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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. Road safety is a critical issue in Queensland and it demands further public attention and action.

The good news is that there is something we can do to 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.

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 (Transport and Main Roads) offers funding to community groups for community initiatives that work to address road safety issues in support of the strategic objectives set out within the Queensland Road Safety Action Plan 2015-2017 and the Queensland Road Safety Strategy 2015-2021. Community Road Safety Grants (CRSG) aim to:

- Encourage community involvement in local road safety initiatives, enabling them to Join the Drive to Save Lives in a tangible way
- Support the development and delivery of effective and innovative road safety projects and programs addressing local road safety issues
- Provide opportunities for funding of road crash injury rehabilitation programs.

The Community Road Safety Project Grants aim to assist local organisations to deliver short term, local road safety projects within the community. Road accident injury rehabilitation and bicycle education projects fall within this stream of grants.

The Community Road Safety Program Grants aim to support the delivery of senior school road safety education and learner driver mentor programs. The funding of these programs is intended to assist delivery of programs on a broader scale, across multiple communities, and over a longer period of time.

Funding available

There will be one Community Road Safety Project Grant and one Community Road Safety Program round per calendar year. The two streams of funding available are:

1. **Community Road Safety Project Grants** - funding of up to $25,000 is generally available (although larger amounts may be granted depending on the scope and assessment of the project against the criteria).

**Community Road Safety Program Grants** - funding will be available for a period of up to three years and provided on a calendar year basis. Funding for the first year is provided up-front and subsequent years’ funding is provided following receipt and acceptance of an annual progress report.
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
- Parents and Citizen’s (P&C) and Parents and Friends (P&F) Associations - in partnership with schools

Community Road Safety Project Grant applicants must partner with other organisations (for example, community service or road safety groups, schools, local councils or Police) to ensure that their initiative draws on a broad range of local knowledge.

*Note: This means you will need to contact other groups, negotiate roles and agree on project scope and the funding arrangements before submitting your application.*

What initiatives will receive funding?

**Community Road Safety Project Grants**

Some initiatives that fall within the project stream are:

- Road safety projects
- Bicycle safety and education projects
- Projects that contribute to the rehabilitation of people who have received injuries through involvement in road crashes.

**Community Road Safety Program Grants**

Some initiatives that fall within the program stream are:

- Road safety education initiatives that comply with *Transport and Main Roads’ ‘Schools’ guide: How to select providers of road safety education programs for senior school students.’*
- Learner driver mentor programs

Initiatives that target high-risk or disadvantaged groups or are run in regional and remote areas of Queensland will be given priority.
What initiatives will not receive funding?

Some initiatives will not be funded because there are existing best practice programs already available targeting the issue or because the evidence and research does not currently support the effectiveness of the proposed approach.

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.
- One-day expos or road safety shows held in isolation that do not have evidence based research to support their effectiveness.

Programs that will not be funded

- Defensive or advanced driver training initiatives focussed on skills training particularly for learner and novice drivers. Research shows that these programs can do more harm than good by contributing to over-confidence and higher levels of risk taking by some young drivers.
- Programs that do not align with the Transport and Main Roads endorsed best practice guidelines of:

Grant expenses

Eligible grant expenses

All eligible expenses must be based on real costs. Applications without a realistic and cost-effective budget will not be considered.

To be eligible, expenses must:

- Be directly linked to the budget and financial planning components of the project / program management plan.
- Clearly identify where external vendors (consultants, contractors and so on) will be used
- Identify all staff expenses (percentage of time and salary costs), directly related to the initiative’s delivery
- Be directly associated with the delivery of the initiative, including equipment, consumables and transport.
The following expenses may be considered:

- Targeted local community advertising / marketing activities that are consistent with Queensland Government messages and do not duplicate existing campaigns or programs.
- A one-day event that is supported by other ongoing elements or tools.

Funding for other items may be requested, but must be clearly identified in the budget for consideration.

