



Green Urban Infrastructure Initiative

Applicant Guidelines

September 2024

The Department of State Development and Infrastructure connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Acknowledgement of Country

The Department acknowledges the First Nations peoples in Queensland: Aboriginal and Torres Strait Islander peoples and their connections to the lands, winds and waters we now all share. We pay our respect to Elders, past, present and emerging. We also acknowledge the continuous living culture of First Nations Queenslanders – their diverse languages, customs and traditions, knowledges and systems. We acknowledge the deep relationship, connection and responsibility to land, sea, sky and Country as an integral element of First Nations identity and culture.

The Country is sacred. Everything on the land has meaning and all people are one with it. We acknowledge First Nations peoples' sacred connection as central to culture and being. We acknowledge the stories, traditions and living cultures of First Nations peoples and commit to shaping our state's future together. The Department recognises the contribution of First Nations peoples and communities to the State of Queensland and how this continues to enrich our society more broadly,

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

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1. Introduction

Under the South East Queensland (SEQ) City Deal, the **Green Urban Infrastructure Initiative** (the Initiative) is a competitive grant for the delivery of Green Urban Infrastructure in the SEQ urban environment.

The Queensland Government will provide \$10 million to match council co-contributions for council-driven Green Urban Infrastructure Projects. Funding will be provided for capital Projects that promote active transport and walkability, reduce localised Urban Heat Island Effects (UHIEs), encourage healthy lifestyles, and improve green connectivity in SEQ urban areas and is available to eligible SEQ councils.

This document (Applicant Guidelines) sets out the guidelines for Applicants to apply for funding and requirements for Project delivery. The Initiative has a two-stage application and assessment process consisting of:

- an Expression of Interest (EOI) stage
- Detailed Application stage for prioritised Projects

Projects approved under the Initiative must be completed by 30 June 2027.

The Department of State Development and Infrastructure (the Department) is responsible for administering the Initiative.

2. Overview

2.1. Initiative objectives and outcomes

The purpose of the Initiative is to identify and provide capital funding for the delivery of Green Urban Infrastructure Projects that address at least one and preferably more of the following objectives:

- Enhance access to and provision of active transport infrastructure with Green Urban Infrastructure features in urban environments for all.
- Reduce localised UHIE.
- Support healthy lifestyles through the design of the built environment.
- Improve urban green connectivity and deliver enhanced urban biodiversity.

In addition, Approved Projects are required to realise the following outcomes:

- Apply best practice in Green Urban Infrastructure design and delivery (as supported by Government policies including QDesign, Healthy Places Healthy People, and Movement and Place – refer to **Green Urban Infrastructure Guidance Note** for further information on these policies).
- Document and share knowledge gained through the delivery of the Project with the Queensland Government and SEQ councils.
- Seek opportunities for First Nations people and businesses to participate in Project delivery, including seeking 3% First Nations employment and supplier targets through any procurement activities or sub-contracting.

2.2. Green Urban Infrastructure

The term '**green infrastructure**' refers to networks of functional green spaces, natural systems, and semi-natural systems that provide services to both society and natural ecosystems. These systems focus on **nature-based solutions** and ecosystem-based adaptation and mitigation.

Green Urban Infrastructure for the purposes of the Initiative, is green infrastructure in urban areas for the benefit of the people and place where it is located and includes any number and combination of the following elements:

- street trees and streetscape vegetation
- pedestrian paths and cycleways and other active transport promoting infrastructure which includes green infrastructure as part of its design
- bioswales, rain gardens and other Water Sensitive Urban Design measures
- shade and urban cooling features that mitigate localised Urban Heat Island Effects (for example tree canopy and green ground cover)
- waterways and waterbodies
- bushland, parks and open spaces servicing the urban area.

Green Urban Infrastructure must be strategically planned, designed, managed and maintained to contribute positively to the amenity of the location's context, promote health through activity and enhance ecosystems in an urban environment.

Green Urban Infrastructure can deliver various economic, environmental, and social Benefits to communities. A focus on the retention, enhancement and increase in Green Urban Infrastructure is particularly significant in areas experiencing rapid growth or at risk of increases in Urban Heat Island Effects.

The Guidance Note: Green Urban Infrastructure is available on the Initiative's webpage to provide further information on Green Urban Infrastructure.

2.3. Initiative funds

The Queensland Government will provide a maximum of \$10 million across the Initiative to match applicant co-contributions at a ratio of 1:1. That is, for every \$1 of Initiative funding sought applicants must make a minimum co-contribution of \$1.

Queensland Government funding will be a minimum of \$1 million per Project and a maximum of \$5 million per Project.

Applications may include third-party funding (including additional funding from other Australian and Queensland Government sources). Third-party funding cannot be used to replace the Applicant's minimum co-contribution.

2.4. Key dates

Table 1 outlines the key dates for the Initiative. Any changes to dates will be noted on the Department of State Development and Infrastructure website.

