

# Urban Precincts and Partnerships Program – Stream One: Precinct development and planning

This Forecast Funding Opportunity provides program information that will assist applicants to develop projects for an upcoming opportunity. It does not constitute approved program application guidance and should not be relied upon as the primary document for applications.

Applications cannot be submitted before the program opens.

Once the urban Precincts and Partnerships Program is launched, prospective applications should read and understand all related program guidance materials before submitting an application.

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# 1. Urban Precincts and Partnerships Program – Precinct development and planning

## **The urban Precincts and Partnerships Program is designed to achieve Australian Government objectives**

This Forecast Funding Opportunity is intended to contribute to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA)'s Outcome 3: *Strengthening the sustainability, capacity and diversity of Australia's regions, including northern Australia, including through facilitating local partnerships between all levels of government and local communities; through investment in infrastructure and measures that stimulate economic growth; and providing funding financial assistance.*



## **Forecast Funding Opportunity released**

The Forecast Funding Opportunity is published on the DITRDCA website to provide potential applicants with program information to begin developing their projects.



## **Program opens**

The Minister for Infrastructure, Transport and Regional Development announces the program open and application details are published on the DITRDCA website.



## **You complete and submit an application and applications are assessed**

You complete the application requirements addressing all the eligibility and assessment criteria in order for your application to be considered. Applications will be reviewed against eligibility criteria and notification provided.



## **The Panel assess eligible applications**

Applications are reviewed by an Independent Expert Panel (the Panel). The Panel assesses eligible applications against the assessment criteria, including an overall consideration of value for money. The Panel provides a list of meritorious applications to DITRDCA.



## **DITRDCA provides policy advice on applications**

DITRDCA provides advice to the decision-maker on how the meritorious proposals meet policy and Program objectives.



## **Funding agreement decisions are made**

The decision-maker decides which applications are successful.



## **We notify you of the outcome**

You are advised of the outcome of your application. Unsuccessful applicants may not be advised until funding agreements have been executed with successful applicants.



## **Successful applicants enter into a funding agreement**

As a successful applicant, you will enter into a funding agreement.



## **Delivery of funding**

You complete the funding activity as set out in your funding agreement.



## **Evaluation of the urban Precincts and Partnerships Program**

DITRDCA will evaluate the specific funding activity and urban Precincts and Partnerships Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

This Forecast Funding Opportunity contains information for the urban Precincts and Partnerships Program (the Program).

This document sets out:

- the purpose of the Program and funding opportunity
- the eligibility and assessment criteria
- how funding applications are considered and assessed
- how applicants are notified of the outcome of their project applications
- how successful project performance is monitored and evaluated
- the responsibilities and expectations in relation to the funding opportunity.

Key terms used in this Forecast Funding Opportunity are defined in the glossary at section 14.

This Forecast Funding Opportunity does not constitute approved program application guidance and should **not** be relied upon as the primary document for applications. Once the Program is launched, prospective applications should read and understand all related program guidance materials before submitting an application.

## 2. About the Program

The Program was announced as part of the 2023-24 budget and supports the Government's objectives to be an active partner in the task of building better cities and more liveable suburbs. It complements the regional Precincts and Partnerships Program (rPPP) launched in 2023.

The Program

- seeks to deliver transformative investment in urban Australia based on the principles of unifying places, growing their economies and serving local communities.
- will focus on a **partnership approach**, bringing together governments and communities to deliver urban precincts that are tailored to local needs and have a shared vision in how that precinct connects to the region.

The Program presents an opportunity for urban investment through a unique process, which features a strong focus on collaboration and joint investment opportunities. The establishment of partnerships, that include local perspectives, will be critical to delivering place-based infrastructure supported by the community. The Program allows governments and communities to establish long-term partnerships and jointly invest in genuine urban priorities. The Government is committed to urban development, renewal and supporting population growth by delivering the infrastructure and housing required to create strong and vibrant communities.

The Program will support the planning and delivery of urban precincts and will look for benefits beyond any individual site boundary. Urban precincts, or 'places with purpose', are user defined geographic areas with a specific shared need or theme. They can exist at a variety of scales, from urban centres, renewal areas, or growth areas in urban and suburban communities. The scale of urban precinct projects will vary depending on their location and objectives.

Precincts support better integration of land use and ensure the infrastructure investment complements the broader region and its surrounding communities, spaces, transport and activities. The Program's place-based, partnership approach will ensure that precinct proposals are suitably and strategically designed for their specific contexts and maximise outcomes for their communities.

