Australian Government
Department of Infrastructure, Transport, Regional Development, Communications and the Arts

For Official Use Only

Application Form

Housing Support Program – Stream 1

**March 2024**

# Introduction

The Australian Government’s Housing Support Program is one of a range of programs designed to help achieve the National Housing Accord target of building 1.2 million new, well-located homes over 5 years from 1 July 2024. The Housing Support Program will support the delivery of increased housing supply by funding projects that seek to deliver enabling infrastructure, provide amenities to support new housing development or improve building planning capability.

This first Stream (HSP 1) will provide funding to State, Territory and Local governments for projects which will improve **planning capability**. The maximum funding request under this stream is $5 million per project. A later stream will provide funding for enabling infrastructure projects.

# Instructions

Please complete ALL sections of this application. If a specific section does not relate to your project, please respond with N/A.

All information requested in the application is mandatory, unless otherwise specified. Providing optional material will strengthen your application.

**What you’ll need**

* Basic information about the project
* A project budget
* Whether the project aligns with a state, territory and/or national housing strategy or plan
* Evidence of co‑contributions from other contributors (such as private organisations or other LGAs for joint applications)
* Proposed milestone schedule
* Project timeline
* Risk assessment (optional)
* Project plan or design (optional)

**How we’ll assess**

First and foremost, we do not assess applications based on your ability to write. We assess based on the extent to which your project meets the criteria set out in the Guidelines.

We want to treat all applications fairly. For probity and in order to avoid bias, while we may seek to clarify information already provided, we will not accept new information outside of the application.

**Submitting your application**

Your application must be submitted by email to [PPDHousingSupportBranch@Infrastructure.gov.au](mailto:PPDHousingSupportBranch@Infrastructure.gov.au) by 12pm on Monday 29 April 2024. It is your responsibility to ensure that your application is received. The Department’s IT limits prevent attaching files greater than 35MB

**Questions**

The [program guidelines](https://workspace.internal.dotars.gov.au/sites/HSB/PAR/Guidelines/Application Form/•%09https:/www.infrastructure.gov.au/department/media/publications/housing-support-program-program-guidelines-stream-1) contain the rules for this funding. Please read carefully before you apply.

Our website also contains [frequently asked questions](https://www.infrastructure.gov.au/territories-regions-cities/cities/housing-support-program/housing-support-program-frequently-asked-questions).

If you have any additional questions about your application or your eligibility, please don’t hesitate to contact us via email: [PPDHousingSupportBranch@Infrastructure.gov.au](mailto:PPDHousingSupportBranch@Infrastructure.gov.au)

## About your organisation

We use this information to make sure your organisation is eligible and in order to contact you.

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Response** |
| **1.1** | Lead Applicant Legal/Registered Entity Name |  |
| **1.2** | Australian Business Number (ABN) |  |
| **1.3** | Registered Street Address (head office) |  |
| **1.4** | Registered Postal Address (head office) |  |
| **1.5** | Website address |  |
| **1.6** | Organisation email address  e.g. info@councilname.state.gov.au |  |
| **1.7** | Is this application a joint application? | Yes, continue to Section 1.8  No, skip to Section 2 |
| **1.8** | Please list all other partners in this application  Partners are typically those involved in the governance of the project and making decisions on the project, or committing funds to it. Organisations contracted to deliver a project will not typically be a partner. |  |

## Your contact information

We will use this information to contact the Primary Person to clarify details within your application and the Authorised Person for decisions (such as whether your application is successful).

|  | **Item** | **Primary Person Contact Details**  The best-placed person to clarify information about the application | **Authorised Person Contact Details**  The person authorised by the organisation to make this application |
| --- | --- | --- | --- |
| **2.1** | Title |  |  |
| **2.2** | First Name |  |  |
| **2.3** | Surname |  |  |
| **2.4** | Job Title |  |  |
| **2.5** | Telephone  Please ensure that you include all 10 digits |  |  |
| **2.6** | Email |  |  |

## About the Project

Tell us about your project and what it will achieve.

|  |  |  |
| --- | --- | --- |
|  | **Item**  Best Practice/For Information | **Your Answer** |
| **3.1** | Project Name  Name should include project outcomes, the project location if applicable and be factual in nature. The name may be changed to align with Departmental naming conventions. |  |
| **3.2** | Short Project Scope (50 words max)  Short scope should include the what the project will do and achieve. The scope should have a flat and factual tone. |  |
| **3.3** | Long Project Scope (250 words max)  Long scope should include everything in the Short Scope plus how the project aims to achieve outcomes, and outlining the resources needed. The tone should remain flat and factual. |  |
| **3.4** | Project Benefits (250 words max)  Provide a succinct statement as to what improvements to planning capability will be achieved from this project. |  |
| **3.5** | Location of the project  As applicable, include the full address, LGA(s) and state of the project. |  |

