



Transport  
for NSW

Centre for Road Safety

# Community Road Safety Grants

Guidelines for Applicants

Round two

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# 1 What you need to know about this program before you apply

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## 1.1 About the Centre for Road Safety

The Centre for Road Safety is a part of the Freight, Strategy and Planning Division in Transport for NSW. It is responsible for the development of practical solutions to reduce death and injuries on NSW Roads. It works with key partners such as the NSW Police Force, Roads and Maritime Services and stakeholders such as NRMA Motoring and Services and local councils to develop and implement road safety programs across the community.

In 2013, there were 333 people killed on our roads, down from 369 in 2012. While this outcome is positive, it still represents the tragic loss of lives on our roads. In addition, thousands are seriously injured each year.

Improving road safety in NSW is delivered under the direction of the NSW Road Safety Strategy for 2012-21. The vision of the strategy is 'working towards vision zero', that is, a long term goal that no one will be killed on NSW roads as a result of a crash. The strategy has ambitious targets to reduce fatalities and serious injuries by at least 30 per cent by 2021. Additionally, the NSW 2021 has a target to reduce fatalities to 4.3 per 100,000 population by end of 2016.

To further support the implementation of the strategy, a range of specific sub-plans have been developed, including a focus on:

- Breakdown Safety Strategy
- Motorcycle Safety Strategy
- Pedestrian Safety Action Plan
- Cycling Safety Action Plan
- Speed Camera Strategy
- Aboriginal Road Safety Action Plan

## 1.2 About the Community Road Safety Grants Program

The Community Road Safety Grants Program aims to provide community groups across NSW with the opportunity to implement small scale, local programs within their communities consistent with the NSW Road Safety Strategy. The locally run projects will contribute to increased road safety awareness and understanding, and support safer road use through education of safer behaviours and reduced road trauma. Projects should align with the internationally recognised Safe Systems approach.

The Safe Systems approach to improving road safety takes a holistic view of the road transport system and the interactions among the key components of that system. The road user, the roads, roadsides, the vehicle and travel speeds are part of that system and all have a role to play in helping to keep road users safe.

Applications made as part of the program must be evidence-based, using research or best practice principles. They must address identified local issues, targeting a specific group or issue, and align with the NSW Road Safety Strategy.

### **1.3 Funding**

Grants up to \$5000 (including GST) are available for local community road safety projects, such as educational projects to increase road safety awareness in specific communities.

A limited number of more substantial road safety grants are also available, with funding up to \$30,000 (plus GST). Detailed project plans will be required to demonstrate the need, road safety benefit, and proposed expenditure of projects.

### **1.4 Objectives**

The objectives of the Community Road Safety Grants projects are to:

- Facilitate opportunities for community organisations to work with their communities to improve road safety.
- Develop and implement local projects that improve road safety.
- Contribute to achieving targets in the NSW Road Safety Strategy 2012-2021.

### **1.5 Eligibility**

Transport for NSW will only fund NSW community based organisations.

Applications for grants that may impact upon road infrastructure will be subject to approval by Roads and Maritime Services or local council before being granted.

Proposed projects need to identify the road safety problem, and propose an effective way to address the issue. Proposals will be assessed by a panel using standard assessment criteria.

The following types of organisations are ineligible to apply:

- Individuals
- Research organisations
- NSW Government departments
- Local councils (TfNSW already funds the Local Government Road Safety Program)
- Road safety education programs targeting students or teachers in government and non-government schools (TfNSW already funds the education sectors for road safety education programs)
- Schools (TfNSW already funds the education sectors for road safety education programs)
- Projects that already receive funding or sponsorship from TfNSW.

Funding is not available for:

- Salary costs of staff to manage the project implementation
- Infrastructure already managed by councils or Roads and Maritime Services.

## 2 Application process

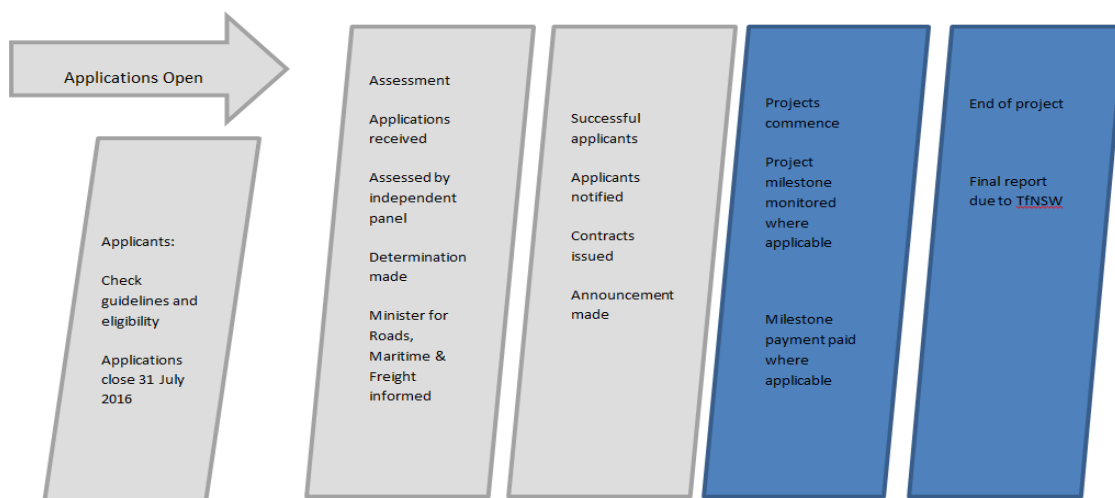


Figure 1 Application process flowchart

### 2.1 Application forms

Forms must be completed for any assessment of your proposal, with no sections left blank. Some supporting documentation will be required, which will be identified on the application form.

