



Bike Riding Encouragement Program

Community Grants 2024–2025

Funding Guidelines



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Introduction

This document forms part of the Bike Riding Encouragement Program (BREP) Community Grants application kit, which comprises the following documents:

- the Community Grants **Funding Guidelines** (the **Guidelines**). The Guidelines provide information on:
 - the BREP Community Grants funding objective and priorities
 - who can apply for funding
 - what funding can't be used for
 - how to apply
 - how applications will be assessed
 - grant management.
- the BREP Community Grants **online application form**. To be considered for funding, your application needs to be submitted via the Online Grants Portal. There are two online application forms—one for the grassroots funding (Stream 1) and one for the innovation funding (Stream 2). These Guidelines provide information on the two streams of funding.

What is the BREP?

The *Queensland Cycling Strategy 2017–2027 (QCS)* sets out the Queensland Government's strategic direction for cycling over the next decade. The strategy identifies what we need to focus on to make sure that riding a bike is enjoyable, comfortable, healthy and safe for people, no matter where they live in Queensland. Encouraging more people to ride is one of the priority areas in the QCS.

The Queensland Government is taking practical steps to get more people riding, enhance positive perceptions of riding a bike and embed it as part of our transport system. The BREP supports the encouragement of more bicycle riding in Queensland through communication, campaigns, online resources, event funding and community grants. The Department of Transport and Main Roads (**TMR**) is responsible for delivering the BREP.

What are the BREP Community Grants?

The BREP Community Grants provide financial support for initiatives that help to increase the number of people who regularly ride a bike.

Funding objective

The objective of the BREP Community Grants is to support Queensland communities with the development and delivery of initiatives that get more Queenslanders having fun and reaping the health and financial benefits of bike riding.

We are looking for fresh and different ideas to address the challenge of how to get more people to ride more often. We also want to support the growth and development of bike riding in Queensland through innovation and partnerships.

Funding priorities

TMR has undertaken extensive research into bike riding behaviour in Queensland. This research provides key insights into the attitudes, behaviours, barriers and enablers that affect bike riding in our state. It suggests bike riding encouragement initiatives benefit from highly segmented and targeted approaches.

In addition, the QCS identifies the Queensland Government will prioritise encouragement initiatives that reach particular segments of the population that need support to start riding or re-start riding for transport, recreation or wellbeing.

Priority for funding will be given to initiatives that focus on the following target groups:

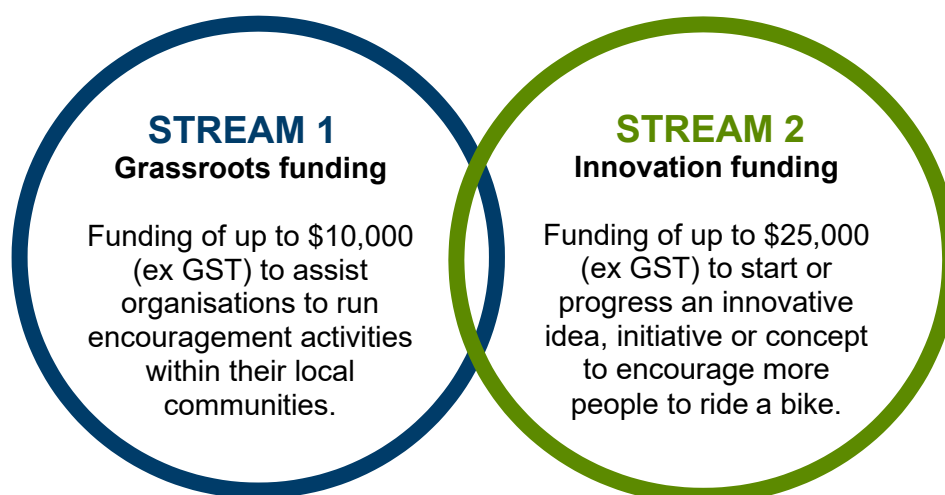
- children
- women
- older people
- new riders
- returning riders
- people with disability
- people from culturally and linguistically diverse backgrounds
- people living in regional and remote areas
- people on low incomes
- Aboriginal and/or Torres Strait Islander peoples

More information

The full research report, *Bicycle riding typologies for Queensland: In-depth research report 2018*, can be accessed from the TMR website at www.tmr.qld.gov.au/back2biking.