Table 1. Key Dates

Key Dates	Key Activities/Actions
September 2024	Applicant Guidelines released to eligible councils and EOIs open
13 December 2024	Closing date for submission of EOIs
Early February 2025	Approved EOIs invited to submit a Detailed Application in order of priority
30 April 2025	Detailed Application assessment is completed (subject to priority and invitation)
From May 2025	Successful Projects announced (subject to approvals)
From 1 July 2025	Commencement of payment of funds (subject to an executed Project Funding Schedule)
30 June 2027	Project completion

3. Initiative requirements

A two-stage competitive Application and assessment process will be used to assess Initiative Applications before a funding decision is made:

1. EOI stage.
2. Detailed Application stage for invited Applicants only.

Applicants can submit up to two EOIs and will be required to indicate which EOI is preferred in the EOI process.

3.1. Mandatory requirements

All Applications must:

- be submitted by the advertised closing date
- be for a single eligible Project
- seek funding within the range of \$1 million to \$5 million
- provide all mandatory documents
- provide evidence to address assessment criteria and Application form requirements.

3.2. Eligible Applicants

Eligible Applicants are listed below:

- Brisbane City Council
- City of Moreton Bay Council
- Ipswich City Council
- Lockyer Valley Regional Council
- Logan City Council
- Noosa Shire Council
- Redland City Council
- Scenic Rim Regional Council
- Somerset Regional Council
- Sunshine Coast Regional Council
- Toowoomba Regional Council

3.3. Eligible Projects

To be eligible for Project Funding under the Initiative, a Project must:

- deliver new Green Urban Infrastructure defined by these Applicant Guidelines
- be consistent with the Initiatives objectives
- be located within the Urban Footprint (refer to **Appendix 1**)
- be publicly accessible after completion
- have no land ownership/access issues (including native title) yet to be resolved, or have identified a way to manage these issues at the time of Detailed Application submission
- be included in the Applicant's Asset Base or the Applicant must provide details of asset management and transfer if the Applicant will not own or maintain the Green Urban Infrastructure
- be ready to commence the Project within 3 months of formalising the Project Funding Agreement and be able to complete the Project by 30 June 2027.

If the Project **provides significant private Benefits**, the Project must receive proportionate financial or in-kind co-contributions from the private beneficiaries.

3.4. Eligible project costs

Project Funding may only be applied towards Eligible Project Costs.

Eligible Project Costs includes both Capital Costs and other Eligible Project Costs directly associated with the Project's delivery.

Applicants may choose to spend more on Eligible Project Costs outside of their minimum co-contribution, and may also contribute additional financial contributions towards the Project's delivery to cover the Estimated Total Project Cost. Third-party contributions are not counted as part of the Applicant's minimum co-contribution and are considered an additional financial contribution.

$$\text{Estimated Total Project Cost} = \text{Project Funding} + \text{Applicant's minimum co-contribution} + \text{any additional financial contribution}$$

Eligible Project Costs can be incurred from the Project Start Date which can commence no earlier than the date the Applicant Guidelines are released.

A minimum 80% of funding sought from the Initiative must be used towards Capital Costs, the balance can be used towards Other Eligible Project Costs.

A minimum 50% of the Applicant's minimum co-contribution must be used towards Capital Costs, the balance can be used towards Other Eligible Project Costs.

In-kind expenditure is not considered part of the Applicant's minimum co-contribution. **Appendix 2** provides further information on other eligible costs and how they can be attributed.

The Applicant is responsible for recording and providing evidence of all Project costs incurred (such as invoices or general ledger statements) if claimed as Eligible Project Costs.

3.4.1. Contingency

To cover any unforeseen expenditure or price rises, Applications should include a contingency allowance as part of the allocation of other eligible costs.

Applicants must determine the amount of contingency they need to allocate for the Project within the eligible cost limits. Applicants can elect to also cover contingency costs outside of Eligible Project Costs.

4. Funding arrangements

Successful Applicants will be required to sign a Project Funding Schedule under their Head Funding Agreement with the State.

The State has no obligation to provide Project Funding to an Applicant until a Project Funding Schedule has been properly executed by the Applicant and the State and the relevant conditions have been satisfied.

An Applicant undertakes a Project(s) at its own risk. Any financial or other commitments in relation to a Project made by an Applicant prior to a Project Funding Agreement being properly entered into by the parties is at the Applicant's sole risk.

The Project Funding Agreement will set out the arrangements for payment of funding to a successful Applicant in accordance with a Milestone Schedule.

Successful Applicants will also be required to effect and maintain public liability, professional indemnity and other relevant insurances as required by the State.

Approved funding may only be applied towards Eligible Project Costs for Approved Projects. Successful Applicants are responsible for all Project costs exceeding the Project Funding, and for meeting any Project cost increases that occur over the course of delivering an Approved Project.

5. How to apply

5.1. EOI stage

Applicants submitting an EOI will be required to complete an EOI form and submit it to the Department using the online grants system SmartyGrants, before the closing date. All supporting documentation is to be included as part of the EOI form.

Applicants can log into SmartyGrants and save their EOI form until they are ready to submit. Once an Applicant submits an EOI form, the Applicant will need to contact the [Department](#) if they want to edit the EOI form **before the EOI closes** on SmartyGrants. Before submitting an EOI form, Applicants must ensure they have read and accept these Applicant Guidelines, including the terms and conditions. If an Applicant is uncertain whether their proposed Project would be considered as Green Urban Infrastructure, they should contact the Department prior to submitting their EOI.