**Ineligible grant expenses**

The below expenses will not be approved for funding:

- General office equipment and equipment that requires regular replacement (for example, computers and phones)
- Salaries/wages not directly related to the delivery of the project
- General maintenance, building works and landscaping
- Loan repayments
- Insurances (for example public liability)
- Vehicle registrations
- Security equipment (for example, security cameras, lighting, fences, alarms, monitoring equipment and so on)
- Recurrent operational funding (for example, insurances, electricity, rent, telephone, registrations and so on)
- Expenses associated with bankruptcy, insolvency or liquidation problems
- Negotiated sponsorship arrangements or deals
- Cash prizes/incentives
- Donations and awards for commercial or business activities
- Funding of already completed initiatives
- Payment of debts

**GST**

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 GST 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/) or subparagraph 9-17(3) of the GST 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.

**Applying for funding**

*Important Notes*

- Please liaise with your local Road Safety Manager/Advisor or the Community Road Safety Grants Team (see table below) to discuss your application prior to submitting it.
- Each initiative requires its own application form and submission.
- Applicants should read this document, the Queensland Road Safety Grants Guidelines 2015-2016, prior to submitting their application.
The application form

The application form can be downloaded at:

Ensure that:

- Every question on the application form has been answered
  - For a project, your application identifies a local road safety problem and proposes a local community based approach to resolve it.
  - For a program, your application identifies a need for road safety education or a driver mentoring program for a specific target group.
- Supporting information and the requested documentation has been included.
- The application form has been signed by all parties.

Community Road Safety Grant Contacts

Community Road Safety Grants Team
Phone: 1300 186 159
Email: roadsafetygrants@tmr.qld.gov.au

<table>
<thead>
<tr>
<th>South east Queensland</th>
<th>Southern Queensland</th>
<th>Central Queensland</th>
<th>Northern Queensland</th>
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<tbody>
<tr>
<td>MacGregor</td>
<td>Bundaberg</td>
<td>Rockhampton</td>
<td>Townsville</td>
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<tr>
<td>Senior Advisor (Road Safety)</td>
<td>Road Safety Officer</td>
<td>Manager (Road Safety)</td>
<td>Manager (Road Safety)</td>
</tr>
<tr>
<td>Phone: 1300 360 135</td>
<td>Phone: 07 4153 7833</td>
<td>Phone: 07 4931 1651</td>
<td>Phone: 07 4758 7589</td>
</tr>
<tr>
<td>Gold Coast</td>
<td>Toowoomba</td>
<td>Rockhampton</td>
<td>Townsville</td>
</tr>
<tr>
<td>Advisor (Road Safety)</td>
<td>Road Safety Officer</td>
<td>Senior Advisor (Road Safety)</td>
<td>Senior Advisor (Road Safety)</td>
</tr>
<tr>
<td>Phone: 1300 360 135</td>
<td>Phone: 07 4617 7412</td>
<td>Phone: 07 4973 5108</td>
<td>Phone: 07 4758 7589</td>
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<tr>
<td>Ipswich</td>
<td>Warwick</td>
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<tr>
<td>Advisor (Road Safety)</td>
<td>Manager (Road Safety)</td>
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<tr>
<td>Phone: 1300 360 135</td>
<td>Phone: 07 4661 6706</td>
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<tr>
<td>Carseldine (previously Zillmere)</td>
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<tr>
<td>Senior Advisor (Road Safety)</td>
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<tr>
<td>Phone: 1300 360 135</td>
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<tr>
<td>Sunshine Coast</td>
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<tr>
<td>Senior Advisor (Road Safety)</td>
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<tr>
<td>Phone: 1300 360 135</td>
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Opening dates

The specific opening dates for Community Road Safety Grants can be found on the Department of Transport and Main Roads website at www.tmr.qld.gov.au/roadsafetygrants

Closing dates

The specific closing dates for Community Road Safety Grants can be found on the Department of Transport and Main Roads website at www.tmr.qld.gov.au/roadsafetygrants.

Submitting your application

Grant applications must be received by 5:00pm on the due date. Late or incomplete applications may not be accepted.

Applications should be emailed to roadsafetygrants@tmr.qld.gov.au.

All applicants will receive an acknowledgement of the submitted application. If you do not receive notice that your application(s) has been received within one week of submission, please contact the Community Road Safety Grants Team.

Repeat submissions

Repeat submissions will be assessed in accordance with the aims of the Community Road Safety Grants and within budget constraints. Individual initiatives will be funded once in a calendar year, but applicants may apply in subsequent years. Applicants are encouraged to identify alternative sources of funding for ongoing initiatives.

