

SVPA Funding Program Round 4 Nomination Form

Form Preview

State VPA Funding Program Round 4

* indicates a required field

About the SVPA Funding Program Round 4

Welcome to the grant application form for the State Voluntary Planning Agreement (SVPA) Funding Program administered by the Department of Planning, Housing and Infrastructure.

Round 4 will allocate approximately \$62.5 million to state and regional infrastructure projects nominated by councils and agencies to support new homes in areas where SVPA funds are collected.

Please review the program guidelines before completing this form. You can also check out more information including our FAQ on our webpage [NSW State Voluntary Planning Agreements](#).

Instructions for Applicants

Before completing this application form, you should have read the program guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

If you wish to save a draft, click 'save and close'. You can return to your draft by selecting 'My Submissions' at the top of the page.

Submitted applications cannot be edited so ensure all fields are completed and attachments are uploaded.

You will receive a confirmation email with a copy of your submitted application attached. If you have not received a confirmation email, assume the application has not been submitted.

For attachments, please use the following naming convention:

SVPA - Applicant - Project Name - Attachment Type

Note attachments are limited to 25MB each.

For help using the form, refer to SmartyGrant's Help Guide for Applicants [here](#) or their Applicant FAQ [here](#).

For questions about the program or information requested in this form, please contact our program team at svpa.fundingprogram@dpie.nsw.gov.au and quote your application number.

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Please note there is a 20 minute automatic time out on the form. Please ensure you save your application frequently to prevent loss of data as you progress. We recommend you save your application every 15 minutes.

Application Number

This field is read only.

Grant Program Name

This field is read only.

The program this submission is in.

Program Details

A total of \$62.5 million is available under this round.

These funds are split up into six regions based on the areas where SVPAs funds have been collected.

The below table sets out the budget for each area. The eligible Applicants can apply for project funds between \$500,000 and \$5 million, up to the budget in the respective area.

Collection Area

Eligible Applicants

Area Budget

Central Coast

Central Coast Council

\$4.04 million

Illawarra

Shellharbour City Council

Wollongong City Council

\$6.3 million

Lower Hunter

City of Newcastle

Cessnock City Council

Lake Macquarie City Council

Maitland City Council

Port Stephens City Council

\$21.2 million

North-West Growth Area

Blacktown City Council

The Hills Shire Council

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\$4.54 million

South-West Growth Area

Camden Council

\$4.8 million

Wollondilly

Wollondilly Shire Council

\$21.64 million

All

Transport for NSW

Per collection area

SVPA funds must only be used for a public purpose under section 7.4 the *Environment Planning and Assessment Act 1979*, including:

- provision of public services and amenities
- provision of transport or other infrastructure relating to land
- conservation or enhancement of the natural environment.

To be eligible for funding under round 4, the proposed projects must be:

- nominated by an eligible state agency or local council
- included in an agency capital investment plan (only applicable to projects involving capital expenditure by state agencies)
- within the region budget envelope allocation for the respective collection area and with a funding value between \$500, 000 and \$5 million
- able to be completed by 30 June 2028.

Program objectives

Round 4 of the SVPA Funding Program supports a mix of infrastructure that contributes to housing supply and informs the nomination and assessment process. Its objectives are to:

- plan, prioritise and provide funding towards the right infrastructure at the right time to support housing and jobs growth in both metropolitan and regional NSW
- undertake an open and transparent process that assures expenditure of contributions
- partner with councils and agencies to develop an expanded pipeline of infrastructure projects funded by developer contributions
- assist with demands created by new development for new public infrastructure, amenities and services.

