



Community Road Safety Grants Round 6

Program Guidelines

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Introduction

Many people think of road crashes as something that happens to other people, but the truth is one in two Queenslanders have either been involved in a road crash or know somebody who has. The Department of Transport and Main Roads has developed *Safer Roads, Safer Queensland: Queensland's Road Safety Strategy 2015-2021* to help address this situation.

Injuries and fatalities on our roads can be prevented, and everyone has an important role to play. Improvements can be made through the combined actions of the community, business, Government, and everyday Queenslanders.

www.tmr.qld.gov.au/Safety/Road-safety

You can make a difference every time you get in your car, by driving safely and obeying the road rules. *Join the Drive to Save Lives* is a road safety initiative with the goal to get the whole of Queensland to rally together behind road safety.

jointhedrive.qld.gov.au

Local road safety issues are often best dealt with at a local level. Each community has specific road safety needs. Most often local community groups are best placed to identify needs and develop and implement solutions.

What are the Community Road Safety Grants?

The Department of Transport and Main Roads offers funding to community groups and not-for-profit organisations for community initiatives that work to address local road safety issues.

Community Road Safety Grants funding is provided in two ways:

- for small scale local projects that run for no longer than 12 months; and
- for larger scale programs that can be delivered to multiple sites and can run up to three years.

This guideline is for the Community Road Safety Grants programs, for information relating to projects, please refer to the Community Road Safety Grants project guidelines.

Community Road Safety Grants will provide program funding opportunities for two road safety programs:

- Learner Driver Mentor Program
- Youth Road Safety Education.

Learner Driver Mentor Program

The Learner Driver Mentor Program is designed to assist pre-learner and learner drivers, who do not have access to a suitable vehicle or supervisor, to obtain their learner's permit and learn to drive.

Young drivers and novice drivers are one of Queensland's most at risk groups of being involved in a road crash that results in serious injury or death. An important road safety measure in place to reduce this risk is the Graduated Licensing System. The Graduated Licensing System is designed to provide learner and novice drivers a graduated approach to developing their driving skills.

Learner Drivers are required to complete 100 hours of supervised driving experience before they are eligible to undertake a practical test to obtain their P1 provisional driver licence. For some people this requirement is difficult to meet and may prevent them from obtaining their driver licence. This can then have negative effects on a person's ability to gain employment or access services.

Details to assist you develop your Learner Driver Mentor Program plan, including the Goals for Driver Education framework can be found in the *Applying for Learner Driver Mentor Program Funding* document.

Youth Road Safety Education

Young drivers and novice drivers are one of Queensland's most at risk groups of being involved in a road crash that results in serious injury or death. The Youth Road Safety Education Program is designed to assist young Queenslanders to develop safe attitudes and behaviours on the road and discourage risk-taking on the road.

The objective of a Youth Road Safety Education Program is to influence the development of a positive driving culture and attitude of young drivers to create safer drivers. Youth Road Safety Education Programs are often delivered in schools, however there may be alternative approaches more suitable for a local area or group of young people.

Details to assist you develop your Youth Road Safety Education Program, including the Goals for Driver Education framework can be found in *Applying for Youth Road Safety Education Program Funding* document.

It should be noted that defensive and/or advanced skills based driver education program will not be considered as an appropriate Youth Road Safety Education Program.

Developing Safe Drivers (GDE Matrix)

The Goals for Driver Education (GDE) framework is a hierarchy ranging from basic operational vehicle driving skills to higher order skills. It outlines the components that need to be addressed as part of a holistic approach within driver education programs to develop competent, safe drivers.

The GDE Matrix (below) provides an overview of how driver education can be seen as a multi-level and multi-skilled task. Vehicle manoeuvring and mastery of traffic situations are at the lower levels of the hierarchy and provide the basic skills for successful operation of a vehicle. Learner Driver Mentor Programs focus on these aspects of driving as part of their aim to assist novice drivers to attain their provisional licence.

The goals and motives that guide driving behaviours are shown in the two upper levels of the hierarchy. These relate to resilience and attitudes towards safe driving and are the focus of Youth Road Safety Education Programs.

