Community Road Safety Grants Program

Guidelines for Applicants

2021 – 2022 Round Seven

July 2021

Contents

1. General

1.1 Definition

In this Funding Agreement, the following terms have the following meaning:

Program: The Community Road Safety Grants funding 2021_22, (the 'grant').

Project: The submission of the grants plan, milestones, deliverables, costing (the grantees 'project').

Grant: The funding from TfNSW ('grant').

2. About Transport for NSW Community Road Safety Grants

Since 2015, Transport for NSW (TfNSW) has been providing grants to communities which support local road safety issues – helping reduce and prevent the number of lives lost and serious injuries on NSW roads.

The Community Road Safety Grants (CRSG) program (funded by TfNSW through the Centre for Road Safety) will award up to $400,000 in round seven of the program in 2021/22.

CRSG aims to provide community groups across NSW with the opportunity to implement small scale, local projects within their communities that align with the NSW Road Safety Plan. These projects will increase road safety awareness and understanding and support safer road use through education about safer behaviours that reduce road trauma.

TfNSW are looking for projects that align with the internationally recognised Safe System approach to improving road safety. This is a holistic view of the road transport system and how its key components work together. This includes the road user, roads, roadsides, the vehicle and travel speeds – all of which have a role to play in helping to keep road users safe.

Applications made as part of the program must be evidence-based with clear links to research or best practice principles. They must identify and address local road safety issues, target a specific group and align with the current NSW Road Safety Plan 2021. Road trauma statistics are available on the Centre for Road Safety website.

Road safety is a shared responsibility.

To achieve the ultimate goal of zero deaths and serious injuries on our roads by 2056, the NSW Government has adopted the Safe System approach.
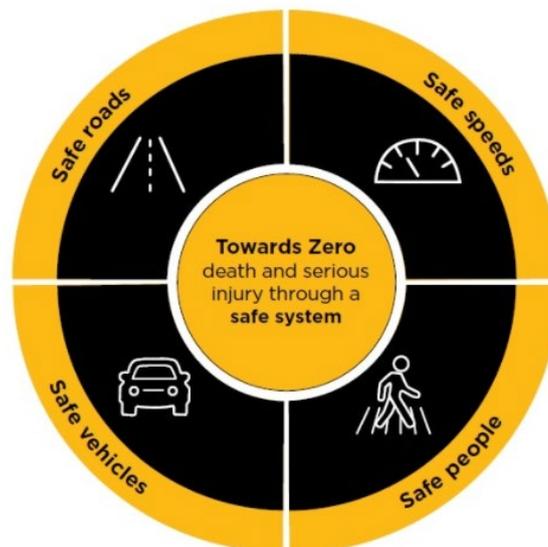
When safer roads, speeds, people, and vehicles work together, they not only keep us moving, they also keep us safe and protected. The grants aim to provide funding to organisations that are looking to implement road safety initiatives that align with the Safe System.

2.1 About the Centre for Road Safety

The Centre for Road Safety (CRS) is a part of the Safety, Environment and Regulation Division in TfNSW. CRS provides leadership in reducing trauma on NSW roads, supporting the delivery of the Future Transport 2056 strategy using the Safe System approach.

The CRS plays a strong leadership and advocacy role in the development of the evidence base, analysis, strategic approach, policies and programs at the local, state and national levels.

It works with teams within TfNSW and key partners such as the NSW Police Force, local government and the education sectors, and a range of stakeholders to develop and implement road safety programs across the community.

The NSW Road Safety Plan 2021 sets out six priority areas and targeted actions for achieving the NSW Government's State Priority to reduce fatalities by 30 per cent by end 2021. The plan also positions NSW to work towards the longer-term goal of zero trauma on the state's road network. The six priority areas in the plan are as follows:

- **Saving lives on country roads –** Reducing fatalities on country roads is one of our biggest challenges and a key focus of the plan.

- **Liveable and safe urban communities –** NSW is a booming state and with more economic activity comes more movement on our roads. The challenge is to keep our urban places liveable and safe.

- **Using the roads safely –** Our community expects everyone to take responsibility for sharing the road safely with others.

- **Building a safer community culture –** Working in partnership with business, industry, education providers and community organisations to build a safety focused culture.

- **New and proven vehicle technology –** The design of your car can make a huge difference to your safety in a crash.

- **Building a safe future –** As the NSW population, road network and trips continue to grow, we have the opportunity to make sure new and upgraded roads are safe by designing in the latest proven safety features.

The NSW Government is now developing a new five year action plan for road safety in NSW. This will build upon the progress achieved through the NSW Road Safety Plan 2021 and set new trauma reduction targets for NSW.