Disclaimer

The Applicant acknowledges and agrees that:

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- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009 (NSW) (GIPA Act)*; and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the *GIPA Act* or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and *Personal Information Protection Act 1998 (NSW) (the Privacy Act)* and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

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Eligibility Infrastructure Category

Please select the proposed project's eligible infrastructure category/s *

- ☐ provision of public services and amenities
- ☐ provision of transport or other infrastructure relating to land
- ☐ conservation or enhancement of the natural environment

Eligibility Confirmation

Please declare that the proposed project is:

- nominated by an eligible state agency or local council
- included in an agency capital investment plan (only applicable to projects involving capital expenditure by state agencies)
- within the region budget envelope allocation for the respective collection area and with a funding value between \$500,000 and \$5 million
- able to be completed by **30 June 2028**

Please declare that grant funds will not be used for:

- operational expenditure associated with the project once delivered
- infrastructure already fully funded by a local government or the Australian Government
- not subject to a concurrent application with other grants that fund the same components of the project
- expenditure for community consultation
- costs associated with legal matters for the project
- any expenses not expressly identified within the scope of the funding agreement
- expenditure incurred before the announcement that the project has been funded
- payment of salaries for existing staff or staff not involved in the project
- administrative overhead items such as office equipment and vehicles
- mobile capital equipment such as earthmovers and trucks
- ancillary projects identified after funding was approved.

I confirm that the Applicant and project is eligible according to the criteria outlined in the Program Guidelines and acknowledge and agree to the program objectives, disclaimer, use of information and privacy notice as outlined above *

☐ Yes

Contact Details

* indicates a required field

Applicant Details

Applicant *

Organisation Name

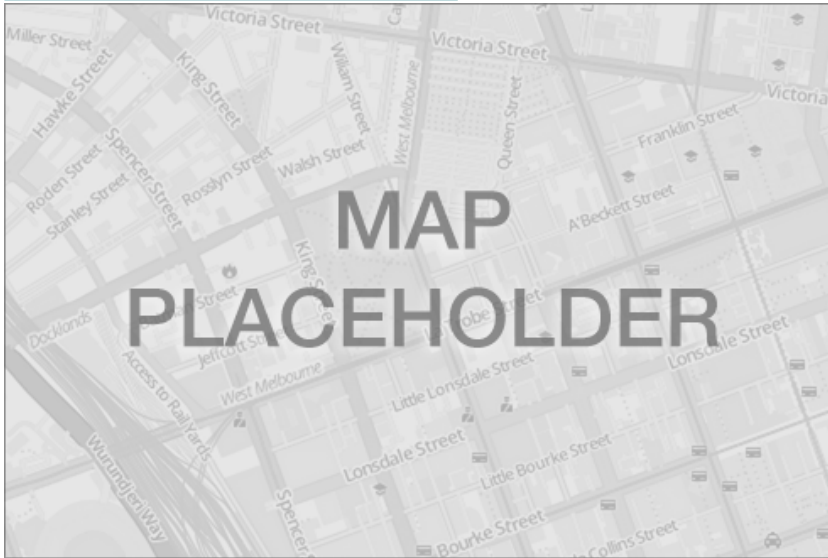
Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

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Applicant Primary Address

Address



Applicant Postal Address

Address

Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

Payment

Details of fund payments to successful applicants will be provided once fund agreements have been finalised

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Primary Contact Details

Primary Contact *

Title First Name Last Name

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This is the person we will correspond with about this grant.

Primary Contact Position *

--

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

--

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

--

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

--

This is the address we will use to correspond with you about this grant.

Project Lead Contact Details

Project Contact

Title First Name Last Name

--	--	--

Project Lead Contact Position

--

Project Lead Contact Primary Phone Number

--

Must be an Australian phone number.

Project Lead Contact Primary Email

--

Must be an email address.

Final Project Approver (Signatory to funding agreement) Contact Details

Final Project Approver

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Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Head of Organisation Position

Head of Organisation Primary Phone Number

Must be an Australian phone number.

Head of Organisation Primary Email

Must be an email address.

Joint Applications

Is the applicant applying on behalf of a partnership or consortium? *

☐ Yes ☐ No

Applications under a partnership or consortia arrangement should be submitted by the lead organisation. The arrangement should be formalised at the time of application.