Applicants should have the appropriate internal approvals to apply for Initiative funding before submitting an Application including support from the Applicant's Chief Executive Officer.

Applicants will be notified in writing of the outcome of the assessment of their EOI, with the Applicants for shortlisted Projects invited to submit Detailed Applications.

Applicant changes to the EOI after the closing date will not be accepted and the Department is under no obligation to allow an Applicant to provide any additional information. However, if an Applicant discovers an error after submitting an EOI they must contact the Department immediately at GreenInfrastructure@dasilgp.qld.gov.au.

5.2. Detailed Application stage

Detailed Applications will only be required where an Applicant has been invited to supply a Detailed Application following the EOI stage. If invited to submit a Detailed Application, the fundamental elements of the infrastructure to be delivered for a Project must remain unchanged from the EOI stage.

Applicants submitting a Detailed Application will be required to provide information through SmartyGrants within the timeframes stipulated in their invitation to apply. Applicants must complete the Detailed Application form and provide the following mandatory documentation:

- A Project Plan including Project cost breakdown, work schedule, and outline of how the Project will be evaluated and Benefits captured – a template will be provided.
- Letters confirming any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding (if applicable).
- Any letters of support and/ or community engagement (if applicable).
- Provide any additional documentation (evidence) that supports statements made in the Detailed Application or addresses requirements in the invitation to apply.

Applicants will be notified in writing of the outcome for their Detailed Applications. Applicants with successful Applications will be contacted in due course by the Department about finalising a Project Funding Agreement.

6. How will applications be assessed?

6.1. EOI assessment

The assessment of EOIs will be undertaken as follows:

- EOIs will be assessed by an assessment team for eligibility and how they have addressed EOI Assessment Criteria (section 6.2). The Department may contact Applicants to clarify the information provided in the EOI.

The Department may engage with other State agencies or advisors to confirm the Applicant's capacity and capability to deliver the proposed Project.

- An Evaluation Panel will consider the assessment findings and evaluate and score EOIs against the assessment criteria. The Evaluation Panel will moderate and prioritise against other Applications to recommend priority Projects to be invited for Detailed Application, including consideration for:
 - geographical location to ensure recommended Projects capture multiple Local Government Areas;
 - level of risk, Project Funding sought and impact the Project will have as an example of best practice Green Urban Infrastructure.

The Evaluation Panel will recommend a prioritised list of Projects to the Minister of State Development and Infrastructure for approval to proceed to Detailed Application. Approved Applicants will be invited by email to submit a Detailed Application in order of the priority list.

6.2. EOI Assessment Criteria

At the EOI stage Applicants will be asked to respond to the following Assessment Criteria. For criteria 1, 3 and 4 Applications will be assessed as met or unmet. For criteria 2, Applications will be scored on their alignment to the Initiative objectives.

Criterion 1: Project need and strategic alignment

The Applicant must demonstrate:

- the need for the proposed Project
- alignment with the defined Initiative objectives and outcomes in section 2.1
- alignment with the Applicant's strategic planning or response to community consultation outcomes

Criterion 2: Green Urban Infrastructure objectives

The Applicant must demonstrate how the proposed Project:

- will enhance access to and provision of active transport infrastructure with Green Urban Infrastructure features in urban environments for all; and/or
- can reduce localised UHIE; and/or
- will support healthy lifestyles through the design of the built environment; and /or
- can improve urban green connectivity and deliver enhanced urban biodiversity.

Criterion 3: Project delivery

The Applicant must demonstrate:

- why the proposed Green Urban Infrastructure is the most appropriate design option for the site
- the proposed Project's readiness to commence construction and be completed within the program's timeframes. It is acceptable to submit a Project as an early concept and these will be assessed equally with more detailed Projects, provided the Applicant can demonstrate the ability to achieve timeframes and sufficient contingency is allowed to meet the Estimated Total Project Cost
- how ongoing operational and maintenance costs of the Green Urban Infrastructure will be managed over the life of the asset
- how the risks associated in delivering the proposed Project (location, weather impacts, cost overruns etc.) will be managed.

Criterion 4: Benefits

Applicants must demonstrate:

- how it will provide public Benefit based on the scale, impact and location of the Project;
- what evidence-based best practice and/or technical knowledge the Project will use, including capture of any baseline data

- how Benefits and Project Evaluation will be captured at Project completion and how the success of the Project will be monitored, including how the Project leverages other capital/ strategic work.

6.3. Detailed Application assessment

The focus of the Detailed Application assessment is to ensure that:

- the Project proposed in the Applicant's Detailed Application remains consistent with the Applicant's EOI
- financial information provided validates the Detailed Application and costs are appropriate for the scope of works and attributed correctly
- the Applicant expands on how Benefits will be realised and how the Project is evaluated, including where relevant how it might consider collaborating with Queensland Government agencies for delivery, monitoring or evaluating of the Green Urban Infrastructure (refer to Guidance Note: Green Urban Infrastructure)
- the Applicant outlines a clear delivery pathway for the Project and risk management through the provision of documentation outlined in section 5.2.