Funding streams

There are two funding streams available:



Stream 1: Grassroots funding

Funding of up to \$10,000 (excluding GST) is available to assist organisations to facilitate and operate bike riding encouragement initiatives within local Queensland communities. Example initiatives could include (but not be limited to) group social rides, "buddy" programs to support

new, or returning, riders, family bike rides, or workshops comprising education and practical skills targeted to specific groups, such as new riders, Aboriginal and Torres Strait Islander communities, people with disability, women, children or older people. This list is not exhaustive and other initiatives will be considered.

Organisations will be able to estimate the number of people who will participate in the relevant initiative and the geographical area where the initiative will be delivered. The delivery of the initiative will take into consideration the local opportunities, challenges and barriers within a community.

Organisations can apply for funding of up to \$10,000 (excluding GST). TMR may consider funding greater than this amount for particular initiatives on a case by case basis.

Stream 2: Innovation funding

Funding of up to \$25,000 (excluding GST) is available to assist organisations to start or progress an innovative idea, initiative, or concept to encourage more people to ride a bike in Queensland.

Initiatives considered under this funding stream are broad-reaching. The nature of initiatives may range from projects that directly provide a service at a specific location, but that can be replicated across the state, to initiatives that could be classified as a 'facilitator' to encourage people to start riding, or ride more, regardless of their geographical location.

Examples of initiatives accessible to people regardless of their geographical location may include (but not be limited to) a web or technology solution such as an app, website or interactive resource, a bike-friendly business precinct encouragement program, or a bike or e-bike community borrowing scheme. This list is not exhaustive and other initiatives will be considered.

In locations where access to bikes is limited (such as rural and Aboriginal and Torres Strait Islander communities), innovative ideas to equip community members with bikes to use are particularly encouraged. This could include (but not be limited to) initiatives such as community bike sheds or bike recycling/upcycling programs.

If the initiative involves directly providing a service, it must be able to be replicated in other locations with minimal modification. For example, an employee encouragement scheme piloted in Toowoomba could be implemented in a business in Townsville or Cairns, or an initiative that provides access to short term bike hire piloted in Townsville could be implemented in Redcliffe or Bundaberg.

The initiative can be at any stage of the development process, however applicants must be able to demonstrate, to the satisfaction of TMR, a demand for the product/service being developed.

Organisations can apply for funding of up to \$25,000 (excluding GST). Consideration may be given to initiatives greater than this amount depending on the specific details of the initiative. There may be crossover between the Stream 1 and Stream 2 funding streams. If you are unsure if your initiative falls into Stream 1 or 2, email the BREP Community Grants team at TMR.BREP.Grants@tmr.qld.gov.au.

Who can apply for funding?

The following organisations are eligible to apply for funding under the BREP Community Grants:

- not-for-profit and for-profit organisations
- local governments may also apply but must demonstrate a partnership with a community organisation/s in the design and delivery of the initiative.

To be eligible for funding, organisations must:

- be incorporated or registered by an Act of Parliament
- have an active Australian Business Number (ABN)
- have an Australian bank account in the name of the legal entity
- have appropriate insurance cover as stipulated in the [Short Form Terms and Conditions](#) and any other insurances required to deliver the initiative for the duration of the grant.

Organisations can only submit **one application per funding stream**.

Where funding for bike riding equipment such as bikes, e-bikes or helmets is being requested under either stream:

- applicants must demonstrate, to the satisfaction of TMR, in their application how the equipment will be accessible to and benefit more than one person
- as a guide, the cost of these items should represent no more than 50% of the total funding amount being requested
- all purchased assets must be adequately insured.

What funding can't be used for

You cannot apply for funding for an initiative that your organisation is currently funded to deliver, and/or is better suited to being funded, through an existing Queensland Government, local government and/or Australian Government funding program. For example:

- initiatives to encourage participation in bike riding as a sporting endeavour may be best suited to apply for funding through [Department of Tourism, Innovation and Sport grant programs](#)
- initiatives primarily focused on road safety education for bike riders may be best suited to apply for funding through TMR's [Community Road Safety Education Grants](#).