Organisation Details

* indicates a required field

Applicant Organisation Details

Please detail the primary activities of the applicant organisation. *

Word count:

Must be no more than 200 words.

Please enter the Australian and New Zealand Standard Industrial Classification (ANZSIC) code for the applicant organisation. *

Please upload a copy of your most recent Annual Report. *

Attach a file:

If you do not have a copy of your most recent Annual Report, please provide recent Financial Statements.

Does the applicant organisation have at least \$20 million in public liability insurance, or is willing to obtain \$20 million in public liability insurance? *

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- ☐ Yes
☐ No, but willing to obtain

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Please provide evidence that the applicant organisation holds Public Liability Insurance. *

Attach a file:

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

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

- ☐ Yes ☐ No

Applicant Organisation ABN *

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

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

Must be an ABN.

Applicant Organisation ACN or AIN *

Partnership/Consortium Organisation Details

Please detail each of the Partner Organisations involved in this application. Please 'Add more' as appropriate to ensure all partnership organisations are captured.

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Partner Organisation Name *

Organisation Name

Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Partner Organisation ABN *

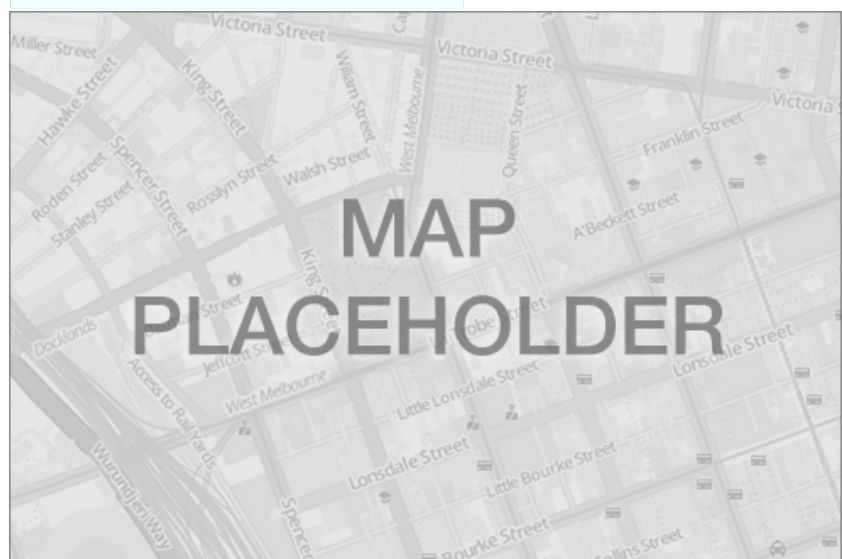
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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

Must be an ABN.

Partner Organisation Address *

Address



<input type="text"/>	<input type="text"/>
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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Please attach a letter confirming that the Partnership/Consortium arrangement with this organisation is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Project Details

* indicates a required field

Title *

Word count:

Must be no more than 25 words.

Provide a name for your project. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

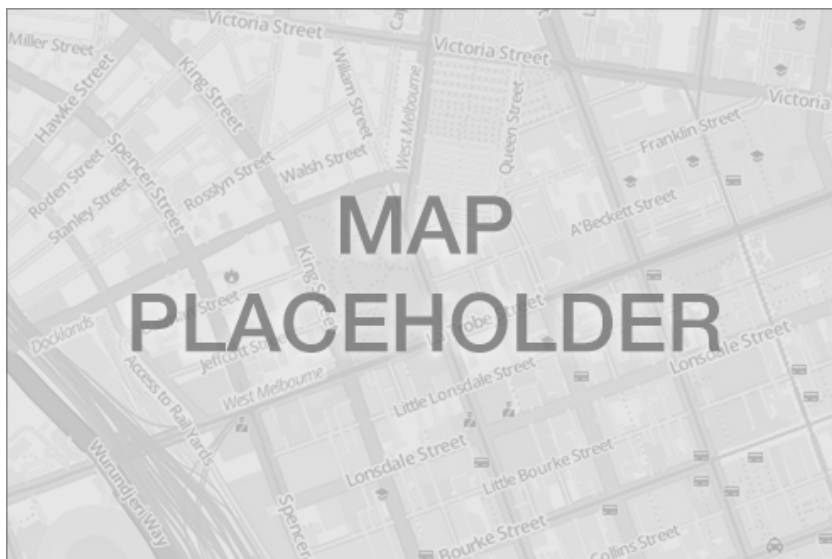
Include a brief summary of who will benefit from this project, what activities you will do and what outcomes you expect from your activities.