Detailed Application assessment will be undertaken by the Department and may require the support of external advisors. Assessments will then be referred to the Evaluation Panel for consideration and final recommendation to the Department financial delegate for a funding decision.

Applicants may be asked to provide additional information to support their submitted Detailed Application at any time during the Detailed Application assessment and approval process.

6.4. Outcomes of Detailed Application

While an Application may meet the requirements for Detailed Application, this does not guarantee that Project Funding will be awarded and successful Applicants may not receive funding to the full amount requested.

The Initiative program team may work with Applicants to refine Project design, partnerships, scope and scale before entering into a Funding Agreement.

All Applicants will be formally advised on the outcome of their Application in writing. The Initiative program team will provide feedback to unsuccessful Applicants by request only.

Final decision-making on the number of Projects funded and the value of the Project Funding will be at the discretion of the Department.

7. Conditions of funding

7.1. Payment of funding

Subject to the terms of the Project Funding Agreement, Project Funding will be paid directly to the successful Applicant in arrears on satisfaction of milestone requirements and provision of:

- a valid tax invoice from the successful Applicant to the State for payment of the relevant milestone amount;
- evidence of expenditure on Eligible Project Costs;
- any documentation required to satisfy milestone requirements in the Project Funding Agreement. For example, a Project progress report and photos of works underway, or a Project Completion Report and photos of the completed Project.

Where there is a justifiable Project need, consideration may be given to paying an advance payment subject to the terms of the executed Project Funding Agreement.

7.2. Project savings

Funding will be provided to reimburse the successful Applicants for actual Eligible Project Costs of the Approved Project that have been incurred. If actual total Project costs at Project completion are less than the Estimated Total Project Cost (as identified in the Project Funding Agreement), the difference between these two amounts will be considered Project savings.

Project savings will be apportioned between the successful Applicant and the State at a ratio of 1:1. Project Funding for the Approved Project may therefore be reduced by the State as per the ratio of the Project savings.

Should the Applicant have received milestone payments that exceed the relevant share of total Project costs after savings are apportioned, the Applicant may be required to refund the relevant amount to the Department. In these circumstances, the Department may consider options for the Applicant to use the funds for additional scope of work or to return the portion of the State's Project savings to the Department.

7.3. Project monitoring and reporting

All Projects will be monitored by the Department to ensure the Initiative is achieving its outcomes and objectives.

Councils must comply with the reporting, records and audit obligations in the Project Funding Agreement, which includes the provision of quarterly progress reports. Progress reports are to be submitted via the Department's approved format. The Department may conduct regular follow-ups of the Project's progress outside of specified reporting periods.

A final Project Completion Report and any supporting documents must be provided to the Department by the date in the Project Funding Schedule.

7.4. Project Evaluation

A main outcome targeted by the Initiative is to document and share knowledge gained through the delivery of the successful Initiative Projects with the Queensland Government and SEQ councils to build capability for future Green Urban Infrastructure delivery. How this is initially developed will be negotiated between the Department and the Applicant as part of the invitation for a Detailed Application and will carry forward into submitted Project Plans. Applicants should consider how they might allocate costs to undertake Project Evaluation as part of their Eligible Project Costs and consider how they might undertake Project Evaluation at the start of their EOI process.

7.5. Funding acknowledgement

In accordance with section 10 of the Head Funding Agreement, recipient councils must adhere to the Department's Funding Acknowledgement Guidelines recognising Queensland Government funding in all media and other communications. In addition, as a commitment under the SEQ City Deal all Green Urban Infrastructure Initiative successful Applicants must follow the requirements set out in the SEQ City Deal Communications Protocol.

This includes acknowledgment of Queensland Government funding and the SEQ City Deal:

- for the erection of signage at Project sites at the commencement of the Project
- on a commemorative plaque at the official opening
- in publicly made statements, on websites, on social media or other appropriate documentation.

In addition, Applicants must ensure that Project signage is displayed in a prominent position and easily viewable to the general public and visitors to the area.

Further information on acknowledgement requirements, including the use of the Queensland Government logos will be provided to successful Applicants.

7.6. Communications

7.6.1. Communication with the media

All media enquiries or public announcements relating to the Initiative will be coordinated and managed through the Department and governed by the SEQ City Deal Communication Protocol. All media and communications about Projects adhere to the SEQ City Deals Communication Protocol.

7.6.2. Confidentiality

The Department will maintain controls in relation to the management of confidential information provided by Applicants and all internal documentation produced in relation to the administration of the Initiative.

Applicants must keep confidential any dealings with the Department about their Application, including funding conditions, but may make disclosures to advisors who are under an obligation of confidentiality or if required by law.

The Department may disclose information, including confidential information, to external advisors who are under an obligation of confidentiality, for the purpose of Application assessment or the evaluation of the Initiative.

The Department reserves the right to publicly disclose the names of Applicants, general information about Projects and the funding provided and details about the anticipated outcomes and Benefits of the Project.

The Department may also disclose any confidential information of, or provided by, the Applicant:

- if required to be disclosed by law
- to its advisors, consultants and contractors
- to any government agency.