The objectives of the Program are to:

- facilitate place-based approaches to planning and precinct delivery, supported by collaborative partnerships engaged in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity, and resilience for the people of urban Australia
- support community priorities for urban and suburban communities to deliver value for money urban precincts for the community.

The intended outcomes of the Program are to:

- demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of urban infrastructure
- develop and deliver urban precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience.
- contribute to the Australian Government's current policy priorities, including but not limited to: Closing the Gap, addressing housing supply and affordability via support of the objectives of the National Housing Accord, decarbonisation, adaptation to the changing climate, improving outcomes for First Nations' communities, broadening and diversifying of Australia's industry and economy, the National Cultural Policy, and environmental policy.

It is the intent of the Program to:

- support precinct projects of differing scales and functionalities
- deliver project funding across a broad geographic spread of urban Australia
- encourage projects from lesser-resourced applicants.

The urban Precincts and Partnerships Program is an open, non-competitive Program to avoid the direct, competitive comparison of applications from organisations of differing sizes and levels of resourcing. This approach provides the ability to ensure the equitable distribution of funding across the country based on the individual merits of a precinct proposal and its benefits to the local community. This approach also allows the opportunity to balance small and large precincts and different types of precincts within the funding profile.

There are two funding opportunities as part of this Program:

- Stream One: Precinct development and planning - to activate partnerships and deliver an investment-ready precinct plan
- Stream Two: Precinct delivery - to deliver a specified project or projects as part of a precinct.

## 2.1. About the Stream One: Precinct Development and Planning funding opportunity

This funding opportunity is part of the urban Precincts and Partnerships Program.

The forecast Precinct Development and Planning funding opportunity provides funding to develop a precinct idea through to investment-ready stage. The rationale for Stream One is to recognise that financial constraints can inhibit great concepts being explored further and developed into realistic, well-designed and planned projects. For the purposes of Stream One, the project is considered to be the entire precinct, even if you are only considering future investment in one element of the precinct. This contrasts with Stream Two, where the project is one or more elements of a precinct.

The objective of the funding opportunity is

- to activate partnerships comprised of relevant government entities, community organisations and businesses that have a shared vision for a regional precinct

- deliver precinct plans that are tailored to their local contexts and based on community feedback and engagement
- support precinct plans to become investment ready.

## 2.2. Partnerships

The establishment of a partnership is essential to the Program, which has a focus on bringing together all relevant interested parties to collaboratively plan or deliver precinct proposals. These partnerships are intended to be conglomerates of relevant entities as well as other local stakeholders, including but not limited to::

- State and Territory government
- Local government
- Universities
- Not-for-profit entities
- First Nations groups
- Regional Development Australia committees
- Community organisations
- Private enterprise
- Australian government agencies that have policy/program interests or responsibilities.

Not all entity types listed above are eligible to apply for Program funding (see section 4: Eligibility Criteria), however they can form part of the partnership.

The intention behind a partnership is to ensure the precinct is well-considered and allows an opportunity for relevant parties to work through issues, consult early and be investment ready.

First Nations groups should be provided an opportunity to shape projects and influence a stronger outcome that incorporates First Nations experiences, culture and design.

## 3. Funding amount and agreement period

### 3.1. Funding opportunities available

The Australian Government has announced a total of \$150 million for the Program's two streams. For this funding opportunity, we estimate that a total of \$30 million is available.

- The minimum funding agreement amount is \$500,000.
- The maximum funding agreement amount is \$5 million.

The funding amount will be up to 100 per cent of the eligible expenditure for the project to a maximum amount of \$5 million. While funding for up to 100 per cent of the eligible expenditure can be considered, funding is intended to support a broader commitment to the precinct concept, therefore, you are required to demonstrate your contribution and commitment to the proposed precinct in Assessment Criteria 4. Your contributions can be cash or in-kind (such as land or resources), or a combination of both.

We are looking for applicants to show what they can do, monetarily and otherwise to ensure the success of the project.

Any partner contributions, and other funding for your project, can come from other sources including state, territory and local government grants. Other Commonwealth funding cannot be used for the project, however other parts of the broader precinct can be Commonwealth funded.

You are responsible for the remaining eligible and ineligible project costs.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible to apply?