## Project Budget

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Your Answer** |
| **4.1** | Total Project Cost  The total cost of carrying out the project, including funding from all sources. Included costs must be eligible for funding under the default funding offer.  Where in-kind items are included, these should be valued at their ordinary market value. | $ |
| **4.2** | Is this application fully funded by the Housing Support Program?  Only applications where the lead applicant is a local government can be fully funded by the Housing Support Program. | Yes, skip to Section 5  No, continue to Section 4.3 |

Program Funding- Housing Support Program partially funded

Please list below all parties contributing funding to the project. Please attach to your application evidence of co-contributions from the other contributors.

The Housing Support Program will provide up to 100% of funding for projects led by local governments. The Housing Support Program will fund a maximum of $5 million per project.

|  | **Funding Source** | **Total ($)$** | **Please provide entity names of co-contributors** |
| --- | --- | --- | --- |
| **4.3** | Housing Support Program |  |  |
| **4.4** | Other Australian Government  Please advise which other AG program/s are providing funding for this project. Is funding confirmed? |  |  |
| **4.5** | State/Territory Government/s  Please advise which State/Territory program/s is providing funding for this project. Is funding confirmed? |  |  |
| **4.6** | Local Government Area/s  Please list all local governments and their contributions. Is funding confirmed? |  |  |
| **4.7** | Other (including private funding)  Please list all other contributions. Is funding confirmed? |  |  |
|  | **Total** | **0** |  |

## Proposed Milestones and Timelines

Tell us about the timeline for your project and the major milestones in the process. You must have at least the first two milestones (acceptance of the offer and commencement of work) and the last two milestones (Completion of project and Post Completion report). Other milestones are optional. You can add additional milestones to the table if your project has them. Your project must be complete by 30 May 2025.

|  | **Item/Advice** | **Description** | **Proposed Date**  **Month and year** |
| --- | --- | --- | --- |
| **5.1** | Acceptance of the offer  Acceptance must be received by the Department no later than 31 July 2024. 70% of Housing Support Program funding will be provided on completion of this milestone and signing of the FFA Schedule by the relevant state. | n/a | No later than 31 July 2024 |
| **5.2** | Commencement of Work  The project commences when the first activity which incurs the expenditure of funds solely towards delivery of the project. |  |  |
| **5.3** | Milestone 3  Optional |  |  |
| **5.4** | Milestone 4  Optional |  |  |
| **5.5** | Completion of Project  A project is complete when all elements of its scope have been delivered and it is able to be successfully used by the intended users.  This must be no later than 30 May 2025. |  | No later than 30 May 2025 |
| **5.6** | Post-Completion Report  30% of Housing Support Program funding will be provided on completion of this milestone. | A report summarising the project and including data required by us. | No later than three months after completion of the project |

# Merit Criteria

The overarching consideration for the Merits Assessment is whether the project represents value for money in accordance with the *Public Governance, Performance and Accountability Act 2013.* In assessing whether the applications represent value for money, the Department will consider the extent to which the application meets the program objectives and how it performs against assessment criteria relative to cost.

Eligible applications will be assessed by the Department against three criteria, weighted equally:

## Merit Criterion One: Increasing supply of well-located housing

This criterion examines the connection between your project and the supply of housing. Where you make claims as part of your application you should provide evidence supporting those claims. Evidence should be detailed, independent and comprehensive where possible.

|  | **You should demonstrate how your project:** | **Write a response no greater than 300 words in each cell below:** |
| --- | --- | --- |
| **6.1** | Aligns to the program objectives by doing one or more of the following:   * Increase the efficiency of planning decisions in well-located developments * Increase capacity to make planning decisions * Improve housing affordability and supply * Enable more social and affordable housing   We are looking for how your project will lead to improvements in planning, and the resulting effect on housing.  It is not necessary to meet all of the elements. We will consider the size of the effect as well the number of criteria met.  Where possible provide measurable improvements and supporting evidence |  |
| **6.2** | Works cohesively with the following relevant planning policies:   * Planning, Zoning and Regulatory reform through the National Cabinet commitment for the National Planning Reform Blueprint * Land use planning for disaster resilience * National Construction Code * Relevant State and Territory law   We are looking for specific connections between your project and these overarching reforms, policies and legislation. |  |
| **6.3** | Aligns with State or Territory development plans and other planning policy.  We are looking for:   * References to relevant sections of State and Territory plans and policies * Evidence showing project alignment with development plans and policies |  |