2.2 Objectives

The objectives of CRSG projects are to:

- Facilitate opportunities for community organisations to work with their communities to improve road safety

- Support the development and implementation of local projects that improve road safety

- Contribute to achieving trauma reduction targets in the NSW Road Safety Plan 2021.

2.3 Eligibility

TfNSW will only fund financially viable NSW community-based and charity/not-for-profit organisations, including:

- Incorporated community associations
- Community trusts
- Registered not-for-profits/charities
- Social enterprises.

National organisations are eligible to apply, however the project **must** be implemented in NSW, and must be delivered by a NSW-based office.

To be funded under TfNSW's CRSG, organisations must be incorporated under the Corporations Act 2001 (Cth) or The Associations Incorporation Act 2009 (NSW) (the Act) and the Associations Incorporation Regulation 2016 (NSW). Organisations must have a current Australian Business Number (ABN) (or have proof you have applied for one) that is not for a commercial entity or an individual.

Additionally, applications for grants that may impact upon road infrastructure will be subject to planning approval by TfNSW or local councils before being granted. This is to ensure that they do not overlap with current plans already in place for road infrastructure updates.

Applications require detailed project plans that demonstrate the need, road safety benefit, and proposed expenditure of the project.

Note: *If you are a previous grant recipient and you were not able to meet the requirements of the funding agreement you might be excluded from this round. Please* email us *for more information.*

2.4 Ineligibility

The following are **ineligible** to apply:

- Private businesses
- Individuals
- Research organisations
- Government organisations
- Local councils (TfNSW already funds the Local Government Road Safety Program. Under this program, councils are able to apply for funding for road user safety projects).
- Schools and early childhood services (TfNSW already funds the Road Safety Education Program to support schools and early childhood services).
- Organisations that present road safety programs to school students or children in early childhood services (TfNSW already funds the Road Safety Education Program to support schools and early childhood services).

If you are unsure if you are eligible to apply for a grant, please email us to check your eligibility.

2.5 Funding

There are two categories of grants available.

$5,000 category

Grants up to $5,000 (plus GST) are available for local community road safety projects. This category may include small community education projects such as road rules education, pedestrian safety, or safety for children in vehicles and driveways.

These projects aim to increase road safety awareness in specific community groups or locations.

$30,000 category

A limited number of $30,000 (plus GST) road safety grants are also available. This category applies to more significant projects that involve a broader reach within the community.

Funding is **not available** for:

- Salary costs of staff to manage the project implementation
- Purchase of assets such as vehicles, computers etc.
- Buying gifts for volunteers or participants
- Projects to deliver off-road driver training
- Projects to deliver defensive driver training
- Overseas or interstate travel, accommodation and sundry personal expenses related to travel
- Costs of products or activities which are the core business of the organisation
- Infrastructure already managed by councils or TfNSW
- Projects that already receive funding or sponsorship from TfNSW
- Driver simulators (see Appendices).

3. Assessment

Applications that meet the eligibility criteria will be assessed using a competitive, merit-based process using the selection criteria set out below in section 3.1. This open and transparent process ensures that all applications are assessed fairly.

Applications will be assessed against the selection criteria, scored and ranked against the assessment weighting. Projects that best met the criteria, offer best value and opportunities for improving road safety in NSW communities will be selected for delivery.

Applications will be assessed by the CRSG Assessment Panel. This panel will include road safety subject matter experts from within TfNSW and other NSW Government agencies. The panel decision is final.

TfNSW can answer questions throughout the application process, please email or call us on (02) 8265 7372 if you require assistance.

3.1 Selection Criteria

Applications will be assessed against the following selection criteria:

1. **Demonstrated road safety need for the project**

    a. What is the local need for your project and how does your project address this need?

    b. What road safety outcomes will your project have for your local community?

    c. What current competitors are there to your project? How will your project differ from these projects and provide a positive road safety outcome for the community?

2. **Contribution to improving local community road safety**

    a. How will your project improve road safety? Please provide as much detail as possible

    b. How will your project change road safety behaviours and attitudes within the community?

    c. Which area(s) of the Safe Systems Approach (Safe People, Safe Speeds, Safe Roads and/or Safe Vehicles) will your project target?

Note: Your project can target more than one area.

    d. Explain the rationale/evidence base to support your project or how your project demonstrates best practice approach to road safety or community education (see Appendix 6.2 for more information).

3. **Organisational capacity to support project delivery**

    a. Provide details of your internal resources and capacity to deliver in the time frames provided

    b. Include information on budget planning, organisation structure and any additional support external to your organisation that you may receive.

Note: As per guidelines 1.5 – salaries and consultants are not funded.