To be eligible you must:

- Have an Australian Business Number (ABN) or Office of the Registrar of Indigenous Organisations (ORIC) registration

and be one of the following entities:

- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14
- a University which may be for-profit as defined in section 14
- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
  - current Australian Charities and Not-for-profits Commission's (ACNC) Registration
  - state or territory incorporated association status
  - constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

### 4.2. Additional eligibility requirements

We can only accept proposals where you:

- have authority for use of the land or infrastructure required to undertake the project at the nominated site (you are required to provide a letter to confirm this authority from the land or infrastructure owner)
- can identify the project partner/s that form your partnership supported with a governance structure outlining the anticipated engagement to carry out a precinct in collaboration
- can provide evidence that the relevant State or Territory government have been invited to participate in the partnership. If the relevant State or Territory government is not part of the partnership, reasoning should be provided in your application
- can provide evidence that the relevant local government agency or body have been invited to participate in the partnership. If the relevant local government agency or body is not part of the partnership, reasoning should be provided in your application.
- can provide evidence that the relevant Traditional Owner/First Nations groups form part of the partnership or will be consulted on a regular basis throughout the implementation of the precinct in order to ensure their views are considered.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible to apply?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- for-profit organisations (with the exception of universities). However, they can form part of the partnership

- any organisation not included in section 4.1.

## 5. What the funding can be used for

### 5.1. Eligible activities

To be eligible your project must:

- be aimed at meeting the objectives of the funding opportunity, as outlined in Section 2.1
- have at least \$500,000 in eligible expenditure.

Eligible activities must directly relate to the project and may include:

- scoping, planning, design and consultation activities for the proposed precinct
- development, formalisation and operation of partnership relationships and responsibilities
- business cases and feasibility studies.

We may also approve other activities and studies which are linked to the objectives and outcomes of the Program, including geotechnical, surveying, flora and fauna, and heritage assessments and investigations.

### 5.2. Eligible locations

The proposed project must be in a urban location, delineated as entirely inside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA).

The following are eligible locations:

- Greater Capital City Statistical Areas - Greater Sydney
- Greater Capital City Statistical Areas - Greater Melbourne
- Greater Capital City Statistical Areas - Greater Perth
- Greater Capital City Statistical Areas - Greater Adelaide
- Greater Capital City Statistical Areas - Greater Brisbane
- Greater Capital City Statistical Areas - Greater Darwin
- Greater Capital City Statistical Areas - Greater Hobart
- All of the Australian Capital Territory (ACT).

### 5.3. Ineligible locations

Ineligible locations are delineated as being entirely outside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA).

### 5.4. Eligible expenditure

You can only spend the funding on eligible expenditure you have incurred on an agreed project as defined in your funding agreement.

- For guidance on eligible expenditure, refer to appendix A
- For guidance on ineligible expenditure, refer to appendix B.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we will ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.



Not all expenditure on your project may be eligible for funding. The Program delegate (who is a manager with responsibility for administering the Program) makes the final decision on what is eligible expenditure, and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

We are not responsible for any expenditure you incur until a funding agreement is executed. The Commonwealth will not be liable, and should not be held as being liable, for any activities which are undertaken before the funding agreement is executed.

## 6. The assessment criteria

You must address all assessment criteria in your application. The Independent Expert Panel (the Panel) will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and funding amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

Demonstrating value for money is a key requirement and will be assessed by comparing the projected benefits and opportunities created by the project against the estimated cost (refer to Section 8.1). Your response to the below assessment criteria should clearly articulate the expected benefits and opportunities that the project will create.

Only applications which score at least 50 per cent against each assessment criterion will be deemed as meritorious and considered for award of funding.

### 6.1. Assessment criterion 1

#### **Project alignment with Program objectives and Australian Government priorities (35 points).**

You should demonstrate this through identifying how your proposal:

- a. aims to align with regional plans, community priorities and other investment strategies and activities
- b. supports a place-based approach to planning, including better integration of land use and urban development and/or renewal
- c. provides economic opportunities, and enhances productivity, equity and resilience
- d. considers and/or or measures climate and energy impacts such as disaster risk, emissions reduction, biodiversity, decarbonisation, circular economies, and energy and water efficiency
- e. contributes to the achievement of Australian Government policy priorities and Program objectives, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy, relative to the type of project being considered
- f. contributes to policy objectives relevant to the DITRDCA portfolio.

### 6.2. Assessment criterion 2

#### **Project Need (35 points).**

You should demonstrate this through identifying:

- a. how your proposal will address an existing public infrastructure gap and how the precinct, or expansion upon an existing precinct, is likely to result in improvements and public benefits in your region
- b. evidence as to why investment in the proposal is needed, including any barriers preventing investment to date
- c. rationale for the elements of the precinct and how these would link a place with a purpose
- d. identification of potential future opportunities for additional private investment in the precinct and/or surrounding region that can build upon the project and help stimulate further expansion, in order to ensure the longevity of the precinct.

