**You must complete every item on this application form**. You must read the Transport Enabling Charities (TEC) Policy and TEC Program Guideline before completing this application. The TEC Policy and Program Guideline can be found on TMR’s website at www.tmr.qld.gov.au.

When complete, send a signed, electronic copy of this application form and supporting information to TEC@tmr.qld.gov.au. Applications may be submitted at any time.

1. Organisation information

|  |
| --- |
| 1. Entity name *(The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name)* |
| Click here to enter text. |
| 1. Business/trading name *(Your business may have registered one or more business names. If you operate under a business or trading name* *you can enter alternate name(s) here)* |
| Click here to enter text. |
| 1. Australian Business Number (ABN) |
| Click here to enter text. |
| 1. Business address |
| Click here to enter text.  Click here to enter text. |
| 1. Postal address *(If different from the business address above)* |
| Click here to enter text.  Click here to enter text. |

1. Proposed development details

|  |
| --- |
| 1. Development approval reference number *(This information will be located on the decision notice for the development application)* |
| Click here to enter text. |
| 1. Address of proposed development *(Street address of the location of the proposed development)* |
| Click here to enter text.  Click here to enter text. |
| 1. Lot and plan number of proposed development |
| Click here to enter text. |
| 1. Proposed development description *(Provide a brief description of the development which you have gained a development approval for, for example, expansion of short-term housing facilities for homeless youth)* |
| Click here to enter text. |
| 1. Details of condition/s which require works to state transport infrastructure *(Provide a brief overview of the works required for example, left turn lane into premises on the Bruce Highway. State transport infrastructure includes state-controlled roads, railways, busways, light rail and active transport infrastructure. Works on local government roads or private property are not eligible)* |
| Click here to enter text. |
| 1. Estimated cost of the works to state transport infrastructure *(Provide an estimate of the total cost of the works required. See section 5 of TEC Program Guideline for further information)* |
| Click here to enter text. |
| 1. Organisation’s developer contribution to the cost of the works to state transport infrastructure and the source of funding *(See section 5 of TEC Program Guideline for further information)* |
| Click here to enter text. |

1. Organisation eligibility

Your organisation must meet and provide evidence for all of the criteria listed in the TEC Policy to be eligible for support under the policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your organisation eligible? *(Please tick appropriate column and attach evidence that your organisation is eligible as outlined in the TEC Program Guideline)* | | Eligible | | Ineligible |
| 1. Has your organisation been registered with the Commonwealth Government’s Australian Charities and Not-for-profits Commission (ACNC) for at least three years? | | Yes | | No |
| 1. Has your organisation fulfilled its ongoing ACNC obligations and duties? (See http://www.acnc.gov.au). For example:    * maintained charity status and registration    * notified ACNC of changes    * kept financial records as required by ACNC    * kept operational records which explain activities    * submitted an Annual Information Statement    * complied with governance standards    * complied with external conduct standards. | | Yes | | No |
| 1. Is your organisation categorised by the ACNC as a ‘small charity’ with an annual revenue of less than $250,000? | | Yes | | No |
| 1. Does your organisation operate within Queensland? | | Yes | | No |
| 1. If you have you previously sought assistance from the TEC Program, what was the outcome? If assistance was not approved, what was the reason given. | | | | |
| Click here to enter text. | | | | |
| Conflict of interest *(See section 9 of the TEC Program guideline for further information)* | | | | |
| 1. Is there a private, professional or business interest that may be a conflict of interest?   *Having a conflict of interest is not considered wrong doing in itself. However you are required to openly declare actual, perceived or potential conflicts of interest.*  *If 'Yes' the TEC Team will contact you to discuss how to declare the conflict of interest.*  *Please contact the TEC Team at* [*TEC@tmr.qld.gov.au*](mailto:TEC@tmr.qld.gov.au) *if you are unsure that there is a conflict of interest.* | Yes | | No | |

1. Eligibility of works

Your organisation must meet and provide evidence for all of the criteria listed in the policy to be eligible for support under the TEC Policy.

|  |  |  |
| --- | --- | --- |
| Is your organisation eligible? *(Please tick appropriate column and attach evidence that your organisation is eligible as outlined in the TEC Program Guideline)* | Eligible | Ineligible |
| 1. Does the organisation have a current development approval with conditions which are for works to be undertaken to state transport infrastructure?   *State transport infrastructure includes state-controlled roads, railways, busways, light rail, active transport infrastructure and public passenger transport infrastructure. The DA mapping system, available at* [*https://planning.dsdmip.qld.gov.au/maps*](https://planning.dsdmip.qld.gov.au/maps) *shows the location of state transport infrastructure and has a search function where you can search for your property address.* | Yes | No |
| 1. Is the premise which is the subject of the development approval owned by the organisation or does the organisation have a minimum of three years’ tenure? | Yes | No |
| 1. Do the eligible works relate to a development condition for a premise in Queensland? | Yes | No |
| 1. Have works commenced to address the conditions relating to state transport infrastructure? | No | Yes |
| 1. Are there any contracts in place to address the conditions relating to state transport infrastructure? | No | Yes |

1. Merit assessment

Your application will need to be consistent with each of the six principles of the TEC Policy to be eligible for the TEC Program. TMR will assess merit against the ‘Sustainable transport network’ principles 1 – 3. You will need to provide supporting information on how your organisation and proposed development are consistent with the ‘Caring and connected communities’ principles 4 – 6 of the TEC Policy.