7.6.3. Feedback

If an Applicant has any feedback or complaints about the outcome of their Application or the Initiative, they are invited to provide their feedback or complaint in writing by contacting the Department as follows:

Email: complaints@dasilgp.qld.gov.au

Correspondence: Director, Ethics Department of State Development and Infrastructure PO Box 15009, City East Qld 4002

An overview of the Department's compliments and complaints process is available at www.statedevelopment.qld.gov.au/about-us/contact-us/compliments-and-complaints

8. Terms and conditions

8.1. Reservation of rights

The State reserves the right to administer the Fund and conduct the process for the assessment and approval of Applications in connection with the Fund in such manner as it thinks fit and to:

(a) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in, the process or overall Fund (including timeframes and submission and compliance of Applications);

(b) consider or accept or refuse to consider or accept any Application which:

- i. is lodged other than in accordance with these Applicant Guidelines;
- ii. is lodged after the relevant closing date for lodgement;
- iii. does not contain the information required by these Applicant Guidelines; or
- iv. is otherwise non-conforming in any respect;

(c) vary or amend the eligibility criteria or Assessment Criteria set out in these Applicant Guidelines;

(d) take into account any information from its own and other sources (including other government agencies or advisors)

- (e) accept or reject any Application, having regard to these Applicant Guidelines, the eligibility criteria and the Assessment Criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the Fund;
- (f) give preference by allocating weighting to any one or more eligibility criteria or Assessment Criteria over the other;
- (g) seek clarifications or additional information from, or provide clarifications or additional information to, negotiate or deal with, or seek presentations or interviews from, any Applicant without doing or requiring the same from all or any of the other Applicants;
- (h) conduct due diligence investigations in respect of any Applicant and subject Applications to due diligence, technical, financial and economic appraisals;
- (i) require an Applicant to clarify or substantiate any claims, assumptions or commitment contained in an Application or provide any additional information;
- (j) terminate further participation of any Applicant in the Application process for the Fund for any reason;
- (k) terminate, suspend or reinstate the Fund or any process in the Fund;
- (l) not proceed with the Fund in the manner outlined in these Applicant Guidelines, or at all;
- (m) allow the withdrawal or addition of any applicant after the closing date; and
- (n) conduct negotiations with any one or more Applicants after Applications have been lodged.

Where, under these Applicant Guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including the Applicants).

If the State does exercise any of its rights under these Applicant Guidelines the State may inform any or all Applicants. The State will not, however, be under any obligation to do so.

8.2. Relationship

The State's obligations regarding the Application process are limited to those expressly stated in these Applicant Guidelines. Subject to section 8.7 below, no contractual or legal relationship exists between the State and an Applicant in connection with the Fund, these Applicant Guidelines or the Application process or any stage of the Fund. An Applicant, or its representatives:

- has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
- must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the Applicant is for any purpose an employee, agent, partner or joint venturer with the State; and
- must not represent to any person that the State or Australian Government has a role in relation to the Project other than as a potential funder, subject to the Application process and confidentiality obligations detailed in these Applicant Guidelines.

8.3. Participation at Applicant's cost

Each Applicant participates in the Initiative at its own cost and risk.

To the extent permitted by law, no Applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- (a) any costs, expenses, losses or liabilities suffered or incurred by the Applicant in preparing and submitting its Application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Initiative;
- (b) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Initiative; or

- (c) any of the matters or things relevant to its Application or the Initiative in respect of which the Applicant must satisfy itself under these Applicant Guidelines.

Without limiting the foregoing, if the State cancels or varies the Initiative at any time or does not approve any Application following its assessment of the Applications, or does (or fails to do) any other thing referred to under clause 8.1 of these Applicant Guidelines, no Applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the Applicant in preparing and submitting its Application or otherwise in connection with or in relation to (whether directly or indirectly) the Initiative.

8.4. Applicant to make own enquiries

These Applicant Guidelines have been prepared to give potential Applicants background information in relation to the Initiative. These Applicant Guidelines do not, and do not purport to, contain all of the information that Applicants may require in reaching decisions in relation to whether or not to submit an Application. Applicants must form their own views as to what information is relevant to such decisions and obtain their own independent legal, financial, tax and other advice in relation to information in these Applicant Guidelines or otherwise made available to them during the Application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information supplied by it in connection with the Initiative or interpretations placed on the information by Applicants.

8.5. Intellectual property

Any intellectual property rights that may exist in an Application will remain the property of the Applicant or the rightful owner of those intellectual property rights. Any part of an Application considered to contain any intellectual property rights should be clearly identified by the Applicant.

The Applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable, royalty free, perpetual, sub-licensable licence to exercise the intellectual property rights in the Application for the purpose of assessing and making decisions about the Application and in administering the Initiative.

8.6. Privacy

In this section, **Personal Information** has the meaning given to that term in the *Information Privacy Act 2009* (Qld).

Personal Information provided by Applicants may during the assessment of the Application, be disclosed to the State's associates (including other government agencies), advisors, consultants and contractors and Project stakeholders. Personal Information may also be disclosed where required for purposes associated with undertaking assessment of the Application, including due diligence enquiries.