## Merit Criterion Two: Project Impact

This criterion assesses the impact of the change in delivering of well-located dwellings, as well as the economics of the project. Where you make claims as part of your application you should provide evidence supporting those claims. Evidence should be detailed, independent and comprehensive where possible.

|  | **You should:** | **Write a response no greater than 300 words in each cell below:** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **7.1** | What anticipated impact will the project have on housing supply?  Please estimate the increase in well-located dwellings over time. If your project leads to the same number of dwellings, but delivers those dwellings **faster**, please note the movement between financial years that will occur.  The terms well-located, regional and urban are defined within the [Program Guidelines](https://workspace.internal.dotars.gov.au/sites/HSB/PAR/Guidelines/Application Form/•%09https:/www.infrastructure.gov.au/department/media/publications/housing-support-program-program-guidelines-stream-1) | Financial Year | 2024-25 | 2025-26 | 2026-27 | 2027-28 and beyond |
| Projected [well-located](https://workspace.internal.dotars.gov.au/sites/HSB/PAR/Guidelines/Application Form/•%09https:/www.infrastructure.gov.au/department/media/publications/housing-support-program-program-guidelines-stream-1) dwelling - [urban](https://workspace.internal.dotars.gov.au/sites/HSB/PAR/Guidelines/Application Form/•%09https:/www.infrastructure.gov.au/department/media/publications/housing-support-program-program-guidelines-stream-1) |  |  |  |  |
| Projected [well-located](https://workspace.internal.dotars.gov.au/sites/HSB/PAR/Guidelines/Application Form/•%09https:/www.infrastructure.gov.au/department/media/publications/housing-support-program-program-guidelines-stream-1) dwelling increase- [regional](https://workspace.internal.dotars.gov.au/sites/HSB/PAR/Guidelines/Application Form/•%09https:/www.infrastructure.gov.au/department/media/publications/housing-support-program-program-guidelines-stream-1) |  |  |  |  |
| Provide evidence on how you the calculated the anticipated housing supply impact above | | | | |
|  | | | | |
| **7.2** | How will the project support planning activities for well-located housing with details on per capita impact, housing shortages and geographical impact?  We are looking for:   * Detailed and independent evidence of project’s impact on housing supply from appropriately qualified people or organisations * Demonstration of the impact of the project relative to the size and population density of the location and housing demand |  | | | | |
| **7.3** | Why is investment in the project needed?  We are looking for:   * Detailed evidence of project need from appropriately qualified people or organisations * Any reasons why the project has not occurred previously, including barriers preventing investment to date. |  | | | | |
| **7.4** | What matched funding or in-kind contributions are being made to the proposal with details on funding amounts, and parameters for co-investment.  Please advise on:   * Which programs are providing funding for this project. * Whether funding is confirmed and the conditions of the funding * An assessment of the likelihood of other co-contributors withdrawing their funding   Where you have co-investment, we are looking to see how that investment enhances the impact of the project. |  | | | | |
| **7.5** | Identify whether and how the project will enhance the resilience (or mitigate the effects) of climate change and natural disaster risk for housing and enabling infrastructure.  We are looking for whether the project:   * Promotes or mandates locations which are less likely to be affected by climate change and related affects. * Increases the resilience of the built environment to climate change and natural disasters. * Reduces the amount of carbon dioxide and other climate change gases into the environment. * Any other effects related to climate change or natural disasters. |  | | | | |
| **7.6** | Identify whether and how the project contributes to Outcome 9 of the National Agreement on Closing the Gap (Aboriginal and Torres Strait Islander people secure appropriate, affordable housing that is aligned with their priorities and need.)  We are looking for:   * If the project could lead to improved outcomes with Indigenous people * Whether there are specific arrangements for Indigenous people * Whether it addresses particular issues for Indigenous people * Whether the location has a high Indigenous population, provide recent Census data on Indigenous population |  | | | | |

## Merit Criterion Three: Project Delivery

This criterion examines the likelihood that the project will be delivered on time, with the full scope, within the budget. Where you make claims as part of your application you should provide evidence supporting those claims. Evidence should be detailed, independent and comprehensive where possible.