Primary location of your project/site

Address

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Any, but at least one field is required.

Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Project Dates

If project start or construction date is expected to occur prior to 1 November 2024, please contact the SVPA Funding Program team on svpa.fundingprogram@dpie.nsw.gov.au prior to submitting this nomination form.

Anticipated project start date *

--

Must be a date and between 1/11/2024 and 30/6/2028.

Anticipated project end date *

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Must be a date and between 1/11/2024 and 30/6/2028.

Anticipated construction start date *

--

Must be a date and between 1/11/2024 and 30/6/2028.

Anticipated construction end date *

--

Must be a date and between 1/11/2024 and 30/6/2028.

Anticipated start date if no SVPA funds sourced *

--

Must be a date.

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Please update anticipated start/end date

You have indicated above that your project either starts before 01/11/2024 or after 30/06/2028, the timeframe for delivery under this Program. Please update the details to ensure your dates fit within these timeframes.

Project Milestones and Key Deliverables

Please detail the administrative stages or activities expected to be completed as part of the project.

Milestone and Deliverables	Expected start date	Expected end date	Stage costs (GST Inclusive)
Please provide detail for one Milestone per row. e.g., Planning; recruitment; evaluation. Add more rows if you want to list additional milestones. Please include detail of all Deliverables that are part of the Milestone.	Must be a date.	Must be a date.	Must be \$ amount

Key Project Personnel

Please provide information on the key personnel who will be responsible for the delivery of the project, including their qualifications and experience.

Please include only one person per row. Add more rows if you want to list additional personnel.

Name	Organisation	Role	Experience	CV/ Supporting document	Notes
One per row. Add more rows if you want to list additional key project personnel.				Please provide a CV or any supporting documentation, where relevant.	Please provide any further details.

Project Focus

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees). Please note responses collected for this question will be for reporting purposes only.

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Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, Universal – no particularly targeted beneficiaries. Please note responses collected for this question will be for reporting purposes only.

Please provide a short rationale for your project. *

Word count:

Must be no more than 200 words.

Explain why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek.

Risks

Please detail any risks in the delivery of the project, and how each of these will be managed.

Please include only one risk per row. Add more rows if you want to list additional risks.

Risk description	How will the risk be managed	Risk likelihood	Risk impact
For example, you may require approval, have stretched resources, or time constraints for delivery.	You should provide an explanation on how the risk will be managed	Identify the likelihood of the risk occurring on the following scale:	Identify the severity of the impact of the risk if it were to occur on the following scale:
		<input type="checkbox"/> rare <input type="checkbox"/> unlikely <input type="checkbox"/> possible <input type="checkbox"/> likely <input type="checkbox"/> almost certain	<input type="checkbox"/> negligible <input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high <input type="checkbox"/> very high

Dependencies

Identify any projects required to release some or all of the benefits of the project, or which may affect the delivery of the project

Dependencies Impact

Describe the impact of the dependency on the project

Stakeholders

Please detail all other stakeholders interested or impacted by your project. Explain their interest or impact and explain the engagement strategy you will have with that stakeholder.

You can keep this high level (e.g. quarterly meetings / regular email communication) rather than identifying each individual meeting or communication.

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Please include only one stakeholder per row. Add more rows if you want to list additional stakeholders.