Hierarchical level of behaviour	Essential contents (examples)		
	Knowledge and skills	Risk-increasing factors	Self-evaluation
Goals for life and skills for living (general)	<p>Knowledge about how life goals and personal tendencies affect driving behaviour</p> <p>For example, motives</p>	<p>Risky tendencies</p> <p>For example, acceptance of risk, social pressure</p>	<p>Self-evaluation</p> <p>For example, personal skills for impulse control, risky tendency</p>
Goals and context of driving	<p>Knowledge and skills concerning</p> <p>For example, effects of social pressure inside the car</p>	<p>Risks connected with</p> <p>For example, driver's condition, environment</p>	<p>Self-evaluation</p> <p>For example, typical driving goals</p>

Mastery of traffic situations	Knowledge and skills concerning For example, traffic regulations	Risks caused by For example, wrong expectations	Self-evaluation For example, personal driving style
Vehicle manoeuvring	Knowledge and skills concerning For example, control of direction and position	Risks connected with For example, insufficient automatism	Awareness of For example, basic manoeuvring, realistic self-evaluation

(‘How would changing driver training in the Queensland licensing system affect road safety’ CarrsQ, October 2013)

Funding available

The total funding available for 2017 Round (6) is \$800 000 (exc. GST). **Please note**, this amount may include multiple programs and Community Road Safety Grants projects. Please be cognisant of this when considering your program proposal, budget and application.

Community Road Safety Grant applicants can apply for funding that can run for up to three years. Program applications will be considered by a selection committee.

2017 application dates

Applications for the 2017 Round (6) will open on 18 April 2017 and close on 26 May 2017, further information can be found on the Department of Transport and Main Roads website at www.tmr.qld.gov.au/roadsafetygrants. It is anticipated successful applicants will be announced during Road Safety Week in August 2017.

Who can apply for funding?

The Community Road Safety Grants are open to:

- ✓ not-for-profit organisations or fixed trusts – limited by guarantee (registered as a charity)
- ✓ incorporated organisations
- ✓ local government entities
- ✓ Queensland Police Service.

What programs will receive funding?

Community Road Safety Program Grants

Your program must relate to one of the following initiatives:

- ✓ Youth Road Safety Education; or
- ✓ Learner Driver Mentor Program.

Applications for programs outside of these initiatives will not be considered for Round 6 funding.

What initiatives may not receive funding?

Even if your initiative fits within one of the above categories, some may not be eligible for funding because there are existing programs available in the location.

Applying for funding

Eligibility criteria

All Community Road Safety Grants program applications must meet the following criteria to be eligible for consideration:

- The applicant must be an eligible organisation
- The organisation must have a State office in Queensland to deliver programs within the state.
- The application must be completed in full, including all relevant acknowledgements and required documentation attached, such as:
 - evidence of incorporation / not-for-profit status
 - relevant insurance policies
 - documents detailing third party property rights
- In addition, the applicant must have:
 - an ABN; and
 - a valid bank account in the name of the legal entity identified on the application form.
- The application identifies and declares any possible, potential or perceived conflicts of interest.
- Written agreement to participate in the program from each school/organisation is required.
- The application must provide evidence of organisational viability and capacity and attach a copy of their organisation structure/chart
- Incorporated Association applicants must provide the appropriate type of financial report required (as determined by the value of their associations current assets and revenue)
 - Level 1 – Value of assets more than \$110 000 **OR** Total revenue of more than \$100 000– Must appoint a suitable person (certified accountant or qualified auditor) to audit your financial statements
 - Level 2 – Value of assets between \$20 000 and \$100 000 **OR** Total Revenue of between \$20 000 and \$100 000 – you must appoint a suitable person (certified accountant, qualified auditor or approved person) to audit or verify your financial statements
 - Level 3 – Value of assets less than \$20 000 **AND** Total Revenue of less than \$20 000 – financial statement verification is enough

Ineligible criteria

Applications for any of the following will be ineligible:

- ✗ the grant is for a commercial enterprise
- ✗ the grant is for general fundraising campaigns, activities and appeals
- ✗ the initiative supports or promotes the use of alcohol, tobacco, drugs or gambling
- ✗ the grant is to facilitate study or conference attendance (including feasibility studies)

- ✗ the grant includes expenses associated with preparing a grant application, such as the sourcing of quotes
- ✗ initiatives which have been completed or will be completed before the agreed commencement date of the program.

This list is not exhaustive and other applications may be excluded on a case by case basis.

