

CBDs Revitalisation Application Form

Form Preview

Overview

* indicates a required field

BEFORE YOU BEGIN

Welcome to the application form for Investment NSW's CBD Revitalisation Program (the Program).

Please read the Program guidelines and understand the Investment NSW's requirements before proceeding with your application. Guidelines can be viewed [here](#).

Due to the large volume of applications, we cannot accept mandatory documentation once your application has been submitted, so please upload all necessary documentation to this form.

PROGRAM QUESTIONS

For queries about the guidelines, deadlines, or questions in the form, please contact 24hour@investment.nsw.gov.au. You are strongly encouraged to save your application form every five to ten minutes to reduce the risk of losing your information.

SMARTYGRANTS QUESTIONS

If a technical error occurs, staff at SmartyGrants are available to help you. Contact details below, and ensure you quote your application number.

- Call during business hours: +61 (0)3 9320 6888 (Australia), +64 4 889 3068 (New Zealand)
- Email: service@smartygrants.com.au

Help is also available to guide you through this form - please download the [Help Guide for Applicants](#).

FILLING OUT THE APPLICATION FORM

On the right hand side of every screen, there is a box which links directly to every page of the application form. Click the link to move directly to the page you want. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application form.

SAVING YOUR DRAFT APPLICATION FORM

If you want to leave a partially completed application, press 'save' and log out. When you log back in and click the 'My Applications' link at the top of the screen, you will find a list of applications you have started or submitted. You can re-open your draft application and continue where you left off.

DOWNLOAD DRAFT APPLICATION

You can also download any application, whether in draft form or submitted, as a PDF file. Click on the 'Download' button at the bottom of the application navigation panel.

SUBMITTING YOUR APPLICATION

You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you submit it. Ensure that all fields and mandatory questions marked with an asterisk '*' are completed. Once you have reviewed your application, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

CBDs Revitalisation Application Form

Form Preview

IMPORTANT: Any question marked with an asterisk '*' is mandatory. Failure to answer any of these questions will stop you from being able to complete and submit your application form. Once you have submitted your application, no further editing or uploading of supporting documents is possible. When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. **This will be sent to the email address that you used to register with SmartyGrants.**

If you do not receive a 'confirmation of submission' email, then your application has not been received. Review the error message highlighted in red and ensure that all mandatory fields have been completed. You should then be able to successfully submit your application.

COMPLETING AN APPLICATION IN A GROUP OR TEAM

A number of people can work on an application form using the same login details, as long as only one person is working on the application form at a time. Ensure that you save as you go.

IMPORTANT: Please ensure that you submit your application once completed. Any unsubmitted applications will not be considered for assessment.

Please confirm you have read the above information before proceeding. *

Yes No

You must answer 'yes' before proceeding to the application.

Have you read and understood the Program Guidelines? *

Yes No

If you answered 'no', you will not be able to proceed.

Privacy Statement

* indicates a required field

Investment NSW collects the information in your application, which may include "personal information" for the purpose of the *Privacy and Personal Information Protection Act 1998 (NSW)*. We collect this personal information for the purpose of considering and assessing your application. If your application is successful, your information will also be used to provide the funding to you, assist you in meeting your obligations and for reporting on the programs to which your funding relates.

Providing your personal information is voluntary, however if you do not provide this information, we will not be able to assess your application and you will not be considered for funding.

We may also disclose your personal information to the following third parties:

- Our Community Pty Limited being the application portal provider to help administer the program
- a credit assessment agency to help complete due diligence checks
- third party consultants to help assess and recommend applications
- other NSW government agencies (including the Department of Premier & Cabinet, Regional NSW and Service NSW) to help assess and administer the program, monitor activity, assist organisations whose applications are successful in meeting their obligations, and introduce unsuccessful applicants to other support programs that may be of assistance to them.