Stakeholder	Interest or impact	Engagement strategy
Stakeholders may be key community members, other organisations, other funders, etc.	Please explain why the stakeholder is interested in the outcomes of the project, or how they may be impacted.	Please detail how you will reach out to the stakeholder before, during and after the project.

Community Support

Does this project have community support? *

☐ Yes

☐ No

☐ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

Please provide explanation of your answer above, and detail any evidence of community support, if available. *

If you believe there is community support but this has not yet been confirmed, please detail your rationale.

Please upload letters of support (if available/relevant).

Attach a file:

A maximum of 5 files can be attached. Examples include consultation outcome report on a contributions plan or planning exhibition, or consistency with community strategic plan

Landowners Consent

Does this project require Landowner's Consent? *

☐ Yes

☐ No

Project involving the upgrade or construct on land not owned by the applicant must seek Land Owners Consent prior to commencing any works.

Please provide evidence of landowner consent or support (if available).

Attach a file:

Merit Criteria

* indicates a required field

Housing Supply Benefits

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Please upload a Zip file containing the GIS file(s) of the project extents *

Attach a file:

Zip file containing GIS files can only be accepted

Please upload a Zip file containing the GIS file(s) of the service catchment *

Attach a file:

Zip file containing GIS files can only be accepted

Please provide an explanation of the method used to estimate the service catchment. *

This answer will be used by the strategic review panel to assess the strategic benefits of the project including the veracity of the claimed benefits and their ability to be monitored.

Please provide an explanation of the method used to estimate the housing supply benefits, and detail the data used including for ongoing monitoring. *

This answer will be used by the strategic review panel to assess the strategic benefits of the project including the veracity of the claimed benefits and their ability to be monitored.

How many existing homes will benefit from the project based on its service catchment? *

Must be a number.

This answer will be used by the program team in its multi-criteria analysis to shortlist projects based on a ranked scale of homes served per \$1 million. This analysis will draw upon your answers provided in the Budget section of this form

How many new homes will be served by the project based on its service catchment over the next five years with and without the project?

With project

2024-25 (with project) *

Must be a number.

2025-26 (with project) *

Must be a number.

2026-27 (with project) *

Must be a number.

2027-28 (with project) *

Without project

2024-25 (without project) *

Must be a number.

2025-26 (without project) *

Must be a number.

2026-27 (without project) *

Must be a number.

2027-28 (without project) *

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Must be a number.

Must be a number.

2028-29 and after (with project) *

Must be a number.

2028-29 and after (without project) *

Must be a number.

Strategic alignment with growth

The purpose of this section is to outline the consistency of the project with the strategic planning framework and/or government priorities to indicate that the infrastructure provides additional capacity to accommodate housing supply in an area of planned growth.

Strategic plan, policy or planning instrument

Relevant matter

Project relevance

Please indicate a relevant region or district plan, place strategy or precinct plan, local strategic planning statement or local housing strategy, local environmental plan, or planning agreement.

Please describe the relevant matter in the referenced document, such as priorities, actions, clauses, items, etc

Please detail how the project aligns with those priorities

Budget

* indicates a required field

Total Project Cost (GST Inclusive) *

\$

Must be a dollar amount. What is the total budgeted cost (dollars) of your project?

Total Project Cost (GST Exclusive) *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Total Amount of SVPA funding Requested *

\$

Must be a dollar amount.

Amount should be GST inclusive. What is the total financial support you are requesting in this application? Amount must not exceed collection area budgets of which the project falls within as shown in the table under 'project details'. Projects exceeding the amount will not be considered.

Total Applicant monetary co-contribution *

\$

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Must be a dollar amount.

What is the total monetary amount the applicant will be contributing to the project?

Co-contribution % *

This number/amount is calculated.

Percentage applicant contribution to Total Amount Requested.

Applicant In-kind Contribution/s *

Please detail any in-kind contributions the applicant will be making to the project, including cost (inclusive of GST)

SVPA Funding requested

2024-2025 Amount of SVPA funding requested *

\$

Must be a dollar amount.