If any Applicant collects or has access to any Personal Information in connection with its Application or the Initiative, the Applicant must comply, in relation to that Personal Information:

- (a) (as if it were the State) with Chapter 2 of the *Information Privacy Act 2009* (Qld), including the Information Privacy Principles;
- (b) with all applicable laws applying to the Applicant; and
- (c) with all reasonable directions of the State.

8.7. Acceptance

By submitting an Application, each Applicant:

- (a) warrants to the State that the information supplied in the Application, including its attachments and any information provided in connection with the Application, is true, complete, and accurate as at the date on which it is submitted and is not by omission misleading and may be relied on by the State in determining whether or not to provide funding to the Applicant under the Initiative;
- (b) undertakes to promptly notify the State if it becomes aware of any change in circumstances which causes the information contained in its Application to become inaccurate or incomplete in a material respect;
- (c) acknowledges that the State will rely on the above warranty and undertaking when evaluating the Application;
- (d) acknowledges that the State may elect to remove an Applicant or elect not to further consider an Application at any stage as a result of a material change to the information presented in an Application;
- (e) acknowledges that the State may suffer loss or damage if the Applicant breaches the above warranty and undertaking;
- (f) acknowledges that the Applicant has not received any guarantees or assurances that its Application will be approved by the State or that the State will provide any funding to it;
- (g) acknowledges the terms and conditions on which any funding will be provided to a successful Applicant (subject to any substitute or additional terms and conditions required by the State, in its absolute discretion); and
- (h) is taken to have accepted these Applicant Guidelines, including these terms and conditions, and warrants that it will not breach these Applicant Guidelines or seek to bring any claim, of any kind whatsoever, against the State which is precluded by these Applicant Guidelines.

9. Contact details and enquiries

For enquiries or assistance please contact the Green Urban Infrastructure Initiative within City Deals, Department of State Development and Infrastructure:

Email: GreenInfrastructure@dasilgp.qld.gov.au

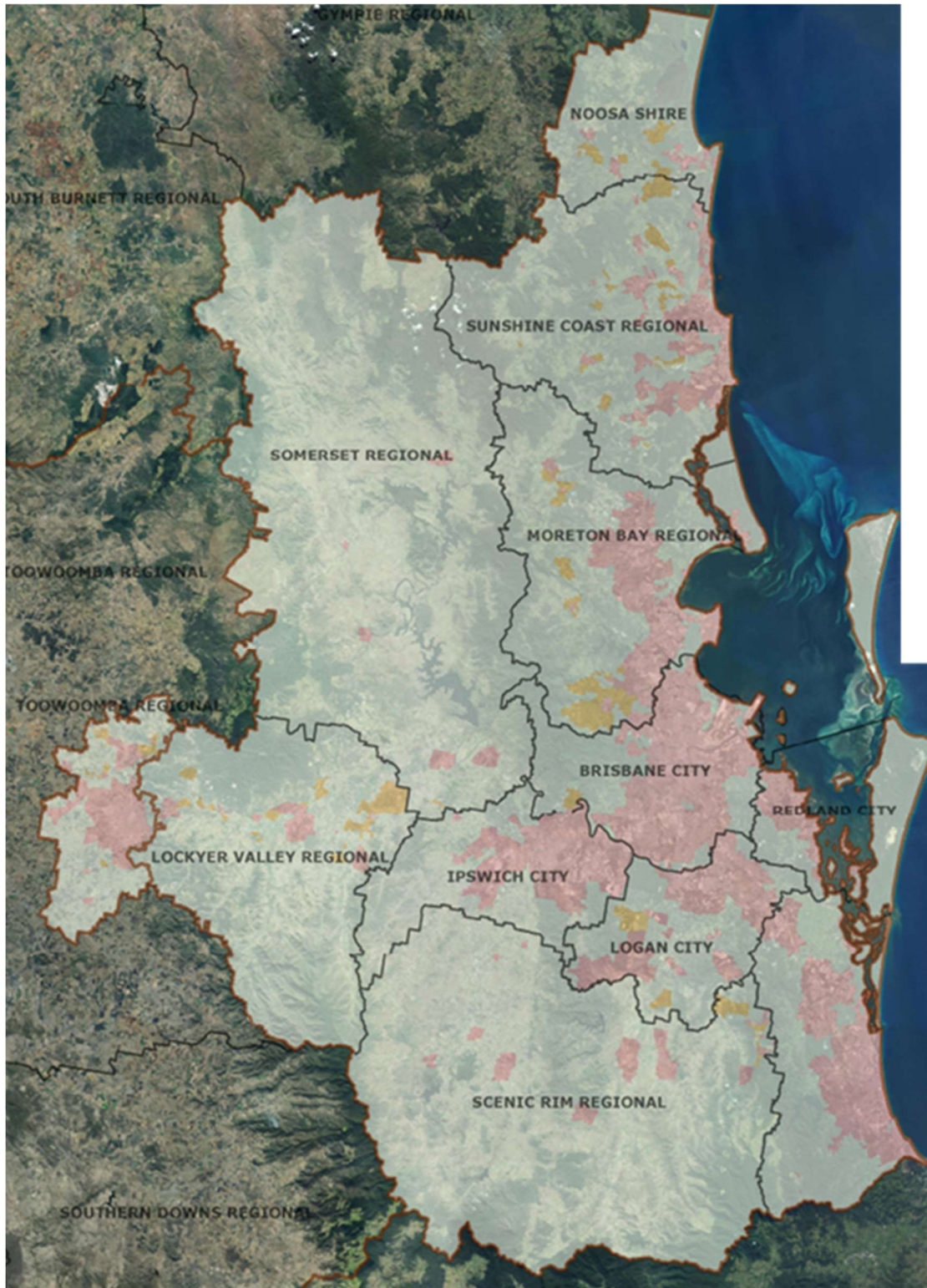
Or visit the website: <https://www.statedevelopment.qld.gov.au/planning/south-east-queensland-seq-city-deal/a-more-liveable-seq>