Applicants are expected to undertake their own due diligence on funding sources that best suit their proposed initiatives through the [Queensland Government grants database](#), [Australian Government grants database](#) and the local government in the area the initiative will be delivered.

Your application must list all the items that you are requesting funding for, to deliver your initiative. Organisations can apply for any item, except ineligible items contained in the below list.

Organisations are required to undertake due diligence (obtain multiple quotes) to ensure competitive pricing for the items being requested.

You must include a copy of the quote/s from your preferred supplier/s with your application for all items requested.

Ineligible items

Funding will **not** be provided for:

- capital works or upgrades to infrastructure
- cash prizes
- grant writer fees
- social events/alcohol
- furniture
- feasibility study/research costs/conference attendance costs
- ongoing or retrospective funds – this includes the reimbursement of costs already incurred or expended, and any projects or activities that have taken place prior to the application being approved. No component of the initiative, or related activities, that take place prior to receiving funding approval will be eligible for funding
- salaries or wages for permanent or existing staff
- recurring maintenance or operational costs of existing programs or facilities
- interstate and/or overseas travel
- funding solely for professional development and training activities for staff members
- activities that involve commercial ventures for personal gain or fundraising activities
- purchase/lease/registration of motor vehicles
- general operating expenses and products, including rent, electricity and utilities, printing and photocopying
- subsidies for participants to attend events/activities
- funding solely for the purposes of design/planning work or concept plans/feasibility studies.

In-kind support

If your organisation is providing in-kind and/or financial support to the initiative in addition to the funding provided by TMR, specific details about the support being provided needs to be listed in your application. This demonstrates your community's commitment to the proposed initiative.

Goods and Services Tax (GST)

Your organisation is solely responsible for assessing and meeting your GST obligations (if any). If you are registered for GST and have assessed GST would apply to the grant funding, you can include a GST component in your funding request.

GST can only be added if you will be required to remit GST to the Australian Taxation Office in accordance with the *A New Tax System (Goods and Services Tax) Act 1999* (the GST Act).

If you are not registered for GST, you cannot add GST. If you are unsure if GST applies, please consult your Tax Advisor or the [Australian Taxation Office](#).

If your organisation is registered for GST, we will apply GST to the approved grant amount in accordance with your organisation's registered GST status.

How to apply

Step 1 – Representatives of organisations must thoroughly read and understand these guidelines in conjunction with the [Short Form Terms and Conditions](#). These Short Form Terms and Conditions combined with the relevant Particulars schedule will form the agreement between TMR and the entity being funded for the relevant initiative.

Step 2 – Organisations must register and apply for funding via our [Grants Online Portal](https://www.tmr.qld.gov.au/bikeridinggrants). You will be required to register yourself and your organisation prior to completing the application form. Instructions on how to register and use the portal are available at www.tmr.qld.gov.au/bikeridinggrants.

There are different application forms for the two (2) funding streams. Make sure you select the application form for the stream you are applying for and read the application form carefully to ensure you provide the information needed.

Information to assist you in completing the application form is provided within the application form.

Assessment of applications

Your application must align with the funding objective and demonstrate, to the satisfaction of TMR, how your initiative will meet a community need and benefit the community.

Applications are assessed by the department for eligibility against these Guidelines and are reviewed and recommended for funding by a selection panel. The panel will assess all applications and will consider each grant application on its individual merits.

An application will be considered a higher priority for funding if it addresses the target groups listed in the 'Funding priorities' section of these Guidelines. Priority for funding will also be given to initiatives that:

- are innovative in the design and delivery of the initiative
- have or will involve the target group/s in the development of the initiative.

Other determining factors the panel will consider in the assessment of applications include:

- value for money
- geographical location
- financial and/or in-kind contributions
- previous grants history with the department.

The TMR assessment panel may decline certain components of an application or limit the funding approved for individual items. You may be contacted by TMR at any stage of the application process for further information or to provide clarification on your application.

Notification of application outcome

Unsuccessful applicants

Unsuccessful applicants will be advised in writing and will have the opportunity to seek feedback on their application.

Successful applicants

Successful applicants will be advised in writing. The details of successful applications may be promoted in Queensland Government publications and listed on Queensland Government websites.

Appeal process

There is an appeal process available for unsuccessful applicants. An appeal must be made within 28 days of receipt of the formal advice from TMR and will need to include:

- the grounds on which you are seeking the appeal; and
- any additional information in support of the appeal.