2025-2026 Amount of SVPA funding requested *

\$

Must be a dollar amount.

2026-2027 Amount of SVPA funding requested *

\$

Must be a dollar amount.

2027-2028 Amount of SVPA funding requested *

\$

Must be a dollar amount.

2028-2029 and after Amount of SVPA funding requested *

\$

Must be a dollar amount.

Other funding required

2024-2025 other funding required *

\$

Must be a dollar amount.

2025-2026 other funding required *

\$

Must be a dollar amount.

2026-2027 other funding required

\$

Must be a dollar amount.

2027-2028 other funding required *

\$

Must be a dollar amount.

2028-2029 and after other funding required *

\$

Must be a dollar amount.

Estimated Total Cost identified

The estimated total cost of the project in this section must reconcile with the estimated total project cost provided in the table above.

SVPA funding requested

Total amount of SVPA funding requested *

\$

This number/amount is calculated.

Other funding required

Total amount of other funding required *

\$

This number/amount is calculated.

Total amount requested - Total amount of SVPA funding requested * Total Applicant Co-contribution - Total amount of other funding required *

\$

This number/amount is calculated.

\$

This number/amount is calculated.

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Cost Estimate Date

Please identify when the total project cost and individual expenditure components were estimated *

Must be a date.

Income

Please outline details of any other funding that you are seeking as part of the project, whether it has been confirmed or not. All amounts should be GST inclusive.

Please note, do not include the amount requested under this grant.

Income description	Income type	Income status	Income amount	Notes
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			\$	
			Must be a dollar amount.	

Expenditure

Please include all expenditure items (including the amount requested and any GST attracted) that you are seeking to fund under the grant.

Please separately identify and include any budgeted contingency or cost escalation details.

Please note, these items must be eligible under the grant as according to the guidelines.

Project stage	Years	Expenditure description	Expenditure amount (ex. GST)	Expenditure amount (inc. GST)	Notes
---------------	-------	-------------------------	------------------------------	-------------------------------	-------

			\$	\$	
	Must be a financial year period		Must be a dollar amount.	Must be a dollar amount. This number/ amount is calculated.	

Total Construction Cost

What are the total construction costs that you will use SVPA funding for? (GST Inclusive) *

Must be a dollar amount.

What are the total construction costs that you will use SVPA funding for? (GST Exclusive) *

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Must be a dollar amount.

Total Land Acquisition Cost

What is the total land acquisition cost for your project? (GST Inclusive) *

\$

Must be a dollar amount.

What is the total land acquisition cost for your project? (GST Exclusive) *

\$

Must be a dollar amount.

Please attach quotes for those expenditure (cost) items over \$500.

Attach a file:

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project.

Your outcomes

Alignment with Program objectives

How does your intended outcome link to the Program outcomes?

What changes do you expect will occur as a result of your project (e.g. supporting additional housing)? Please be brief. One per row.	Which of the Program objectives will your project contribute to? If multiple apply pick the most relevant.	Please explain how your intended outcome helps contribute to the Program Outcomes.
	<input type="checkbox"/> plan, prioritise and provide funding towards the right infrastructure at the right time to support housing and jobs growth in both metropolitan and regional NSW <input type="checkbox"/> undertake an open and transparent process that assures expenditure of contributions <input type="checkbox"/> partner with councils and agencies to develop an expanded pipeline of infrastructure projects funded by developer contributions <input type="checkbox"/> assist with demands created by new development for new	

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	public infrastructure, amenities and services	
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Supporting Documentation

Please upload all supporting documentation for your application. Please note that each file size is restricted to 25MB.

Supporting documentations to be uploaded

Attach a file:

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read, understood and agreed to each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- I have read, understood and agreed to the Funding Agreement,
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

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Authorisation

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application?

60

Figure needs to be in minutes only (e.g. 75 minutes not 1.15 hours)

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.