### 6.3. Assessment criterion 3

#### **Community engagement, collaboration and partnership (20 points).**

You should demonstrate this through identifying:

- a. how your precinct development and planning process intends to engage with the local community, draw upon local knowledge and information, and identify and leverage opportunities and address challenges within your urban area
- b. how you, your partners, and relevant stakeholders will work together to achieve the project based on the values of shared design, stewardship and accountability
- c. the proposed governance arrangements of the partnership and how they will support and enhance engagement and collaboration
- d. how First Nations groups could be involved in the design and planning phase to help shape the proposal and influence a stronger outcome that incorporates First Nations experiences, culture and design.

### 6.4. Assessment criterion 4

#### **Capacity, capability and resources to deliver the project (10 points).**

You should demonstrate this by:

- a. your ability to undertake or manage the development of project proposals, including your track record of managing similar projects and your access to personnel with the right skills and experience
- b. your proven ability to manage and monitor timeframes, consultation processes, budget and risk management
- c. a resource plan that includes how the project will be supported and the cost of that resourcing
- d. any contributions you or your partners will be providing that would help to strengthen the delivery of the project. Contributions can be non-monetary.

## 7. How to apply

This Forecast Funding Opportunity provides program information that will assist applicants to develop projects for an upcoming opportunity. It does not constitute approved program application guidance and should not be relied upon as the primary document for applications. Applications cannot be submitted before the program opens.

Once the Program is launched, prospective applications should read and understand all related program guidance materials before submitting an application, including:

- all eligibility and assessment criteria and application processes outlined
- supporting documents

and

- prepare detailed evidence that supports the assessment criteria.

## 7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan or preliminary project outline
- a project budget
- confirmation that you have authority for use of the land or infrastructure at the proposed site, if one has been selected. If the proposed site is not confirmed, you should clearly outline this in your application
- evidence to support your intended partnership (e.g. a letter from project partner/s or other type of agreement), including details of all project partners
- a proposed policy on partnership governance outlining the partnership structure, the roles, responsibilities, rights and obligations of partners, and how communication and conflict will be managed
- evidence of support from local community and business as relevant
- evidence that the relevant State or Territory government and local government agency or body has been invited to participate (e.g. an email or letter)
- evidence that the Traditional Owner/First Nations groups for the area have been contacted to seek their support (e.g. an email, or letter)
- evidence of not-for-profit status (where applicable)
- detailed evidence that supports assessment criteria responses (where applicable)
- trust deed (where applicable).

## 8. The selection process

### 8.1. Assessment process

The Program's non-competitive process means applicants will be assessed on their individual merit against the assessment criteria, and will not be compared to other applications.

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria by the Panel.

Only eligible applications will proceed to the assessment stage. Any ineligible proposals will not proceed and are excluded from funding consideration.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money<sup>1</sup> and represents an efficient, effective, economical and ethical use of public resources.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the funding opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives

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<sup>1</sup> See glossary for an explanation of 'value with money'.

- the spread of projects across geographic areas, precinct types and government objectives
- the relative resources of the applicant and need for the project
- the relative value of the funding sought.

## 8.2. Who will assess applications?

An Independent Expert Panel (the Panel) will assess all eligible proposals and make determinations regarding which proposals are meritorious. The Panel will comprise three members from the Urban Policy Forum, who were selected for their expertise in urban development and urban design and renewal. This will enable them to make assessments based on a thorough understanding of urban needs, best practice planning and sustainable development. The Panel will assess proposals against the assessment criteria, applying their expertise before determining which are considered meritorious. Only proposals that have been deemed as meritorious in the assessment process will be provided to the Minister for final decision making.

DITRDCA will provide policy advice on meritorious proposals based on policy considerations and the funding envelope available.

DITRDCA's recommendations on meritorious proposals will be based on:

- the Panel's assessment
- alignment with current Australian Government policy priorities and program objectives, including but not limited to:
  - [Closing the Gap](#)
  - Support of housing supply and affordability via the objectives of the [National Housing Accord](#)
  - Transition to a [net zero economy](#)
  - [Australia's emission reduction goals](#)
  - [National Cultural Policy](#)
- budget allocation available to fund projects
- balance of projects between each Stream across budget allocation
- Government's policy priorities and types of precincts
- relevance to the policy objectives of the DITRDCA portfolio.