CBDs Revitalisation Application Form

Form Preview

We may also be required to disclose information by law. For example, Investment NSW is subject to the *Government Information (Public Access) Act 2009* ("GIPA Act"), which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the NSW Parliament.

Please refer to the website <https://www.investment.nsw.gov.au/privacy/> for more information on Investment NSW's Privacy Policy and your rights to access or correct the information.

By submitting this application form, you consent to Investment NSW collecting, using and disclosing information about you in the manner described above.

You must comply with the *Privacy Act 1988 (Cth)* in relation to any personal information disclosed to you by Investment NSW in connection with this application or the Program. All applications become the property of Investment NSW on submission. Investment NSW may make copies of the application for any purpose.

If you have any questions or concerns regarding the privacy of your personal information, please email 24hour@investment.nsw.gov.au

I have read and accept the Privacy Statement. *

Yes No

If you answered 'no' you will not be able to proceed.

CBD Revitalisation Program - Round Two

The NSW Government has committed \$50 million to the CBDs Revitalisation Program (the Program) to accelerate the return of people to CBDs across Greater Sydney, Newcastle, and Wollongong.

The Program will provide funding for events and activation activities that attract people back to CBDs. The Program aims to increase connectedness and engagement with CBDs, and accelerate behavioural change as people readjust to living, working, playing, and investing post COVID-19.

To ensure greatest impact, the Program funding is awarded on a competitive basis and will provide grants in three rounds. The minimum grant amount available under the CBDs Revitalisation Program is \$250,000, the maximum amount is \$1,000,000.

To be eligible for the program applicants must:

- commit to the delivery of an eligible event or activation activity by the delivery date
- be an Australian Business Number (ABN) holder
- be registered for GST
- be one of the following entity types:
 - a company incorporated under the Corporations Act (including a company limited by guarantee)
 - an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - a NSW local government body whose local government area contains an eligible CBD

CBDs Revitalisation Application Form

Form Preview

- a NSW government cultural institution listed in the Guidelines
- Align to the NSW Government's NSW 24-Hour Economy Strategy, Destination NSW Visitor Economy Strategy, and/or the Open Spaces program
- Be for the primary purpose of revitalising the CBD(s) by attracting people and increasing connectedness and engagement with the CBD(s)
- Host the Project in one of the eligible locations

If you need further guidance around the application process or if you are unable to apply online contact us via email [Here](#) or by calling 02 4908 4800.

For further information about the Program, please [click here](#) to review the Guidelines.

Organisation and Contact Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Organisation Trading Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

CBDs Revitalisation Application Form

Form Preview

Organisation Website *

Must be a URL.

Which Industry does your organisation belong to? *

What are the organisations main activities, services and/or products? *

Word count:

Must be no more than 100 words.

Contact for Application

Contact Name *

First Name

Last Name

Contact Position *

For example CEO, Grant Coordinator, Operations Manager

Contact Primary Phone Number *

Must be an Australian phone number.

Include area code for land lines

Contact Primary Email *

Must be an email address.

Organisation Financials

What was the organisations turnover in FY21? *

Must be a dollar amount.

What was the organisations taxable income in FY21? *

Must be a dollar amount.

What was the value of the organisations exports in FY21? *

Must be a dollar amount.

CBDs Revitalisation Application Form

Form Preview

How many directly employed Full Time Equivalent (FTE) employees does the organisation employ? *

1 FTE = 1 staff member working 35 hours per week

How many contractor Full Time Equivalent (FTE) employees does the organisation employ? *

1 contracted FTE = 1 staff member working 35 hours per week

Eligibility

* indicates a required field

Eligibility Criteria

You must meet all eligibility criteria to be considered for this Program.