4. **Value for money**

    a. Provide details on how your project will relate to potential road safety benefits

    b. Provide a detailed budget on how the funds will be allocated to the project.

If claiming administration costs, you will need to include a detailed breakdown such as, bookkeeping, stationery, postage, fuel, phone calls and internet reimbursements. A line item for "administration costs" will not be accepted.

Any budget claims for catering needs to demonstrate how the cost will support the implementation of your project and benefit the project outcome.

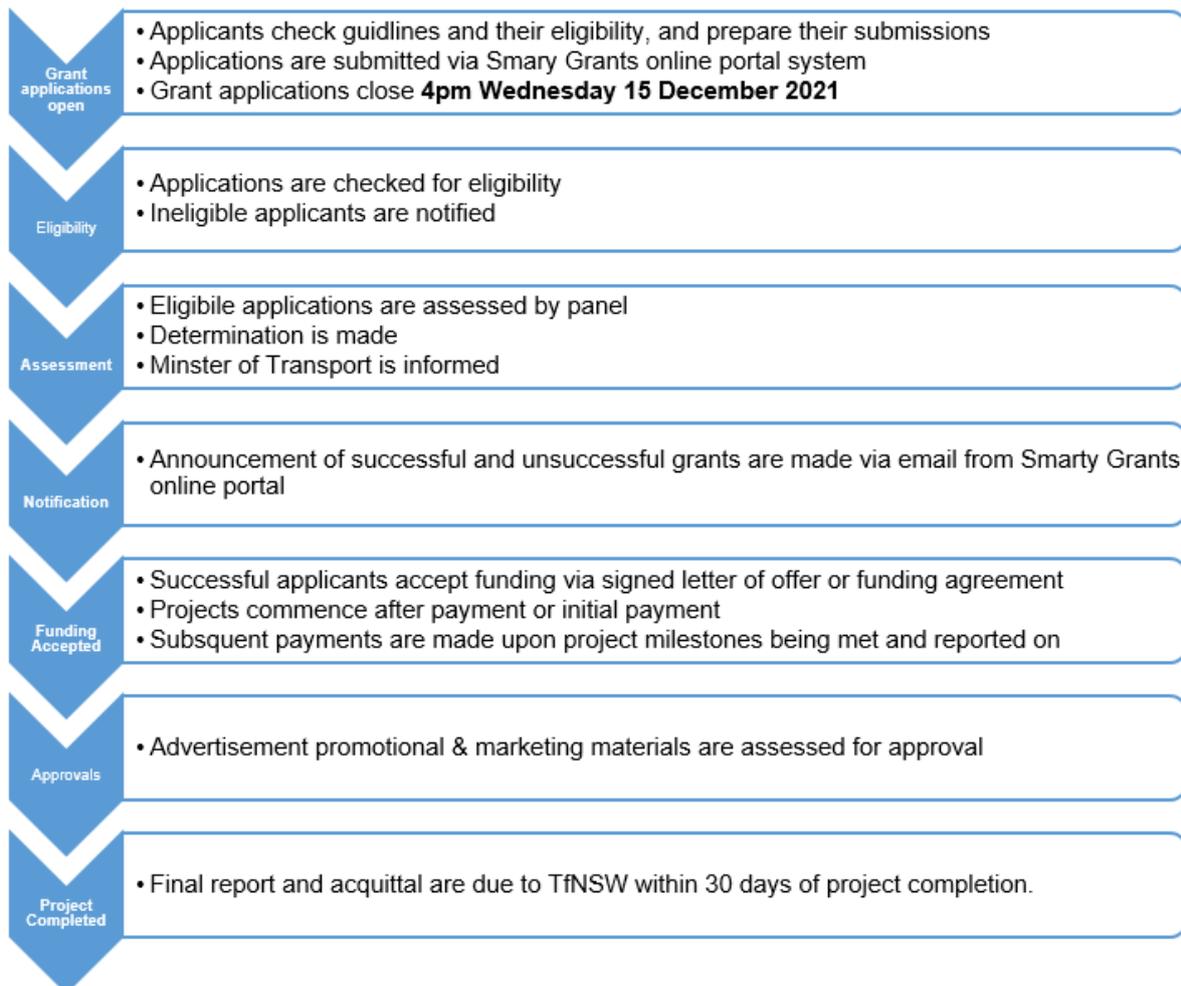   c. Disclose any in-kind and co-contributions you may receive during the delivery of this project.

5. **Project monitoring and evaluation**

    a. How will the intended project outcomes will be achieved

    b. Describe how you will collect results and/or evidence to measure whether the activities have met the project objectives.

