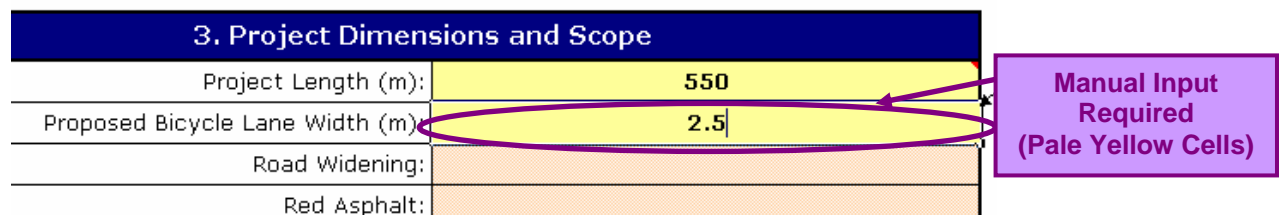


Figure 3 – Extract from Application Form – Cells Requiring Manual Input

Do not overwrite any other cells. Some are linked to one or more other cells and will be calculated automatically.

Take care when inserting information into the pale yellow cells, as whatever is inserted into the fields will be treated as the response in the assessment of the submission.

Submitting the Application

**** All application forms must be received in electronic form ****

The most important part to submit are the excel worksheets. Ensure they are correctly filled out and the council information form is also correct.

The applicant should provide a covering letter and are encouraged to submit maps, photos and letters of support to strengthen the applications.

The preferred method of submitting application forms is by email. The address is as follows:

Cycling@transport.wa.gov.au

<Covering letters, maps, design alignments, photos and letters of support can be scanned and emailed with the application>

Should the applicant wish to post the submissions, the postage address is as follows:

Mr Craig Mansfield
A/Cycling Infrastructure Team Leader
Bikewest
Department of Transport
GPO Box C102
Perth WA 6839

<With posted submissions, the application forms still need to be provided electronically on a suitable storage device such as a CD-Rom>

Applications submitted by facsimile will not be accepted.

****The closing date for applications is 22 January 2010 ****

LATE APPLICATIONS WILL NOT BE ACCEPTED

Assessment and Scoring System

An assessment team will carry out the assessment of the grant applications.

Each project category has a unique scoring system and weighting of each section. The weighting (maximum score) of each section is shown on the application forms and is summarised below.

Refer to "Scoring System" for further details of how questions are scored in each of the project categories.

SECTION	PROJECT CATEGORY						
	1	2	3	4	5	6	7
	Bicycle Lanes	Signage	Local Bike Plans	New Shared Paths	Path Upgrades	Generic Minor Works	End of Trip Facilities
<u>Council Info Form</u>							
Applicant Details	3	3	3	3	3	3	3
Contact Person	2	2	2	2	2	2	2
Local Bike Plan Status	5	5	5	5	5	5	5
Recent Funding	5	5	5	5	5	5	5
Sub-Total	20	20	20	20	20	20	20
<u>Application Form</u>							
Project Location	5	-	10	5	5	5	5
Current Road or Path Environment	20		-	20	20	20	20
Project Dimensions & Scope	20	20	22	20	20	20	30
Project Justification	20	15	15	20	20	20	17
Connectivity	10	12	-	10	10	10	10
Continuity	7	-	-	7	7	7	-
Cost Breakdown	3	3	3	3	3	10	3
Funding Proportion	10	10	10	10	10	10	10
Compliance with Austroads, Part 14	5	-	-	5	5	5	5
Sub-Total	100	60	60	100	100	100	100
MAX. TOTAL	120	80	80	120	120	120	120

Table 1 – Scoring System (Weighted Criteria)

Assessment

Each application once assessed will be given a total score, and then ranked within each project category.

Should the total grant value requested in a given project category be less than the funding proportion initially allocated, the remaining amount will be added to the 'bicycle lanes' category. If the 'bicycle lanes' funding proportion exceeds the grant value, the remainder will be added to the next project category (signage) and this process will continue until there is equilibrium.

Those projects with the highest scores in each category and falling within the initial grant funding proportion are recommended for grant funding.

The assessment team can, at its discretion, make changes to the total grant value within the project categories in order to change the recommendations. This will be clearly documented in the assessment report. Changes to projects recommended can also be made to allow for greater equality between local government authorities. In many cases if a particular authority is recommended excessive funding, some of its projects can be taken out of the recommendation.

The relevant Minister considers the recommendation report and reserves the right to make final changes.

All projects endorsed by the Minister will receive an offer of grant funding.

Each local government authority will receive written notification of the outcome of the assessment and formal grant agreement forms will be offered to the successful authorities. These agreements must be signed and returned by the specified date for the contract to be in place.

All awarded works must be scheduled in appropriate time to be completed by the deadline of 27 April 2011.

Designs

Project designs are not required in the actual submission. However Bikewest will require designs for infrastructure projects before the grant funding recommendations are made.

Please ensure designs are commenced and completed prior to the time of awarding grants (approximately 2-3 months after the application closing date of 22 January 2010).

Program Timeframes

The following offers a guide to the operating timeframes of the 2010-11 PBN Local Government Grants Program.