Can the organisation commit to the delivery of an eligible event or activation activity by the delivery date? *

- Yes No

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

- Yes No

Is the organisation registered for GST? *

- Yes No

Is the organisation one of the following entity types? *

- a company incorporated under the Corporations Act (including a company limited by guarantee)
- an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006
- an incorporated trustee on behalf of a trust
- an incorporated association
- a NSW local government body whose local government area contains an eligible CBD
- a NSW government cultural institution as listed in the guidelines
- No, the organisation is not one of the entity types listed

Please upload a copy of the trust agreement *

Attach a file:

Does the organisation align to the NSW Government's NSW 24-Hour Economy Strategy, Destination NSW Visitor Economy Strategy, and/or the Open Spaces program. *

- Yes No

CBDs Revitalisation Application Form

Form Preview

[NSW Government's NSW 24-Hour Economy Strategy](#), [Destination NSW Visitor Economy Strategy](#), [Open Spaces program](#)

Is the primary purpose of the Project to revitalise the CBD(s) by attracting people and increasing connectedness and engagement with the CBD(s). *

Yes No

Which eligible location is your project being delivered in? *

Please provide the project address *

Address

Project Details

* indicates a required field

Collaborative Projects

Are you delivering the Project in collaboration with another organisation? *

Yes No

Please provide partner details.

Partner Organisation Name	Contact person	Email	Phone Number
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please upload partner organisation letter of support. *

Attach a file:

Project Description

Provide your Project title? *

Must be no more than 20 words.

Provide a brief description of your Project. *

CBDs Revitalisation Application Form

Form Preview

Must be no more than 50 words.

Project start date *

Must be a date.

Project end date *

Must be a date.

Total Project Cost *

\$

Must be a dollar amount.

Amount of Grant Funding Requested *

\$

Must be a dollar amount.

Project Budget

Labour Expenses (Salaries and On-Costs)	Contractor Expenses	Event Logistics and Staging Expenses	Marketing and Communications Expenses	In-kind Contributions	Other (Miscellaneous)	Total Expenditure
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
						Total Expenditure should equal Total Project Cost

Assessment Criteria

* indicates a required field

Revitalisation of CBDs

How the project will contribute to the revitalisation of CBDs. How the project will attract people back to CBDs and increase their connectedness and engagement with these locations. Considerations include, but will not be limited to:

- The expected economic benefits of the project including participation/attendance, average spend of participants, average time spent by participants in the CBD area(s)
- Support of businesses located within the CBD area
- Alignment of the project with existing or scheduled events and activation activities, including the potential displacement of other events and activation activities
- Evidence that the project would not occur, or would not occur within the same timeframe or scale, without NSW Government support

CBDs Revitalisation Application Form

Form Preview

Outline how the project will contribute to the revitalisation of CBDs? *

Word count:

Must be no more than 250 words.

Ensure you address all of the merit criteria

Outline how the project will attract people back to CBDs and increase their connectedness and engagement with these locations.? *

Word count:

Must be no more than 250 words.

Ensure you address all of the merit criteria

Please upload any supporting evidence

Attach a file:

Deliverability

Whether the project can be delivered by 1 May 2022 for Round Two applicants. Considerations include, but will not be limited to:

- The applicant's past performance in delivering similar projects
- The suitability of the staff and/or arrangements in place to deliver the project
- The suitability and feasibility of the detailed business plan, technical plans and/or cost estimates supporting the project
- The applicant's financial viability, including demonstration of financial viability over the duration of the event or activation activity.

Outline how the Project will be delivered *

Word count:

Must be no more than 500 words.

Ensure you address all of the merit criteria

Please upload any supporting evidence

Attach a file:

Strategic alignment

Outline how the Project aligns to the NSW Government's NSW 24-Hour Economy Strategy, Destination NSW Visitor Economy Strategy, and/or the Open Spaces program. *

CBDs Revitalisation Application Form

Form Preview

Word count:

Must be no more than 500 words.