Assessment process

Applications are assessed in three stages – first against mandatory criteria, then each compliant application undergoes a road safety assessment and evaluation process.

A Selection Committee made up of representatives from the Centre for Accident Research and Road Safety (CARRS-Q), Transport and Main Roads, Queensland Police Service, Royal Automobile Club of Queensland (RACQ), and the Motor Accident Insurance Commission (MAIC) considers each application against the appropriate criteria to determine the successful applicants.

Transport and Main Roads will contact all applicants approximately 12 weeks after receipt of application and advise of the outcome of each application via telephone and then by letter advising of the outcome of the application.
Appeals process

Prior to lodging an appeal, discuss the reasons for the decision with the relevant Road Safety Manager or the Community Road Safety Grants Team. If you are still unsatisfied, you can appeal the decision using the appeals process.

Applications for appeal must be made using the Community Road Safety Grants Appeal Application form (F5139), which can be found on the website (http://www.tmr.qld.gov.au/Safety/Road-safety/Community-road-safety-grants/Community-road-safety-grant-forms-and-resources.aspx)

You will need to make the application within 28 days of the date of the letter.

Grant funding agreements

If your application for a Community Road Safety Grant is successful, you will need to sign a Deed of Agreement.

Community Road Safety Grants Criteria

Mandatory criteria

All Community Road Safety Grant applications MUST meet the following criteria to be eligible for consideration:

- The applicant must be an acceptable organisation, such as:
  - A not-for-profit organisations or fixed trusts – limited by guarantee (registered as a charity)
  - An incorporated association
  - A local government entity, or
  - A Parents and Citizen’s (P&C) Association or Parents and Friends (P&F) Association - in partnership with a school
- The application must be completed in full, including all relevant signatures and required documentation attached.
  - Audited annual financial statement from the previous year
  - Evidence of incorporation / not-for-profit status
  - Quotations for any budgeted expenses
  - Relevant insurance policies
  - Documents detailing third party property rights
- In addition, the applicant should have:
  - An ABN
  - A valid bank account in the name of the legal entity identified on the application form
  - One or more partner organisations relevant to the target community and road safety problem.
- The application includes planned links to Transport and Main Roads branding and *Join the Drive* resources.
- The application identifies and declares any possible, potential or perceived conflicts of interest. Applications that meet the mandatory criteria will progress to the next phase of assessment.

## Policy Assessment Criteria – Projects

Projects that meet the mandatory criteria will be assessed against the following criteria.

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td><strong>Project objectives</strong></td>
<td>• Clear identification and description of road safety problem (supported by evidence).</td>
</tr>
<tr>
<td><strong>Target Group</strong></td>
<td>• Clear focus on a group in the community.</td>
</tr>
<tr>
<td><strong>Road safety outcome / benefit</strong></td>
<td>• Outline of expected road safety outcome / benefit.</td>
</tr>
<tr>
<td><strong>Community benefit</strong></td>
<td>• Outline of community benefit and how it will be measured.</td>
</tr>
<tr>
<td><strong>Quality</strong></td>
<td>• Demonstrated alignment with research and existing best practice guidelines.</td>
</tr>
<tr>
<td><strong>Road safety policy alignment</strong></td>
<td>Alignment with the Queensland Road Safety Strategy 2015-2021.</td>
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<tr>
<td></td>
<td>• understanding the ‘road toll’ as hospitalised casualties as well as fatalities;</td>
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<tr>
<td></td>
<td>• adopting an ambitious vision for zero road deaths and serious injuries to motivate action, supported by interim targets to reduce fatalities and hospitalised casualties;</td>
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<tr>
<td></td>
<td>• using Safe System principles as the foundation for action, and</td>
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<tr>
<td></td>
<td>• driving cultural change to make road safety everyone’s issue and everyone’s responsibility.</td>
</tr>
<tr>
<td><strong>Evaluation</strong></td>
<td>• Clear identification of appropriate evaluation methodology.</td>
</tr>
<tr>
<td></td>
<td>• Project evaluation is built into project planning.</td>
</tr>
<tr>
<td><strong>Integration</strong></td>
<td>• Reliable, relevant and viable data identified and presented.</td>
</tr>
<tr>
<td><strong>Partners</strong></td>
<td>• Opportunities for integration with other projects have been highlighted and connections have been established.</td>
</tr>
<tr>
<td><strong>Community commitment</strong></td>
<td>• Identification of community based partner groups.</td>
</tr>
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<td></td>
<td>• Demonstrated community support in addressing the road safety issue.</td>
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</tbody>
</table>
Project Management

A comprehensive project plan outlining the project’s approach for the management of key milestones/activities.