|  | **You should:** | **Write a response no greater than 300 words in each cell below:** |
| --- | --- | --- |
| **8.1** | Demonstrate your ability to quickly commence and deliver proposed projects by 30 May 2025  We are looking for a demonstrated readiness to commence the project with appropriate business case, approvals, community support and completed engagement/consultation and all relevant legislative requirements in place if applicable. |  |
| **8.2** | Comment on your track record of success in delivering similar initiatives and/or sound project planning experience to manage and monitor the project.  Applicants which have demonstrated ability in delivering these kinds of projects will be rated higher. |  |
| **8.3** | Outline your proposed business or governance structures for the project.  We are looking for a well-defined project governance structure with clearly identified roles |  |
| **8.5** | Identify the risks and mitigation strategies which may affect the project, or attach your completed risk management plan  We are looking for projects that accurately assess the possible risks and manage them in an appropriate way. |  |
| **8.6** | Other Comments (Optional)  Any other relevant information you wish to include. |  |

## Attachment – Conflict of Interest and Declaration

## Declaration of Conflict of Interest

Please complete either Part I (No known conflict of interest) or Part II of the Declaration of Conflict of Interest

*Part I – No Known Conflict*

I confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from accepting the funding offer and subsequent funding arrangement with the Australian Government to deliver a project which relates to this Application.

I undertake that if at any time I become aware that I, or any other employees or persons associated with an applicant organisation have an actual, apparent or potential conflict of interest, then I will:

* + 1. immediately notify the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) in writing of that Conflict and of the steps the applicant organisation propose to take to resolve or otherwise deal with the Conflict;
    2. make full disclosure to the department of all relevant information relating to the Conflict; and
    3. take such steps as the department may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the department may seek to terminate any accepting the funding offer and subsequent funding arrangement established in relation to a project which relates to this Application.

|  |  |
| --- | --- |
| **Item** | **Your Answer** |
| Signature  Authorised Person |  |
| Printed Name |  |
| Date |  |
| Signature of Witness |  |
| Printed name of Witness |  |
| Date |  |

*Part II – Disclosure of Interests*

|  |
| --- |
| I disclose the following interests: |
|  |

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

1. immediately notify the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) in writing of that Conflict and of the steps proposed in order to resolve or otherwise manage the Conflict;
2. make full disclosure to the department of all relevant information relating to the Conflict; and
3. take such steps as the department may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the department may seek to terminate any accepting the funding offer and subsequent funding arrangement established in relation to a project which relates to this Application.

|  |  |
| --- | --- |
| **Item** | **Your Answer** |
| Signature  Authorised Person |  |
| Printed Name |  |
| Date |  |
| Signature of Witness |  |
| Printed name of Witness |  |
| Date |  |

Any information disclosed in this form will only be used by the department for the purposes of assessing Housing Support Program proposals and will be maintained in accordance with the *Privacy Act 1988.*

## Declaration and Authorisation

|  |  |  |
| --- | --- | --- |
| I |  | *Full name of Authorised Officer* |
| as |  | *Position/Title* |
| Of |  | *Organisation name* |
|  |  | *Postal Address* |

confirm that:

* I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
* The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Application will form the basis of the funding offer and subsequent funding arrangement and that giving false or misleading information is a serious offence.
* The Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
* Departmental databases and records, including information related to previous funding provided to my organisation;
* Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
* State, Territory or Local Government agencies;
* Law enforcement agencies;
* Credit reference agencies;
* Courts or Tribunals; and
* Any other appropriate organisation, information source or person as reasonably required to perform background checks.
* I agree that the department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the department. Where applicable, the department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
* To the best of my knowledge, I have disclosed (Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from accepting the funding offer and subsequent funding arrangement with the Australian Government to deliver a project which relates to this Application.

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) will use the information I provide in accordance with the following:

* [Australian Government Public Data Policy Statement](https://www.pmc.gov.au/sites/default/files/publications/aust_govt_public_data_policy_statement_1.pdf)
* Housing Support Program [Guidelines](https://www.infrastructure.gov.au/department/media/publications/grant-opportunity-guidelines-priority-community-infrastructure-program)
* applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
2. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining funding, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department’s accounts payable software system.

I understand that information that is deemed ‘confidential’ in accordance with the Housing Support Program Guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on funded projects in the public domain, including on the department’s website, unless otherwise prohibited by law.

Applicant declaration

I declare that I have read and understood the Housing Support Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this Application and any associated expenditure has been endorsed by the applicant’s board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this Application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth)*.*

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant’s claims and may also engage external technical or financial advisors to advise on information provided in the Application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this Application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an Application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an Application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government’s Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a Grant Agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this Application.

|  |  |
| --- | --- |
| **Item** | **Your Answer** |
| Name: |  |
| Date: |  |