Appendix 1 South East Queensland Urban Footprint

The **South East Queensland (SEQ) Urban Footprint** is a defined land use category in the SEQ Regional Plan: **Shaping SEQ**.

Areas of **red/pink** shading on this map indicatively identifies the Urban Footprint location.

To identify if a potential Project site is within the SEQ Urban Footprint go to the [interactive mapping found at Regional Plan Mapping](#) or access the [pdf version of this mapping](#).



Appendix 2 Eligible Project Costs – further information

Table 1 outlines how Eligible Project Costs are attributed as a percentage from the Initiative funding sought, setting a minimum amount for the Capital Costs. Successful Applicants must use Project Funding solely for Eligible Project Costs.

Table 1. Allocation of Eligible Projects Costs for Project Funding (Queensland Government contribution)

Type of costs	Limits for allocating Eligible Project Costs (% of funding source)	What is permitted as Eligible Project Costs
Capital Costs	A minimum 80% of funding from the Initiative.	<ul style="list-style-type: none"> Capital Costs for work essential for the successful delivery of the Project (refer to glossary for the definition of Capital Costs). <p>It is expected the majority of Capital Costs claimed from Initiative funding goes directly towards the Green Urban Infrastructure as previously defined (section 2.2).</p>
Other Eligible Project Costs	A maximum 20% of funding from the Initiative.	<p>Limited to other works essential for the successful delivery of the Project and can include:</p> <ul style="list-style-type: none"> concept design and detailed planning (i.e. production of final 'For construction' designs) costs of conducting a tender for the approved works purchase and installation of fixed plant and equipment required to fully commission the Green Urban Infrastructure Project management costs for staff directly related to managing the Project works (for example the salary of a Project manager for the Approved Project) but excluding executive duties and overhead charges Project Evaluation Project transition for ongoing asset management and inclusion in the Asset Base Project contingency and escalation costs a combination of these options.

Table 2 outlines how the Applicant's minimum co-contribution may be allocated to Eligible Project Costs, setting a minimum amount for the Capital Costs. Only Eligible Project Costs may be counted towards an Applicant's minimum co-contribution.

Table 2. Allocation of Eligible Projects Costs for Applicant's minimum co-contribution

Type of costs	Limits for allocating Eligible Project Costs (% of funding source)	What is permitted as Eligible Project Costs
Capital Costs	A minimum of 50% of Applicant's required co-contributions	Capital Costs for work essential for the successful delivery of the Project (refer to glossary for the definition of Capital Costs).

<p>Other Eligible Project Costs</p>	<p>A maximum of 50% Applicant's required co-contributions</p>	<p>Limited to other works essential for the successful delivery of the Project and can include:</p> <ul style="list-style-type: none"> • concept design, detailed design (i.e. production of final 'For Construction' designs) • costs of conducting a tender for the approved works • purchase and installation of fixed plant and equipment required to fully commission the Green Urban Infrastructure • Project management costs for staff directly related to managing Project works (for example the salary of a Project manager for the Approved Project) but excluding executive duties and overhead charges • Project Evaluation • Project transition for ongoing asset management and inclusion in the Assets Base • Project contingency and escalation costs • a combination of these options.
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Glossary

Term	Definition
Applicant	An applicant for funding under the Initiative.
Applicant Guidelines	The Green Urban Infrastructure Initiative Applicant Guidelines, as updated periodically.
Application	A submission to the State for funding from the Initiative, including the EOI, the Detailed Application form and any supporting or additional information provided by the Applicant.
Approved Project	The Project scope of works approved for funding and as defined in a Project Funding Agreement.
Assessment Criteria	The specific standards and requirements set out in these Applicant Guidelines used to evaluate and score Applications for funding.
Asset Base	All the physical assets (including infrastructure) that an Applicant owns and manages. Completed Green Urban Infrastructure is included in the Applicant's Asset Base to monitor the condition, value and status of the asset and to make informed decisions about maintenance, renewal and investment.
Benefits	The quantifiable and qualifiable improvement resulting from the delivery of the Approved Project.
Capital Costs	Fixed, one-time expenses incurred for Project delivery. These costs are essential for bringing a Project to an operable status. Examples of capital costs include: <ul style="list-style-type: none"> • Construction and planting costs: Expenses related to direct delivery of Green Urban Infrastructure. • Site costs: costs associated with preparing the Project site for construction or planting. • Equipment costs: Purchases of machinery, tools, and other equipment necessary for Project delivery. • Modification costs: Expenses for modifying or improving existing structures to enable Project delivery. • Installation costs: Costs associated with setting up new equipment or systems to support delivery of the Project.
Communication Protocol	Refers to the SEQ City Deal Communication Protocol and, outlines the approach for managing communication and media for commitments under the SEQ City Deal. A copy will be provided as part of the Detailed Application invitation.
Department	The Queensland Government Department of State Development and Infrastructure.
Detailed Application	The second stage of Application assessment before a funding decision is made by the Department. The Detailed Application includes all the requirements outlined in section 5.2 of the Initiative Applicant Guidelines.