Ensure you address all of the merit criteria

Please upload any supporting evidence

Attach a file:

Partnership and co-contribution

The collaboration and partnerships associated with the project. Considerations include, but will not be limited to:

- The nature and degree of collaboration and partnership between local governments, local businesses and/or cultural institutions
- Applicant and other non-NSW Government co-contributions to the project
- Engagement with the local community and businesses

Outline the collaboration and partnerships associated with the project including any co-contributions, engagement with the local community and business and details of any collaborative activities for the project. *

Word count:

Must be no more than 500 words.

Ensure you address all of the merit criteria

Please upload any supporting evidence

Attach a file:

Additional Information

* indicates a required field

Supporting documentation upload

Please upload the following documents in support of your application:

A project plan, including an adverse weather plan, communications and marketing strategy, a risk management plan and any supporting quotes or technical documents. *

Attach a file:

CBDs Revitalisation Application Form

Form Preview

Financial statements (Profit & Loss Statement and Balance Sheet) for the following financial years FY19, FY20, FY21 *

Attach a file:

An audited financial statement must be provided for the last financial year. If financial statements are not available other evidence of financial viability such as a signed statement from an external accountant may be provided.

A detailed Project Budget outlining Project income and expenditure *

Attach a file:

Upload any other supporting documentation below

Attach a file:

Evaluation and Continuous Improvement

Investment NSW regularly examines its programs to ensure they are achieving their intended outcomes and providing a benefit to people in NSW. We will evaluate the Program:

- to study the implementation of the Program
- to measure how well the outcomes and objectives have been achieved.

Are you happy to be contacted by Investment NSW, within the next year, for research regarding the evaluation of the Program? *

Yes No

Your response to this question will not affect your application or impact the assessment of your application in any way

Application Terms (“Terms”)

* indicates a required field

Your application

1. Submission of an application to the Crown in the Right of the State of New South Wales acting through Investment NSW (ABN 78 520 401 237) (**Investment NSW**) constitutes an acceptance by you of the CBDs Revitalisation Program (**the Program**) - Program Guidelines (**Program Guidelines**) and these Terms and you agree to be bound by both of them.
2. Your application must be submitted to Investment NSW on or before 09.00 AEDST, 17 January 2022.
3. Applications may only be submitted using the method described in the Program Guidelines.
4. Applications that are incomplete or do not comply with the instructions provided in the application form and/or the Program Guidelines may be rejected by Investment NSW. Investment NSW may, in its sole discretion, accept or reject an application which is incomplete or does not comply with the Program Guidelines, or for any other reason.

CBDs Revitalisation Application Form

Form Preview

5. You agree to bear the costs of preparing and submitting your application without recourse to Investment NSW.

6. You confirm that all of the information provided as part of the application is true, correct and valid as at the date of your application.

7. You agree to indemnify Investment NSW against and in respect of all damages, losses, expenses and costs (including legal costs on an indemnity basis) which arise out of or in relation to any incorrect or invalid information that you provide to Investment NSW through this application.

8. If you are found to have made false or misleading claims or statements, or to have obtained improper assistance in relation to your application, Investment NSW may exclude your application from the evaluation process. You should be aware that giving false or misleading information to Investment NSW is a serious offence under the Crimes Act 1900 (NSW).

9. An application submitted electronically will be treated in accordance with the Electronic Transactions Act 2000 (NSW).

10. Assessment and approval of your application will be in accordance with the criteria outlined in the Program Guidelines.

11. Submitting an application does not guarantee awarding of funding under the Program. Awarding of funding is at the sole discretion of Investment NSW and the responsible Minister.

12. Investment NSW reserves the right to verify the information provided by you as part of your application and determine your eligibility for the Program.

13. You must seek the written consent of Investment NSW before making any public announcement about the Program and Investment NSW's and the State's role in the Program.

14. Nothing in this request for applications or your application will be construed as giving rise to any contractual obligations or rights, express or implied, (other than your agreement to these Terms and the Program Guidelines).

15. If your application is successful, relevant information provided in your application will be incorporated into a funding agreement to be separately agreed and signed between you and Investment NSW.