|  |
| --- |
| 1. Demonstrate how the activities of your organisation and the development will provide community benefits. *(Provide a statement outlining how the activities of your organisation provide a community benefit, such as building community connections, conserving nature and heritage, or supporting disadvantaged Queenslanders. See TEC Program Guideline for further guidance)* |
| Click here to enter text. |
| 1. Demonstrate your organisation’s commitment to deliver the proposed development which has received development approval *(Provide a statement outlining the level of commitment the organisation has to deliver the proposed development for example, a loan approval, engagement of contractor. This is referring to your commitment to go ahead with the development that you have received development approval for, not the works on state transport infrastructure)* |
| Click here to enter text. |
| 1. Demonstrate your organisation’s genuine hardship or limited capacity to meet the conditions for works to be undertaken on state transport infrastructure *(Provide a statement outlining your organisation’s limited financial capacity to complete the works on state transport infrastructure)* |
| Click here to enter text. |

1. Contact details

|  |
| --- |
| Primary contact  *The primary contact is the person TMR will talk to during the application assessment process. (Note: At least one phone number or mobile number for the primary applicant must be entered)* |
| 1. Name |
| Click here to enter text. |
| 1. Position title |
| Click here to enter text. |
| 1. Contact phone number |
| Click here to enter text. |
| 1. Email address |
| Click here to enter text. |
| 1. Postal address |
| Click here to enter text.  Click here to enter text. |
| Responsible person  *(The responsible person for the organisation is registered with the ACNC and may be a director, trustee or committee member. Your organisation may have more than one responsible person, however please only nominate one responsible person on this form)* |
| 1. Name |
| Click here to enter text. |
| 1. Position title |
| Click here to enter text. |
| 1. Contact phone number |
| Click here to enter text. |
| 1. Email address |
| Click here to enter text. |
| 1. Postal address |
| Click here to enter text.  Click here to enter text. |

1. Applicant Declaration

*(This section is to be completed and signed by the responsible person listed above)*

Privacy and Confidentiality Provisions

I acknowledge that this is a Queensland Government program and that the Department of Transport and Main Roads (the Department) will use the information I provide in accordance with:

* the *Information Privacy Act 2009*
* the Department of Transport and Main Roads Information Privacy Plan 2021 (available at <https://www.tmr.qld.gov.au/Help/Privacy>)
* TEC Program Guideline
* applicable Queensland and Australian laws.

Accordingly, I understand that the Department may do the following, unless otherwise prohibited by law:

1. share information including contact details in this application with government agencies, bodies or other authorities (including local government), transport infrastructure operators, utility service providers and contractors (Relevant Entities) for purposes, including, assessing the application, assessing, designing or constructing any works arising from or relating to the application, government administration, research or service delivery; and
2. publish non-sensitive information (as reasonably determined by the Department) in this application in the public domain, including on the Department’s website. The Department will not publish an individual’s name or contact details without obtaining the consent of the individual.

Applicant Declaration

I declare that I have read and understood the TEC Policy and TEC Program Guideline.

I declare that the proposed project outlined in this application has been endorsed by the applicant’s Board or the person with authority to commit the applicant to the project.

I declare that this application is, to the best of my knowledge, true, accurate and complete. I understand giving false or misleading information is a serious offence under the Criminal Code 1995 (Cth) and/or the Criminal Code Act 1899 (Qld).

I undertake to notify the Department as soon as possible of any facts or circumstances that I become aware of that are relevant to this application that were not included in it.

I understand that I need to declare any perceived or existing conflict of interest that may arise in relation to this application to the Department in writing.

I understand that I may be requested to provide further clarification or documentation to verify information supplied in this form and the Department may, during the application process, consult with Relevant Entities about the applicant’s claims and may also engage external technical or financial advisors to advise on information provided in the application.

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 agree to participate in the Department’s periodic evaluation of the TEC Program.

I declare that I am authorised to complete this form and to sign and submit this declaration for and on behalf of the applicant.

|  |  |
| --- | --- |
| Signature | Date |
|  | Date. |
| Name | Position |
| Name. | Position |

1. Attachment checklist

Please ensure all sections of this application are complete and relevant evidence is attached by using the checklist below. Please refer to the TEC Program Guideline for more detail on the information and documents that must be provided with an application.

Important: Each line must be checked.

|  |  |  |
| --- | --- | --- |
| Checklist | | |
| 1. You have attached evidence showing your organisation’s registration with the Commonwealth Government’s Australian Charities and Not-for-profits Commission (ACNC) is current and has been maintained for at least three years. | Yes | No |
| 1. You have attached evidence showing fulfilment of ACNC obligations and duties for the last three years. | Yes | No |
| 1. You have attached ACNC registration as evidence to show the organisation’s classification as a small charity with revenue less than $250,000 . | Yes | No |
| 1. You have attached ACNC registration as evidence showing your organisation operates within Queensland. | Yes | No |
| 1. You have attached a copy of a current development approval issued under the *Planning Act 2016* (or superseded planning acts) that:  * shows that the currency period of the development approval has not expired and there is sufficient time for the works to be undertaken * includes conditions which are for works to be undertaken to state transport infrastructure. | Yes | No |
| 1. You have attached evidence showing that the premise which is the subject of the development approval:  * is owned by the organisation or * the organisation has a minimum of three years’ tenure and has written approval of the lessor to undertake the approved development. | Yes | No |
| 1. Your application includes statements that demonstrate the following:  * Community benefit * Commitment * Hardship. | Yes | No |
| 1. A person with authority to commit your organisation to the project has signed the application form. | Yes | No |
| 1. You have responded to every question in the application form. | Yes | No |

Please forward your completed application to [**TEC@tmr.qld.gov.au**](mailto:TEC@tmr.qld.gov.au)

Further Information

If you have any enquiries or questions about the TEC Program please email [TEC@tmr.qld.gov.au](file:///C:\Users\sssutto\Downloads\TEC@tmr.qld.gov.au)