Grant expenses

Eligible grant expenses

The list below details expenses that may be covered by grant funding:

- | | |
|--|--|
| ✓ human resource costs – maximum payable up to 30% of grant funding (for example project, admin, payroll or finance support) | ✓ first aid officer |
| ✓ catering | ✓ gazebos / tables / chairs / traffic cones |
| ✓ course materials | ✓ promotion and marketing materials |
| ✓ evaluation fees | ✓ road safety education resources (for example, activities, puzzles, stickers, booklets) |
| ✓ external marketing, communications and promotion (press, media, promotion items, social media, merchandise) | ✓ salaries / wages for roles solely used for the program, for example, program coordinator |
| ✓ external photography / videography, animation and graphic design | ✓ stationery (for example, pens, paper) |
| ✓ external printing costs (for example, posters, banners, newsletters, information sheets, surveys) | ✓ student participation fees (% to be determined) |
| ✓ facilitators / trainers | ✓ traffic management fees |
| | ✓ travel costs (for example fuel allowance, meal costs, accommodation, flights) |
| | ✓ venue hire |

This list is not exhaustive and other expenses may be considered on a case by case basis.

Ineligible grant expenses

The list below details expenses that will not be covered by grant funding:

- | | |
|--|---|
| ✗ auspice fees | ✗ funding for external social events |
| ✗ body corporate | ✗ general maintenance and facility improvements of applicant premises, for example, air-conditioning upgrades and refurbishments, fans, lighting, shade sails, repairs to existing infrastructure |
| ✗ cash prizes / incentives / gifts (prizes and incentives are allowable, if approved but cannot be provided in cash) | ✗ general office equipment, for example, desk phones, mobile phones, projectors, screens, amplifiers, microphones, photocopiers, video cameras, cameras, furniture (inc. desks and chairs). |
| ✗ contingency costs | ✗ grant application writer / writing fees |
| ✗ donations and awards for commercial or business activities | |
| ✗ expenses associated with bankruptcy, insolvency or liquidation | |
| ✗ feasibility study / research | |

- × insurances – no insurance premiums can be paid using grant funds
- × items procured before the commencement date of the deed of agreement
- × loan repayments
- × mentoring / coaching support activities
- × negotiated sponsorship arrangements or deals
- × overseas travel costs
- × program costs incurred prior to the commencement date of the Deed of Agreement
- × program management fees
- × program reporting and evaluation
- × rent / lease
- × security equipment, for example, security cameras, motion sensor lights, alarms, monitoring equipment
- × technological devices / systems / software
- × training for technology / emerging trends
- × utilities
- × vehicle registration, purchasing and leasing (including motor vehicle, motorcycle, trailer, boat or caravan).

This list is not exhaustive and other expenses may be excluded on a case by case basis.

GST

Goods and Services Tax (GST) can only be added if the Grant applicant is required to remit GST to the Australian Taxation Office pursuant to the *A New Tax System (Goods and Services Tax) Act 1999* (the Act).

- If you are not registered for GST, you cannot add GST.
- For GST registered applicants, each arrangement needs to be assessed on a case by case basis with consideration given to the principles in GST Ruling 2012/2 – GST: Financial Assistance Payments (<https://www.ato.gov.au/law/view/document?docid=GST/GSTR20122/NAT/ATO/00001>) or subparagraph 9-17(3) (http://www.austlii.edu.au/au/legis/cth/consol_act/antsasta1999402/s9.17.html) of the Act (for government-related entities).

You are responsible for assessing if GST applies to grant funding. If you are unsure if GST applies, please consult your tax advisor.

The application process

The application process for Round 6 will be managed via enQuire, an online grants management system. A link will be available from 18 April 2017 to take you to the application process. This link will be available at <http://www.tmr.qld.gov.au/roadsafetygrants> and applications will be accepted until midnight on 26 May 2017.

You will need to complete a vendor registration form through enQuire to be able to submit an application.

When completing your application, please ensure:

- all mandatory fields are completed; and
- all supporting information and requested documentation is uploaded.

Submitting your application

Grant applications must be submitted online via enQuire by midnight on 26 May 2017. Late or incomplete applications may not be accepted.

All applicants will receive an acknowledgement that their application has been submitted.

