



# Active Transport Fund

## Frequently Asked Questions

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# Application process

## When can applications be submitted?

The program accepts applications through one tranche each year. Tranche opening and closing dates will be advised on the [ATF Resources webpage](#).

## How do I submit an application?

All applications must be submitted through the [Reporting and Program Management \(RPM\) portal](#) unless otherwise advised by the department.

Applicants must navigate to the **Project Applications** page and click **Create a Project Application**. Applicants must then:

- complete all mandatory fields in the system, and optional fields as relevant
- upload their application form
- upload supporting evidence
- click **Submit Project Application** to submit.

For assistance with RPM, please contact [RPMSupport@infrastructure.gov.au](mailto:RPMSupport@infrastructure.gov.au).

## What documents do I need to provide with my application?

Applications must include:

- A fully completed application form, completing each tab, including addressing each criterion, setting out the budget information, and completing the conflict of interest and declaration tabs.
- Evidence supporting claims made in the application, demonstrating how the project aligns with the program objectives and addresses the assessment criteria.

## How much and what type of information should I include?

Your application should clearly and succinctly set out how the proposed project meets each of the assessment criteria, provide relevant information and examples and, where referring to supporting documents, provide a clear link to where in that document the relevant information can be located. Applications will be assessed on the quality of the information provided and how well it addresses the program objectives and assessment criteria.

## What type of supporting documentation can I submit with my application?

Any evidence that clearly supports the answers given/claims made in the application form will strengthen an application. You should not submit documents that do not directly support claims made in your application, and where you do provide supporting documents these should be clearly referenced in your claims against the assessment criteria. More information can be found in the ATF Application Guide on the [ATF Resources webpage](#).

## Why do I need to provide evidence to support the application?

Providing evidence to support the application validates the responses, ensures the accuracy of the information provided and enables a thorough merit assessment to be made.

## **Why is it a requirement to have the nominated co-contribution secured prior to submitting an application?**

Co-contribution funding must be secured prior to submitting the application to ensure that projects approved by the Minister are ready to commence according to timeframes set out in the application. This also avoids project delays caused by budget approval processes. Applicants are required to list all co-funding sources being used to meet their project cost contribution.

## **How do I apply for an alternative funding co-contribution as an LGA?**

Funding contributions of more than 50% from the Program will be only considered in exceptional circumstances, as evidenced through the application and at the sole discretion of the Minister (or delegate).

The Program guidelines state if an LGA is unable to provide a 50% co-contribution, alternative funding co-contributions can be sought as part of the application. Applicants must provide a strong justification for the need for a higher Program funding contribution.

The justification needs to be specific to your circumstances and could relate to a range of matters such as budget constraints, significant cost of specific work, benefit to the community etc. Evidence to support the justification may include budget information showing other commitments, evidence of the council's low base rate, and/or a letter from the LGA's CEO outlining the issues and the need for alternative funding arrangements.

## **Can I submit more than one application per tranche?**

Yes, applicants can apply for multiple projects, submitting a separate application for each project. Each project must be whole and complete and not reliant upon other projects. Broader projects cannot be separated into smaller sections in order to be submitted as separate project applications in one tranche.

Where applicants submit more than one application in a tranche, they must be ready and able to deliver all proposed projects, in the timeframes outlined in their applications, in the event that all applications are approved.

## **Who needs to complete the conflict of interest and the declaration and authorisation in the application form?**

Both the conflict of interest and the declaration and authorisation in the application form need to be completed by a person with the appropriate authority to make the declaration. This is typically someone at an executive level who is authorised to make commitments on the organisation's behalf.

The conflict of interest section of the ATF application form also requires a witness. A colleague from your organisation will suffice as a witness.

## **Are joint applications permissible?**

Applications in partnership with other government and non-government entities must have a lead applicant from a state or territory government, or LGA. Applications cannot be submitted by, and will not be accepted from, any other entity.

The lead proponent determines who undertakes the work required for the project. For example, if an LGA is the proponent, it could partner with another organisation to deliver the works. However, ultimate responsibility for delivery of the project and compliance with the program guidelines and funding offer rest with the lead proponent.

A collective of LGAs can apply to deliver a project, however there must be a lead LGA, responsible for delivery of the project. Milestone payments would be made to the relevant state government agency and would generally be paid only to the lead LGA (who could then distribute payments to other LGAs).

The ATF accepts applications from state and territory governments and LGAs that provide council services to 'unincorporated areas'. However, the Program does not accept applications from private company authorities that provide these services.

These arrangements are consistent with other subprograms within the Infrastructure Investment Program.

## **Is there a requirement to consult with the department before lodging an application?**

No, there is no requirement for you to consult with the department prior to lodging an application. If you have any questions about the application process, you can contact the department via email at [ATF-applications@infrastructure.gov.au](mailto:ATF-applications@infrastructure.gov.au).

## **Assessment process**

### **How will my application be assessed?**

The department will review all applications against the eligibility criteria. Eligible applications will then proceed to merit assessment. The department will consider each application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- whether it provides value with relevant money.

For more information, go to the Program guidelines and the ATF Application Guide on the [ATF Resources webpage](#).

Upon completion of the assessment of a tranche of applications, the department will recommend projects to the Minister (or their delegate) for approval. Recommendations to the Minister (or delegate) will be informed by the department's merit assessment and the available Program budget for each funding tranche.

### **Will I be contacted by the department if any further information is required?**

The department may contact applicants to clarify information provided in the application, however for probity reasons and to avoid bias, new or additional information will not be sought or considered after the close of the tranche. Please note that incomplete or incorrect applications may be deemed ineligible and not proceed to merit assessment.

### **Will applications seeking a lower co-contribution amount or percentage score better on the merit assessment?**

No. These factors are not considered in the merit assessment.

### **Who approves applications for funding?**

The Minister or their delegate will make the final decision on projects funded under each tranche.

## **How long will it take to find out if my application has been successful?**

Following closure of a tranche, assessment and approval processes can take at least 12 weeks, and negotiation and approval of the funding offer for successful projects can take up to an additional 6-8 weeks.

## **Will there be a reserve list of applications?**

No. A reserve list will not be kept as costs for projects can change significantly over time and confirmation of co-contributions can also change.

## **If my project is unsuccessful can I resubmit an application?**

Unsuccessful applicants will be offered feedback on their applications and are encouraged to improve their applications if submitting again in future tranches. Applicants should note that the application form may be updated between each tranche and they must ensure they are using the most current form with up-to-date information on the project timeframes, budget and benefits when reapplying.