DITRDCA will also identify meritorious applications which propose projects that are:

- supported by First Nations Community Controlled Organisations
- located in 'low rate based' council areas.

This information will allow DITRDCA to provide the decision maker with information regarding the diverse range of applicants, particularly lesser-resourced applicants that have submitted proposals assessed as meritorious by the Panel.

## 8.3. Who will approve funding agreements?

DITRDCA will recommend which meritorious proposals should be considered for funding. The Minister decides which funding agreements to approve, taking into account the recommendations of DITRDCA, the availability of funding, and where necessary, advice from relevant Minister/s for meritorious proposals relevant to their specific portfolio responsibilities.

The Minister's decision is final in all matters, including:

- the funding agreement approval
- the funding to be awarded

- any conditions attached to the offer of funding.

We cannot review decisions about the merits of your application.

## **9. Notification of application outcomes**

Due to the nature of the application process, if you are not found meritorious, you will be notified and can submit a new application for the same project while the funding opportunity remains open. You should include new or additional information to improve upon your previous application.

If you were found meritorious but unsuccessful, you will be notified and you can choose to withdraw your application from future panel consideration or submit a variation to your previous application. This variation should include any new or additional information which may enhance your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

### **9.1. Feedback on your application**

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Glossary

Term	Definition
application form	The document issued by the Program delegate that applicants use to apply for funding under the Program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive funding opportunity, to determine application ranking.
Australian local government body or agency	A local governing body as defined under the Local Government (Financial Assistance) Act 1995 (Commonwealth) as a local governing body established by or under a law of a State.
completion date	The expected date that the project activity must be completed and the funding spent by
date of effect	Can be the date on which a funding agreement is signed or a specified starting date. Where there is no funding agreement, entities must publish information on individual funding agreements as soon as practicable.
decision maker	The person who makes a decision to award a funding agreement. For this Program this is the Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government.
eligible activities	The activities undertaken by a project proponent in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for funding under the Program that the Program delegate has determined is eligible for assessment
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a funding agreement. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a project proponent on a project and which is eligible for funding support as set out in 5.
eligible expenditure guidance	The guidance that is provided at Appendix A.
First Nations community-controlled organisations	These organisations are an Indigenous Organisation or enterprise and have an Indigenous Corporation Number (ICN) or can declare that they are a Traditional Owner or that their organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous ownership.

Term	Definition
funding activity/activities	Refers to the project/tasks/services that the project proponent is required to undertake
funding agreement	A legally binding contract that sets out the relationship for the funding, and specifies the details of the funding agreement.
funding opportunity	Refers to the specific Program assessment round or process where Commonwealth funding is made available to potential project proponents. Funding opportunities may be open or targeted, and will reflect the relevant project selection process.
funding or funds	The funding made available by the Commonwealth to project proponents under the Program.
Independent Expert Panel (the Panel)	The body established to assess eligible applications and determine which are meritorious. Panellists comprise a subset of the Urban Policy Forum.
low rate-based councils	<p>Assistance Grant to Net Rate Income and are as follows:</p> <p><u>New South Wales</u></p> <ul style="list-style-type: none"> <li>• Blacktown</li> <li>• Blue Mountains</li> <li>• Campbelltown</li> <li>• Central Coast</li> <li>• Fairfield</li> <li>• Hawkesbury</li> <li>• Wollondilly</li> </ul> <p><u>Northern Territory</u></p> <ul style="list-style-type: none"> <li>• Litchfield</li> </ul> <p><u>Queensland</u></p> <ul style="list-style-type: none"> <li>• Lockyer Valley</li> <li>• Somerset</li> </ul> <p><u>South Australia</u></p> <ul style="list-style-type: none"> <li>• Adelaide Plains</li> <li>• Gawler</li> <li>• Playford</li> <li>• Salisbury</li> </ul> <p><u>Tasmania</u></p> <ul style="list-style-type: none"> <li>• Brighton</li> <li>• Derwent Valley</li> <li>• Kingborough</li> <li>• Sorrell</li> </ul> <p><u>Victoria</u></p> <ul style="list-style-type: none"> <li>• Cardinia</li> <li>• Macedon Ranges</li> <li>• Melton</li> <li>• Moorabool</li> <li>• Whittlesea</li> <li>• Yarra Ranges</li> </ul> <p><u>Western Australia</u></p>

