



Community Road Safety Grants Round 6

Project 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 or on your bike, by driving or riding safely and obeying the road rules. *Join the Drive to Save Lives*, is 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 for up to three years.

This guideline relates to projects. For information relating to Community Road Safety Grants Youth Road Safety Education and Learner Driver Mentor Programs, please refer to the relevant guidelines.

Community Road Safety Grants projects aim to:

- encourage community involvement in local road safety initiatives, enabling them to *Join the Drive to Save Lives* in a tangible way; and
- support the development and delivery of effective and innovative road safety projects which address and educate in local road safety issues.

Funding available

Community Road Safety Grants Project grant applicants can apply for a one-off grant up to a maximum \$20,000 (excluding GST). Project applications will be considered by a selection committee.

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

All projects must be able to be completed within a 12 month period.

2017 application dates

Applications for 2017 Round (6) grants will open from 18 April 2017 and close at midnight 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?

If you have an open grant with Community Road Safety Grants from rounds 1 to 5, you will be ineligible to apply for funding in Round 6.

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
- ✓ Parents and Citizens' (P&C) and Parents and Friends' (P&F) Associations - in partnership with schools

What initiatives will receive funding?

Community Road Safety Project Grants

Your project must relate to one of the following initiatives:

- ✓ Early Childhood Road Safety Education (Kindergarten / Primary School)
- ✓ Bicycle Education (Kindergarten / Primary School)
- ✓ Motorcycle Safety Education and Awareness
- ✓ Child Restraints Provision, Education and Awareness
- ✓ Seatbelts (in rural and remote communities)
- ✓ Fatigue Education and Awareness
- ✓ Pedestrian Education and Awareness
- ✓ Older Driver Road Safety Education and Awareness
- ✓ Variable Message Signs

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

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 best practice projects already available targeting the issue or already being delivered in your area.

Examples of projects that will not be funded

- ✘ Road engineering, signage or traffic law enforcement programs, as there are other funding sources available for these types of projects.
- ✘ Advertising / marketing campaigns that duplicate or are not consistent with Queensland Government programs.

Applying for funding

Eligibility criteria

All grantproject applications **must** meet the following criteria to be eligible for consideration:

- The applicant must be an eligible organisation
- 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.

Ineligible criteria

If you have an open grant with Community Road Safety Grants from rounds 1 to 5, you will be ineligible to apply for funding in Round 6.

Applications for any of the following will be ineligible:

- ✘ if the grant is for a commercial enterprise
- ✘ fundraising campaigns, activities and appeals
- ✘ initiatives supporting or promoting use of alcohol, tobacco, drugs or gambling
- ✘ 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 project.

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

Grant expenses

Ineligible grant expenses

The list below details expenses that will not be covered by Community Road Safety Grants funding:

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

Project approach

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

- Objectives – outline goals, deliverables and tasks
- Project schedule – realistic timeframes for deliverables
- Budget – a realistic project budget 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 project?
 - Did the project achieve the original objectives?
 - How did the project achieve this?

Assessment process

An independent selection committee considers all applicants against the assessment criteria, as well as taking into consideration any similar projects that are available 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.

TMR will contact all applicants following the announcement by the Minister.

Project assessment criteria

Projects will be assessed against the following criteria:

- Project proposal – description of the project
- Project objectives – identification and description of local road safety problem
- Target group – clear focus on a group in the community
- Road safety outcome / education – outline of expected outcome / education
- Community benefit – outline of community benefit and how it will be measured
- Value for money – demonstrated value for money
- Integration – opportunities for integration with other local projects is highlighted and connections established (if relevant)
- Project plan – provides adequate detail outlining the project approach

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 project 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 project 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