16. Unsuccessful applications will be notified via email and/or letter of the outcome of their application. Unsuccessful applicants may reapply for subsequent rounds if material changes to the project have occurred and you believe you are eligible under the Program Guidelines.

17. Successful applicants will not receive any grant payments until a funding agreement is agreed and signed.

18. Subject to the terms of any funding agreement entered into between you and Investment NSW, Investment NSW reserves the right to alter, amend, suspend, cancel or withdraw the Program for any reason and in any circumstances in its sole and absolute discretion and without notice to you.

Disclaimer

19. Subject to any applicable law, Investment NSW makes no representation or warranty of any kind, express or implied, in relation to any information or material provided in the application form or the Program Guidelines including as to its accuracy, currency or reliability.

CBDs Revitalisation Application Form

Form Preview

20. The information and material provided by NSW Government as part of the application form and Program Guidelines is of a general nature only and is not legal or other professional advice or intended to be comprehensive. You are responsible for determining the validity, quality and relevance of any information or materials and taking appropriate independent advice before submitting an application or entering into a funding agreement.

21. NSW Government does not accept responsibility for and excludes liability for any loss, damage, cost or expense howsoever caused (including through negligence or matters outside its control), which you or any person may directly or indirectly suffer in connection with your or such person's use of or reliance on, information or materials contained in the application form or the Program Guidelines.

Privacy and disclosure

22. Investment NSW collects the information in your application, which may include "personal information" for the purposes of the Privacy and Personal Information Protection Act 1998 (NSW) (PIPP Act). Investment NSW collects this personal information for the purposes of considering and assessing your application. If your application is successful, your information will also be used to provide the grant(s) to you, to assist you in meeting your obligations and for reporting on the Program to which your funding relates.

23. Providing your personal information to Investment NSW is voluntary, however, if you do not provide this information, we will not be able to assess your application and you will not be considered for the Program.

24. Investment NSW may also disclose your personal information to the following third parties:

- a) Smarty Grants (through Our Community Pty Ltd ABN 24 094 608 705), being the application portal providers that assist Investment NSW to administer the Program;
- b) independent probity advisors assisting Investment NSW with its general risk assessment of the Program;
- c) legal advisers and other advisers to Investment NSW;
- d) a credit assessment agency to help complete due diligence checks, and
- e) other New South Wales Government agencies (including but not limited to the Department of Premier and Cabinet) to help assess and administer the Program, monitor activity, assist organisations whose applications are successful in meeting their obligations, and introduce unsuccessful applicants to other support programmes that may be of assistance to them.

25. Investment NSW may also use your information to promote and make announcements about successful applicants. Information (such as your company and business name, office location and CEO) will be used by Investment NSW for media announcements and case studies which may be published on NSW Government websites and other social media accounts.

26. We may also be required to disclose information by law. For example, Investment NSW is subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the Parliament of New South Wales.

27. By submitting this application form, you consent to Investment NSW collecting, using and disclosing information about you in the manner described above.

28. You must comply with the PIPP Act in relation to any personal information disclosed to you by Investment NSW in connection with this application or the Program Guidelines.

CBDs Revitalisation Application Form

Form Preview

29. Please refer to website <https://www.investment.nsw.gov.au/privacy/> for more information on Investment NSW's privacy policy and your rights to access or correct the information.

30. All applications become the property of Investment NSW on submission. Investment NSW may make copies of the application for any purpose.

Declaration

I confirm that:

- I have read and understood the Terms.
- I have read and understood the Program Guidelines with respect to assistance under this Program.
- I am authorised to make this application on behalf of the applicant.
- The applicant agrees to the Terms and Program Guidelines.
- The information provided in this application is true, correct and valid as at the date of submitting this application.

I agree to the Application Terms *

Yes

No

Name *

First Name

Last Name

Today's date *

Must be a date.