Term	Definition
	<ul style="list-style-type: none"> <li>• Mundaring</li> <li>• Murray</li> <li>• Serpentine</li> <li>• Jarrahdale</li> </ul>
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government.
<a href="#">National Housing Accord</a>	The National Housing Accord brings together all levels of government along with investors and the construction sector, to unlock quality, affordable housing supply over the medium term. The Accord supports the Government's aspiration of building one million new homes over 5 years from 2024, as well as investing \$350 million in additional federal funding to deliver 10,000 affordable rental homes over five years from 2024 – matched by the states and territories.
partnership	For the purposes of the funding opportunity – partnership refers to collaboration between organisations/entities towards a shared goal. Applicants are not required to set up formal business partnership structures for the Program, however, as noted in the assessment criteria you must demonstrate evidence, including the provision of an established governance structure, that partners are committed to the goals of the project,
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Commonwealth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Precinct	Place of purpose as outlined in this document
program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes.
Program delegate	A manager within the department with responsibility for administering the Program.
Program funding or Program funds	The funding made available by the Commonwealth for the Program.
project	A project described in an application for funding under the Program.
project proponent	The organisation(s) which has been selected to receive a funding agreement



Term	Definition
proposal	A detailed outline of project/s described in your application
selection criteria	Comprises of eligibility criteria and assessment criteria.
University	For the purposes of the funding opportunity – university refers to universities with a main campus or presence or universities that wish to establish a main campus or presence within a urban area as stipulated by the Greater Capital City Statistical Area.
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the funding agreement proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a funding opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of funding is likely to prevent the project proponent and government’s outcomes being achieved; and</li> <li>• the potential project proponent’s relevant experience and performance history.</li> </ul>

## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

The Program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure requirements.

### A.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your funding agreement. You may need to provide evidence such as quotes for major costs.

The funding agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

### A.2 Partnership Establishment and operation costs

We consider the costs associated with the establishment of a Partnership as eligible expenditure.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your funding agreement.

Examples of eligible Partnership establishment costs can include:

- meeting costs e.g. hiring meeting spaces, hospitality costs, facilitators to bring all parties together in the establishment phase, and for consultation sessions and meeting of partners during the project
- advertising, social media, publicity associated with consultation activities
- establishing governance arrangements including professional and legal advice.

You may show expenditure on the establishment of a Partnership by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the services.

If you claim expenditure for the establishment of a partnership, we limit this to 10 per cent of the total funding amount.

### A.3 Labour expenditure

We consider the costs associated with the establishment and management of a partnership as eligible expenditure. This includes labour costs. We will not make any payments to you for any expenditure you have incurred prior to the execution of your funding agreement.

Eligible labour expenditure for the project covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider direct costs for technical, administrative and management related to the partnership establishment and its ongoing management through the life of the project. However, we limit these costs to 20 per cent of the total amount of eligible labour expenditure claimed.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the funding opportunity is \$200,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

### A.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \frac{\text{Annual salary package} \times \text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

### A.5 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plan expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Where possible, you should engage local labour and services. Eligible contract expenditure may include:

- Legal services
- Architect services
- Design services
- Project management
- Quantity surveying
- Building services
- Expertise relating to the development of business cases
- Data or research commissioned for the purpose of the project.

## A.6 Travel expenditure

Eligible travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the fundee will require evidence showing what an economy airfare costs at the time of travel.

## A.7 Other eligible expenditure

Other eligible expenditure for the project may include:

- costs associated with consultation sessions including venue hire and light refreshments (excluding alcohol)
- marketing and branding costs
- administration costs directly related to the project and partnership establishment and management including communications and consultation materials
- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time.

The Program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed under this Program in a funding agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is successful
- debt and financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- routine operating expenses – including communications, accommodation, overheads or renovating existing spaces to make them fit-for-purpose to assist in the delivery of the project
- costs of purchasing, leasing, depreciation of, or development of landcosts involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, job advertising and recruiting, and contract negotiations
- ongoing maintenance costs
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities
- routine operating expenses not accounted for as labour on-costs – including accommodation, overheads and consumables, e.g. paper, printer cartridges, office supplies
- recurring or ongoing operational expenditure (including annual maintenance, rent, utilities, water and rates, postage, legal and accounting fees and bank charges)
- costs related to preparing the funding application
- overseas travel costs
- costs related to acquiring goods, services or labour from overseas, unless agreed by the program delegate.

This list is not exhaustive and applies only to the expenditure of the funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.