Term	Definition
Eligible Project Costs	Expenses directly related to the successful completion of the Approved Project set out in section 3.4 and Appendix 2 of the Applicant Guidelines.
Estimated Total Project Cost	The estimated complete projected expenditure required for the Project's completion, including all Eligible Costs (both Project Funding and the Applicant's minimum co-contribution) plus any additional contributions from the Applicant or a third party beyond the Applicant's minimum co-contribution. This total encompasses every financial aspect from Project initiation to final delivery, ensuring that the Project can be completed within the allocated budget.
Expression of Interest (EOI)	The initial stage of the Application process which is competitively assessed and from which a prioritised list of Projects will be identified and approved for invitation to proceed to Detailed Application.
Green Urban Infrastructure	As defined in section 2.2. If an Applicant is uncertain whether their proposed Project would be considered as Green Urban Infrastructure they should contact the Department prior to submitting their EOI. Refer to section 9 of the Applicant Guidelines.
Head Funding Agreement	The existing agreement between the State and the Applicant that sets out the terms and conditions under which the State will enter into Project specific arrangements to provide funding to the Applicant for specific Projects.
Initiative	The Green Urban Infrastructure Initiative.
Other Eligible Project Costs	As defined in Appendix 2 (Table 1 and Table 2).
Project	The full scope of works identified in the Application, starting from the Project Start Date to completion. This includes all relevant activities such as final design, tendering, construction, and commissioning and Project Evaluation.
Project Completion Report	A Project Completion Report is a document that summarises the objectives, outcomes, financials, challenges, solutions, and lessons learned during the Project's delivery to demonstrate accountability and impact.
Project Funding	The amount of funding approved from the Initiative.
Project Funding Agreement	The formal agreement between a successful Applicant and the State, consisting of the Head Funding Agreement and the Project Funding Schedule.
Project Evaluation	Good evaluation enables ongoing learning about Projects, beneficiaries and the implementation context. Project Evaluation is a form of applied research that uses evidence from multiple sources to generate findings about a Project's delivery and shows how to improve planning and delivery for future Green Urban Infrastructure. Successful Applicants will be required to undertake Project Evaluation. Successful Applicants will be required to consider how they might intend to capture quantitative

Term	Definition
	and qualitative data as part of the Application process and record the approach to Project Evaluation in a draft Project Plan if invited to Detailed Application.
Project Funding Schedule	Means the schedule prepared by the Department on behalf of the State and executed by the parties pursuant to the Head Funding Agreement, for the provision of Project Funding.
Project Plan	Applicants complete a draft Project Plan as part of the Detailed Application, a final Project Plan must be submitted by the Successful Applicant to the Department for approval under the terms of Project Funding Agreement.
Project Start Date	The anticipated date when project works are expected to commence, from which Eligible Project Costs may be reimbursed. A Project Start Date cannot be before the release of Applicant Guidelines and any commencement of Project work prior to execution of a Project Funding Agreement is at the Applicant's own risk.
State	The State of Queensland
Urban Footprint	The Urban Footprint identifies land which can accommodate the region's growth needs to 2046 and includes established urban areas and land with potential for new development. Further information on how to access mapping for the Urban Footprint is found in Appendix 1 of the Initiative Applicant Guidelines.
Urban Heat Island Effects (UHIE)	<p>Urban centres and cities are warmer than the surrounding rural areas due to what is known as the Urban Heat Island Effect or UHIE.</p> <p>UHIEs result from several factors, including reduced ventilation and heat trapping due to the close proximity of buildings; heat generated directly from human activities; the heat-absorbing properties of concrete, asphalt and other urban building materials; and the limited amount of vegetation and waterbodies.</p> <p>Future urban growth and development will make some areas of the Urban Footprint at risk of more frequent occurrence of extreme climate events, such as heatwaves, with more hot days and warm nights adding to heat stress in urbanised areas. Green Urban Infrastructure while not able to mitigate broader sub regional level UHIE's on its own, can be used to mitigate localised UHIE for the benefit of communities.</p>
Water Sensitive Urban Design	Water Sensitive Urban Design is an approach to the planning and design of urban environments that supports healthy ecosystems through the sustainable management and integration of stormwater, groundwater, wastewater and water supply into the built form to achieve water and environmental outcomes as well as aesthetic/urban amenity, liveability, and urban cooling outcomes. WSUD can be used to complement the delivery and maintenance of Green Urban Infrastructure.

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