### 

Project Grant Application Form

*To be used for seeking provision of funding allocation in respect of a new project*

***Text in RED is for guidance and should be deleted in the course of completion of the Form***. ***All documentation, maps and additional supporting documentation should be clearly itemised and attached as an annexe to each criterion heading.***

1. **Sponsoring Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_­\_**
3. **NTA Project Type (select one only)**

|  |  |
| --- | --- |
|  | **Tick One** |
| Capital Investment Project |  |
| ICT Project\* |  |

**\*** *A project is considered a technology project where approximately 75% of the project cost relates to IT hardware, software or IT service related costs (excl. BPO & merchant costs).*

1. **NTA Programme (select one only)**

|  |  |  |
| --- | --- | --- |
| **Programme** | **Classification** | **Tick One** |
| A3.3 Active Travel Investment | Cycling and Walking |  |
| Traffic Management Measures |  |
| Safety Measures |  |
| STMG Other (Studies, Surveys, etc) |  |
| Safer Routes to School (SRTS) |  |
| Bus Network Improvements |  |
| A3.1 Active Travel Investment - **Asset Protection and Renewal** | Cycling and Walking |  |
| Bus Network Improvements |  |
| Traffic Management Measures |  |
| Safety Measures |  |
| STMG Other (Studies, Surveys, etc) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| B5.1 Heavy Rail Safety & Development | | Heavy Rail |  |
| B5.3 Accessibility Retrofit Programme | | Bus |  |
| Accessibility Other |  |
| Rail |  |
| B5.2 Public Transport Infrastructure | Light Rail | Light Rail |  |
| Bus Programme | BusConnects Dublin |  |
| BusConnects Cork |  |
| BusConnects Galway |  |
| BusConnects Limerick |  |
| Bus Fleet |  |
| Bus Depots |  |
| Bus Roadside Facilities |  |
| Dublin Bus Other |  |
| Bus Eireann Other |  |
| Bus Programme Other |  |
| Park and Ride | Bus |  |
| Light Rail |  |
| Heavy Rail |  |
| Other |  |

1. **Name of Agency Project or Programme Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Agency Director or Equivalent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Description and Full Description of Works Proposed**

A full and detailed description of the proposed project/ scheme is required. The description should include, but not be limited to, location, purpose, justification for and impact of scheme/ project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered.

Are additional lands required, by means of CPO or other?

All other relevant information available at the time of application for funding should be provided with this application.

**Where relevant, all applications must be accompanied with an appropriately scaled map clearly identifying the location and scale of the project.**

The information provided in response to this section should be clearly labelled ‘*Question 6’* and attached to the application being submitted.

1. **Description of Project Benefits**

An indicative list of project benefits should be provided including, but not limited to, local and strategic benefits.

All relevant information available at the time of application for funding should be provided with this application, including supporting documentation for any/all of the benefits listed and any supporting maps. A Preliminary Appraisal, if available, can be appended to this submission.

The information provided in response to this section should be clearly labelled ‘*Question 7’* and attached to the application being submitted.

1. **Consistency with Plans**

Please also identify the location of the project i.e., which area/region of a County in the State the project is located and if applicable the amount of walking and cycling kilometres the project will produce.

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Footpath** | **Cycle facility** | **Bus Facility** |
| **Km** | **Km** | **km** |
|  |  |  |

*Approx. length of project/scheme, where applicable (centreline measurement, not both sides of the road)*

Please identify the NTA Strategic Priority from the most recent NTA’s Statement of Strategy to which the project aligns and provide a narrative on how it aligns. Reference to a Development Plan, Local Area Plan, relevant Transport / Traffic Plan(s), Regional Transport Strategy, and/ or Cycle Network Plan of which the Project forms a part (if any) should be identified, where relevant.

If the project does not form part of any of the above plans, this should be clearly noted.

Details of how the proposed project is consistent with relevant statutory plans should be provided (if relevant).

The information provided in response to this section should be clearly labelled ‘*Question 8’* and attached to the application being submitted.

1. **Financial Information**

The application should clearly identify key indicative cost information.

Please follow the NTA’s Cost Management Guidelines for Capital Projects.

It should be noted that should approval be granted, funding is solely secured for the current year. Future year(s) required funding should be captured in the standard annual budget process and cycle(s).

All cost figures above should include irrecoverable VAT.