DATE	MILESTONE
20 October 2009	Invite applications for PBN Local Government Grants
22 January 2010	Submissions Close
5 March 2010	Assessment Recommendations made to Minister
11 June 2010	Successful applicants receive formal offers of grant funding assistance
9 July 2010	Deadline for accepting formal offers of grant
27 April 2011	Deadline for completing projects and submission of invoice
27 May 2011	Project inspection & grant acquittal

Table 2 – Program Timeframes

Contact Details

All enquiries regarding the grant process or any discussions about possible projects should be directed to the Bikewest Branch at the Department of Transport:

Contact: Daniel Storey

Phone – (08) 9216 8305

Email – Daniel.Storey@transport.wa.gov.au

Website - www.transport.wa.gov.au/cycling

Grant Program Previous Statistics

History has shown that funding submissions in the new shared paths and path upgrades categories have been significantly oversubscribed. Whereas funding submissions in the bicycle lanes category has been significantly undersubscribed.

It is therefore highly recommended that local government authorities consider submitting projects in the bicycle lanes category in this year's program.

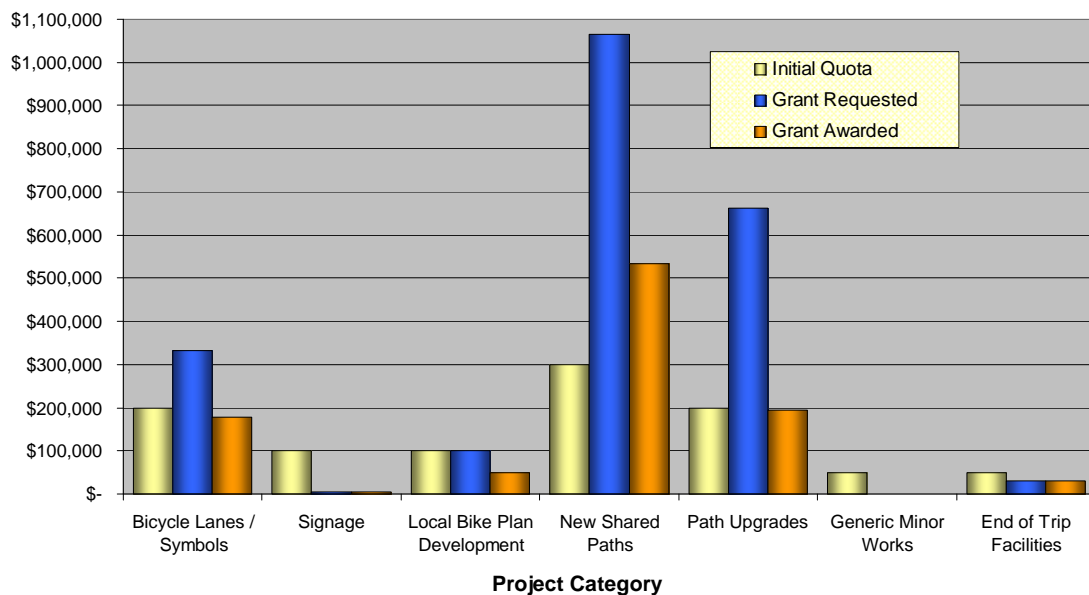


Figure 4 - Grant value offered compared with the requested amount and the initial allocation 2009-10

The table below indicates the success ratio of projects in each category from the last 3 years. It measures the grant value offered and accepted as a percentage of what the grant value applied for.

PROJECT CATEGORY	2007-08	2008-09	2009-10	3 YEAR AVERAGE
Bicycle Lanes	61%	100%	54%	61%
Signage	-	-	100%	100%
Local Bike Plans	73%	100%	50%	76%
New Shared Paths	41%	33%	50%	41%
Path Upgrades	35%	43%	29%	39%
Generic Minor Works	98%	15%	-	25%
End of Trip Facilities	78%	100%	100%	88%
Total	48%	40%	45%	42%

Table 3 - Previous history of projects offered as a percentage of projects submissions

Frequently Asked Questions

- How much grant money can we apply for?

There is no limit to the total amount except there is a limit to the amount of projects you can apply for. Most categories the limit is 4 projects. There is also a limit of \$50,000 per project.

It is very rare for a local authority to be awarded more than \$100,000 in total grant funding in an individual grant year.

- What projects should we apply for?

The most important projects are the installation of bicycle lanes. The program is set up so that bicycle lanes will generally receive funding over all other projects.

- When will we be notified of the outcome of our application?

It is hoped that within 3 months of the application closing date, that advice can be made to each local authority about whether or not their submissions were successful.

- What percentage of the total project cost can we apply for?

Up to 50%. If other funding is likely to be sourced, this needs to be indicated in the application. Bikewest can only fund up to what the local government authority funds.

- Is there a type of surface that will score more favourably?

In the case of bicycle lanes, new shared paths and path upgrades, projects constructed in red asphalt will score more favourably. Usually the path projects are oversubscribed, therefore red asphalt paths have a significant advantage over concrete projects..

- Do we have to include designs and plans with the application?

Designs are not essential with the application, however Bikewest would need to see designs of infrastructure projects before the grant can be awarded. Liaison between Bikewest and Council staff will occur during the assessment phase.

Concept plans should be included with the application to give an indication of the alignment or project scope. Grant applications with more supporting documentation will score more favourably.

- Will late applications be accepted?

No, not this year.