The Centre for Road Safety would be pleased to assist you throughout the application process. The Community Road Safety Grants team is available via email at [communityroadsafetygrants@transport.nsw.gov.au](mailto:communityroadsafetygrants@transport.nsw.gov.au) or phone (02) 8265 7372.

### 2.2 Submitting an application

Applications will be accepted via:

Email – [communityroadsafetygrants@transport.nsw.gov.au](mailto:communityroadsafetygrants@transport.nsw.gov.au)

Post – Community Road Safety Grants

PO Box K659

Haymarket NSW 1240

Applications must be received by 5pm, 31 July 2016.

## **3 Assessment and notification**

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### **3.1 Notification of receipt of grant application**

Transport for NSW will confirm to you via email within two business days of receiving your application.

### **3.2 Assessment**

Applications will be assessed by a panel comprising representatives from organisations, including Transport for NSW, Roads and Maritime Services and the NSW Department of Education.

The outcome of the assessment will be approved by the Executive Director, Centre for Road Safety.

The assessments will be based on the selection criteria used in the application form. It is important that applicants ensure all questions are answered fully. Decisions made are final.

### **3.3 Successful applicants**

Successful applicants will be notified in writing by Transport for NSW. Applicants will have 14 business days to reply to Transport for NSW to accept the offer of funding, and agree to the proposed terms and conditions.

### **3.4 Agreements with Transport for NSW**

All successful applicants will need to enter into an agreement with Transport for NSW. There will be two separate agreements applicable to applicants, depending on the level of grant being awarded.

Grants up to \$5,000 – Letter of offer and acceptance.

Grants up to \$30,000 – Letter of offer and enter into a professional services contract. This agreement will set out the roles and responsibilities you have as a service provider, will detail a schedule of milestones as per your project plan, and provide milestone payments in advance based on project reporting.

### **3.5 Funding**

Transport for NSW will allocate an agreed amount of funding for successful grantees. Payments will be made in accordance with the agreement executed between Transport for NSW and the applicant.

Funding for grants of up to \$5000 will be paid at the commencement of the project following the grantee accepting the funding offer. Grants of up to \$30,000 will be paid based on milestones identified in the project plan. To start the project, 40 per cent of the funds will be paid on commencement to support community organisations in the initial outlay of costs. Regular reporting will be required for further payments.

### **3.6 Privacy**

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the Government Information (Public Access) Act 2009 or other lawful requirement. Transport for NSW may use the information you supply to us for the purpose of evaluating the grant programs.

### **3.7 Obligations of successful applicants**

Successful applicants will be required to:

- Disclose information to Transport for NSW on other funding partners of your grant project, if applicable.
- Confirm a final schedule of project milestones and reporting dates relative to project activities, to be included in your grant agreement.
- Execute a grant agreement that sets out terms and conditions associated with the grant.
- Provide evidence of appropriate insurance coverage.
- Forward a tax invoice to Transport for NSW for each instalment of your grant, plus GST if applicable (for larger grants of up to \$30,000).
- Seek prior approval to alter proposed outputs, objectives, timeframe or budget changes of the project.
- Comply with all conditions contained in the Grant Agreement.
- Provide progress report(s) where requested and a final report in accordance with your contract with Transport for NSW.
- Acknowledge Transport for NSW support in all promotional material or any public statement about your project. Your acknowledgement must include the Transport for NSW logo in written material.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available.

### **3.8 Reporting**

Transport for NSW will monitor the progress of projects. Funding is normally provided in staged payments, and continuing payments are dependent on satisfactory progress reports. Your contract with Transport for NSW will detail when they are required.

## 4 Selection criteria

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To apply for a Community Road Safety Grant, applicants need to satisfy all of the criteria detailed below relevant to the grant requested.

### 4.1 Up to \$5000

- The project has a demonstrated need
- A clear description of the need for the project
- The road safety outcome the project will deliver
- How the outcome of the project will be measured
- The project has a road safety focus
- Demonstrate how the project relates to road safety under the Safe Systems approach
- The expected road safety outcomes/benefits
- The project will benefit the community
- The ways the project benefit/enhance road safety in your community or local area
- How will you be able to demonstrate/measure this benefit
- Value for money
- Demonstrate that the budget is appropriate for the proposed project
- The road safety outcomes/benefits of the project compares well with costs
- Partnership with other organisation that add value such as in-kind and other contributions.

### 4.2 Up to \$30,000

- The project has a demonstrated need
- A clear description of the need, supported by evidence for the project in line with the principles of the Safe Systems approach. This should include a sound, comprehensive rationale and appropriate statistics
- Outline in detail how you will evaluate success, the expected road safety outcome and how it will be measured
- The project has a road safety focus
- Provide information on how the project relates to road safety
- Outline the expected road safety benefits/outcomes
- The project will benefit the community
- The ways the project will benefit/enhance road safety in your community or local area
- How you will be able to demonstrate/measure this benefit, including any expected long-term value



- Realistic milestones and breakdown costs for each milestone
- How the project will be delivered. Include key milestones and deliverables for each stage
- Outline the risks for the project and how will you manage these risks
- Remember that grant payments will be linked to milestone dates and progress reports will be required on these
- Value for money
- Demonstrate that the budget is appropriate for the proposed project
- Identify costs for materials, labour, capital, infrastructure etc
- The road safety outcomes/benefits of the project compare well with costs
- Partnership with other organisation that add value such as in-kind and other contributions.