Please select if this project is a single year project (i.e. funding applied for and project completed within the current calendar year) or multi annual project (i.e. project lifecycle over more than one calendar year):

|  |  |
| --- | --- |
|  | **Tick One** |
| Single year project |  |
| Multi-annual project |  |

Please identify which project band this project/programme is estimated to fall into:

|  |  |
| --- | --- |
| **Project Band** | **Tick One** |
| Band 1 (€0 - €0.5M) |  |
| Band 2 (€0.5 - €10M) |  |
| Band 3 ( > €10M) |  |

1. Indicative Overall Total Cost of Project/Programme (all phases) €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please provide your best indicative estimate at this time using the NTA Cost Management Guidelines to help establish overall total cost. Please note TBC will not be accepted)*

1. Is this project part of a previous NTA funded project/programme? Yes / No

If yes, NTA contribution to Date €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has there been any co-funding/self-funding to date? Yes / No

If yes, co-funding/self-funding to date? €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of co-funding (if any) ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Funding Sought from NTA for 2023 €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Co-funding/self-funding for 2023 €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All cost figures above should include irrecoverable VAT.

|  |
| --- |
| Comments: *Please comment on your key assumptions relating to the “Indicative Overall Total Cost of Project/Programme” provided.*  *If NTA has contributed to date please advise which existing project/programme this was previously funded under.*  *Please advise of the source(s) of the co-funding/self-funding.* |

**Multi-annual project**

If the project is multi-annual, complete the following table:

|  |  |  |
| --- | --- | --- |
| Year | Funding sought from NTA for selected year € | Co-funding/self-funding for selected year € |
| (e.g. 2023 – *please ensure to insert years*) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

All cost figures above should include irrecoverable VAT.

1. **Current Year Project / Programme Phase**

Select current phase(s) of the project

|  |  |
| --- | --- |
| **Phase** | **Select** |
| Phase 0: Concept |  |
| Phase 1: Initiation |  |
| Phase 2: Planning |  |
| Phase 3: Procure |  |
| Phase 4: Analysis & Design |  |
| Phase 5: Build & Test |  |
| Phase 6: Deploy/Rollout |  |
| Phase 7: Handover & BAU |  |
| Phase 8: Post Project Benefits Review |  |
| N/A |  |

**Capital Investment Programme** **OR** **ICT Projects**

|  |  |
| --- | --- |
| **Phase** | **Select** |
| Phase 1: Scope and Purpose |  |
| Phase 2: Concept Development & Option Selection |  |
| Phase 3: Preliminary Design |  |
| Phase 4: Statutory Process |  |
| Phase 5: Detailed Design & Procurement |  |
| Phase 6: Construction & Implementation |  |
| Phase 7: Close-out & Review |  |
| N/A |  |

|  |
| --- |
| Comments: *Please provide details on your proposed activities in the current calendar year based on the phases selected and funding requested in 2023* |

1. **Statutory Approvals Status**

The applicant must clearly state which Statutory Approvals, if any, are required for the progress of the project. If no Statutory Approvals are required this must be stated.

If any of the Statutory Approvals have been granted prior to this application being submitted, e.g. Part VIII approval, this must be indicatedin the application and evidence of the approval(s) must be supplied along with the application.

1. **Contact Persons**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Project Implementation** | **Project Administration** | **Financial Approvals** | **Other** |
| **Name** |  |  |  |  |
| **Job Title** |  |  |  |  |
| **Phone** |  |  |  |  |
| **Email** |  |  |  |  |

*Only one contact person required*

1. **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENCY APPROVAL:** | | | |
| **Print Name:**  **Signed:** |  | **Position:**  **Date:** |  |
| Sponsoring Agency – **Director or Equivalent** | | | |

**FOR NTA USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision: (select one and comment if required). Decision selection should be completed by the first approver to be endorsed by subsequent approvers through sign off.** | | | |
| * Approved in Full   Amount Approved: € | * Approved in Part | * Rejected |
|  |  |  |

**Signed:**  **Date:**

**NTA Senior Programme Manager** *(for projects where the total cost of the project is </= €100,000)*

**Add comments if required**

**Signed:**  **Date:**

**NTA Section Head** *(approver for projects where the total cost of the project is expected to exceed €100,000 and final NTA approver where the total cost of the project is between €100,000 - €500,000)*

**Signed:**  **Date:**

**NTA Director of Transport Planning and Investment** (*final approver for projects where the total cost of the project is greater than €500,000)*

***NTA Budgetary Approval***

**Signed:**  **Date:**

**Capital Programme Office Representative**

Capital Financial Analyst where the total cost of the project is < €500,000

Capital Programme Office Management where the total cost of the project is >*/=* €500,000

*(The Capital Programme Office Representative approval is solely in respect of confirming funding availability, for extracting information for current year and multi-year spend forecasts and for confirming that the required information for PRS set-up is included and accurate)*