Appeals must be sent to the BREP Community Grants team at TMR.BREP.Grants@tmr.qld.gov.au.

If you are unhappy with the decision made in the first stage, you can request an internal review from a TMR Receiving/Investigating Officer. TMR complaints management system complies with the Public Sector Act 2022.

Managing your grant

Execution of the agreement

Following notification of your application outcome, successful applicants will enter into a legally binding agreement with TMR that will outline the obligations of both parties. The [Short Form Terms and Conditions](#) and a Particulars document will jointly form the agreement.

The Particulars will outline the approved funding, purpose of the grant, approved items and reporting requirements. TMR may impose additional conditions that will form part of the agreement and will be listed within the Particulars document.

Your organisation and/or participants may be required to complete and/or distribute surveys relating to the grant. This feedback is used to help evaluate and improve the effectiveness of the Bike Riding Encouragement Program Community Grants.

To accept the grant offer, you must review and formally accept the following:

1. these funding Guidelines
2. [Short Form Terms and Conditions](#); and
3. Particulars document outlining the funding offer.

As noted above, the [Short Form Terms and Conditions](#) and a Particulars document will jointly form the agreement between TMR and the entity being funded.

Grant payment

Payment of funding will occur once the following have been actioned:

- Particulars document is executed (signed by both parties)
- the successful organisation receives a request to raise an invoice for payment, and
- TMR receives a valid invoice from the successful applicant.

Subject to the above, a one-off payment will be made in a single instalment twenty-eight (28) days from the date of invoice.

Purchases made with the grant funds must:

- be approved items only as listed in the Particulars document
- be purchased after the approval date of the grant
- include a tax invoice/receipt issued in the name of the organisation, listing the items purchased.

Grant variations

Variation requests are considered on a case-by-case basis and approval is not guaranteed. TMR retains unilateral discretion in respect of assessing such variation requests.

TMR will provide successful applicants with more information about managing your grant, including variation requests, following acceptance of the grant offer.

Grant and financial reporting

Grant spending must be concluded within twelve (12) months from the date of approval nominated in the Particulars document between the two parties.

It is a requirement of receiving funding through the BREP Community Grants that a report and acquittal is submitted via the Grants Online Portal within twenty-eight (28) days from the date of project conclusion nominated in the Particulars. TMR will provide successful applicants with more information about managing your grant, including reporting requirements and templates, following acceptance of the grant offer.

Unspent grant funds not expended in accordance with the agreement between the parties,, must be returned to TMR in accordance with the Short Form Terms and Conditions and Particulars document The organisation must keep copies of all documents relating to the grant for at least seven years after the application is closed.

Breaches

Breaches of these guidelines and/or Short Form Terms and Conditions may result in, but not be limited to:

- the organisation being ineligible for the relevant funding; and/or
- grant funds being recovered by TMR.

Quality assurance checks

We regularly perform quality assurance checks (including site visits) on approved grant applications.

These checks are made to ensure that all information provided can be proved and that the grant was spent on approved items and according to these funding Guidelines and Short Form Terms and Conditions.

Insurances and compliance with other legislation

You will need to consider whether your initiative will be subject to any relevant legislation. You will need to ensure you obtain your own independent advice regarding such requirements as required. Some important issues to consider are:

- appropriate insurances, including WorkCover and public liability insurance, for your initiative
- the use of personal information that you may collect and implications for privacy. This includes obtaining consent to use names and images of people involved in your initiative.
- staff or volunteers working with children may need to have 'Working with Children' and/or Blue Card and/or police checks
- any occupational, health and safety issues that may be associated with the initiative.

Translating and interpreting assistance

The Commonwealth Translating and Interpreting Service can help applicants who want to access this information in another language. For the cost of a local call, phone 131 450 and ask for an interpreter who can contact us to make an enquiry on your behalf.

Privacy

The department collects personal information, including your name, email address and telephone number. The department collects this information in order to contact you to discuss your organisation's application, if required.

Your information may be shared with other government agencies and members of parliament. The department will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled according to the *Information Privacy Act 2009*.

Further information

Please direct any enquiries about the BREP Community Grants to:
TMR.BREP.Grants@tmr.qld.gov.au.