Scope / Deliverables
- Scope clearly identified. Specific project goals, deliverables and tasks have been outlined.

Project Schedule
- Realistic timeframes and deadlines for deliverables and tasks have been identified.

Budget
- A detailed project budget (including quotations) which is realistic and provides value for money.
- Documentation of contributions from partners through funding or in-kind support.
- Demonstrated strategies for potential future funding from other sources.

Human Resources
- Clearly identified project resources allocated to complete project activities.
- Roles and responsibilities clearly defined.

Communications
- Communication requirements have been considered, planned for and documented.

Risk
- Risks identified, assessed and management plan created.

Procurement
- Value for money demonstrated.

Additionally road engineering based initiatives must meet the following criteria to be considered:
- Low-cost engineering treatments that are both cost-effective and innovative.
- Address a common ‘crash cause’ within the locality (as evidenced by an analysis of local crash types).
- Be accompanied by a thorough evaluation methodology.
**Policy Assessment Criteria - Program**

<table>
<thead>
<tr>
<th>Program objectives</th>
<th>• Clear identification and description of road safety problem (supported by evidence).</th>
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<tbody>
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<td>Target Group</td>
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<td>• Outline of the community benefit and how it will be measured.</td>
</tr>
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<td>Quality</td>
<td>• Demonstrated alignment with research and existing best practice guidelines.</td>
</tr>
</tbody>
</table>

**Learner Driver Mentor Programs (LDMP):**

**Senior School based Road Safety Education (RSE):**

**Road safety policy alignment**
  - understanding the ‘road toll’ as hospitalised casualties as well as fatalities;
  - adopting an ambitious vision for zero road deaths and serious injuries to motivate action, supported by interim targets to reduce fatalities and hospitalised casualties;
  - using Safe System principles as the foundation for action, and
  - driving cultural change to make road safety everyone’s issue and everyone’s responsibility.

**Evaluation**
- Clear identification of appropriate evaluation methodology (if a qualitative evaluation is to be conducted, some evidence from
participants on how and when they have adopted safe behaviours as a result of the program).

- Program evaluation is built into program planning.
- Reliable, relevant and viable data identified and presented.
- Evidence that program is keeping pace with the changing delivery methods/modes for the target audience.

Integration
- Opportunities for integration with other programs have been highlighted and connections have been established.

Partners
- Identification of partner groups in the community that will be involved in the program.

Community commitment
- Demonstrated community support in addressing the road safety issue.

**Program Management**

- A comprehensive and realistic program plan outlining the program’s approach for the management of key milestones/activities.

Scope / Deliverables
- Scope is clearly identified. Specific program goals, deliverables and tasks have been outlined.

Program Schedule
- Realistic timeframes and deadlines for deliverables and tasks have been identified.

Budget
- A detailed project budget (including quotations) which is realistic and provides value for money.
- Documentation of contributions from partners through funding or in-kind support.
- Demonstrated strategies for potential future funding from other sources.

Human Resources
- Clearly identified program resources allocated to complete project activities.
- Roles and responsibilities clearly defined.

Communications
- Communication requirements have been considered, planned for and documented.

Risk
- Risks identified, assessed and management plan created.

Procurement
- Value for money demonstrated.

Note: Applications that can refer to relevant supporting data, research or examples of similar successful initiatives are more likely to be funded.
Grant applications will be ineligible if:

- A grant recipient has consistently not met reporting or financial requirements
- A clear statement of the organisation's financial position is not provided.
- The initiative addresses a need/issue that is not a road safety priority or is inconsistent with Transport and Main Roads Road Safety Action Plan 2015-2017.
- Grant is for a commercial enterprise.
- Grant is for general fundraising campaigns, activities and appeals.
- The initiative supports or promotes the use of alcohol, tobacco, other drugs or gambling.
- It is to facilitate study or conference attendance (including feasibility studies).
- It includes expenses associated with preparing a grant application including the sourcing of quotes.
- It includes initiatives which have been completed or will be completed before the grant funding is announced.