Program approach

Applications must include details outlining the approach for managing the program. This will need to include:

- Program proposal and plan
- Objectives – outline goals, deliverables and tasks
 - written agreement from each school/organisation to participate in the program is required
- Roles and responsibilities – to be clearly defined
- Program schedule – realistic timeframes for deliverables
- Budget – a detailed program budget, including quotes, which provides value for money and includes any contributions from partners through funding or in-kind support (if relevant)
- Communication – all requirements are considered, planned and documented
- Risk – all risks identified, assessed and management plan created
- Evaluation – is to cover the following:
 - What was the outcome of the program?
 - Did the program achieve the objectives?
 - How did the program achieve this, which includes:
 - Identifying measurable road safety outcomes
 - Maintaining internal data
 - Timeframes and targets are met
 - Efficiently delivering the program

Assessment process

An independent selection committee considers all applicants against the assessment criteria, as well as taking into consideration any similar programs that are being delivered in the same location/region.

The independent selection committee consists of members from the Centre for Accident Research and Road Safety (CARRS-Q), Transport and Main Roads, Queensland Police Service, Royal Automobile Club of Queensland, Motor Accident Insurance Commission and the Local Government Association of Queensland.

The independent selection committee makes a recommendation for consideration and approval by the Minister for Main Roads, Road Safety and Ports.

The Minister considers the independent selection committee recommendations and endorses or otherwise each application and announces successful applicants during Road Safety Week in August 2017.

The Department of Transport and Main Roads will contact all applicants following the announcement by the Minister.

Program assessment criteria

Applications will be assessed against the following criteria:

Criteria	Description	Learner Driver Mentor Program criteria weighting	Youth Road Safety Education criteria weighting
Program proposal and ilssue	how it meets the intent of either the Learner Driver Mentor Program or Youth Road Safety Education Program	10%	10%
Program plan	a well-developed plan outlining the program approach	25%	25%
Evidence and alignment with best practice	the program is evidence based (research or best practice principles); and written agreement from each school or organisation to participate in the program is required	25%	25%
Target group	the program targets a specific at risk groups	15%	10%
Strategic alignment	with the Queensland Road Safety Strategy 2015-2021	5%	10%
Value for money	value for money is demonstrated	5%	5%
Sustainability	the program demonstrates sustainability	5%	5%
Evaluation	What was the outcome of the program? Did the program achieve the objectives? How did the program achieve this, including: - Identifying measurable road safety outcomes - Maintaining internal data - Timeframes and targets are met - Efficiently delivering the program	10%	10%

Grant funding process

Successful applicants will be contacted by the Department of Transport and Main Roads to discuss the funding process and requirements. You will be provided with a Deed of Agreement to sign, which will include your key program dates and payment information. You may wish to seek legal advice prior to signing the agreement.

Any request for variation / extension throughout the life of the program must be submitted via a variation request through the online enQuire system and approval given by the Community Road Safety Grants team.

Appeals process

There is an appeals process available for unsuccessful applicants. This appeal must be made within 28 days of receipt of the formal advice from the Department of Transport and Main Roads.

Your appeal will need to include:

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

Appeals will be submitted online via enQuire.

Community Road Safety Grants contacts

Your key contacts are:

Community Road Safety Grants Team

Phone: 1300 186 159

Email: roadsafetygrants@tmr.qld.gov.au

South East Queensland (South)

MacGregor

Senior Advisor (Road Safety)

Phone: 1300 360 135

Gold Coast

Senior Advisor (Road Safety)

Phone: 1300 360 135

Ipswich

Senior Advisor (Road Safety)

Phone: 1300 360 135

South East Queensland (North)

Carseldine

Manager (Road Safety)

Phone: 07 3866 3112

Sunshine Coast

Senior Advisor (Road Safety)

Phone: 07 5452 1866

Southern Queensland

Hervey Bay

Manager (Road Safety)

Phone: 07 4194 4711

Warwick

Senior Advisor (Road Safety)

Phone: 07 4661 6706

Bundaberg

Road Safety Officer

Phone: 07 4153 7833

Toowoomba

Road Safety Officer

Phone: 07 4617 7412

Central Queensland

Rockhampton

Manager (Road Safety)

Phone: 07 4961 1656

Rockhampton

Senior Advisor (Road Safety)

Phone: 07 4931 1651

Northern Queensland

Townsville

Manager (Road Safety)

Phone: 07 4421 8731

Townsville

Senior Advisor (Road Safety)

Phone: 07 4758 7589