Helpful tips

- Always use statistics and numbers as evidence to support your project need – how many people you believe it can impact, reach, and/or educate.

- Stay up to date on current initiatives by TfNSW in road safety so you can be better informed when writing your application and delivering your project.

4. Application Process

Grant applications open
- Applicants check guidlines and their eligibility, and prepare their submissions
- Applications are submitted via Smary Grants online portal system
- Grant applications close **4pm Wednesday 15 December 2021**

Eligibility
- Applications are checked for eligibility
- Ineligible applicants are notified

Assessment
- Eligibile applications are assessed by panel
- Determination is made
- Minster of Transport is informed

Notification
- Announcement of successful and unsuccessful grants are made via email from Smarty Grants online portal

Funding Accepted
- Successful applicants accept funding via signed letter of offer or funding agreement
- Projects commence after payment or initial payment
- Subsqent payments are made upon project milestones being met and reported on

Approvals
- Advertisement promotional & marketing materials are assessed for approval

Project Completed
- Final report and acquittal are due to TfNSW within 30 days of project completion.

4.1 Submitting an application

Applications will be **only** be accepted via our online portal at:

https://roadsafety.transport.nsw.gov.au/aboutthecentre/communitygrants/index.html

Please note:

- Applications must be submitted via this portal. Any applications received outside of this portal will not be accepted.

- Applications must address ALL selection criteria.

- Ensure ALL supporting documents are attached. Failure to do so will adversely impact the assessment of your application.

- Late applications will not be considered. Please check the closing date and time.

5. Assessment and Notification

5.1 Notification of receipt of application

You will receive a confirmation email to acknowledge that your application has been received. This is an automated response from the Smarty Grants portal. Look for an email from service@smartygrants.com.au – you may need to check your junk mail.

5.2 Assessment

Applications are checked for eligibility (see section 2.3 for eligibility criteria).

Ineligible applications will not progress for assessment by the panel. Ineligible applicants will be notified email from the Smarty Grants application portal.

Eligible applications are moved on to be assessed by the CRSG Judging Panel.

Assessment will be made against the selection criteria (see section 3.1 for selection criteria). Applicants are scored against each criterion.

Applicants must ensure all questions are fully answered and address the selection criteria.

Decisions made by the panel are final. Applications will be ranked according to the selection criteria, and the outcome of the assessment by the panel is final.

A limited amount of funding is allocated each year to support community projects. Not all projects are funded. The grant money is a one-off funding arrangement for a specific project.

This is a competitive process, based on the selection criteria. A project funded in one round, may not receive funding in subsequent rounds.

5.3 Unsuccessful applicants

Unsuccessful applicants will be notified via email from the Smarty Grants portal. The judging panel decision is final. We encourage all applicants to email or call us on (02) 8265 7372 at least five days prior to the closing date for clarification on the assessment criteria.

5.4 Successful applicants

Successful applicants will be notified via email from Smarty Grants portal. Successful applicants have 14 business days to accept the offer of funding and agree to the terms and conditions.

5.5 Agreements with TfNSW

Successful applicants need to enter into an agreement with TfNSW.

There are two different agreements for successful applicants. This is dependent on the amount of funding.

- Grants up to $5,000 – letter of offer and acceptance.
- Grants up to $30,000 – letter of offer and funding agreement. The funding agreement sets out the roles and responsibilities your organisation has as a service provider,

details a schedule of milestones as per your project plan, and provides milestone payments in advance based on project reporting.

5.6 Funding

TfNSW will allocate funding for successful grantees in accordance with the agreement executed between TfNSW and the applicant. All monies must be fully expended by the end of the calendar year that funding was received unless an extension has been sought in writing and approved by TfNSW.

Funding for grants of up to $5,000 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.

5.7 Privacy

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

Summary information on successful projects will be published on the Centre for Road Safety website and used in promotional activity.

5.8 Obligations of successful applicants

Successful applicants will be required to:

- Disclose information to TfNSW 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 TfNSW 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 Funding Agreement.
- Provide progress report(s) where requested and a final report in accordance with your contract with TfNSW, this includes photos, videos, and a journey of your project where possible.

- 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. Acknowledgement and publicity guidelines provided by TfNSW must be adhered to.

5.9 Project content development

Successful applicants will be required to supply public-facing information relating to their project to CRS for approval **prior** to proceeding to content production including but not limited to:

- Scripts for videos, radio, social media
- Media releases
- Promotion material such as posters, flyers
- Training material.

All content relating to information released to the public and/or participants must be submitted for approval by TfNSW. Approvals take up to 14 business days.

5.10   Reporting

TfNSW will monitor the progress of projects. Funding for grants up to $30,000 is provided in staged payments. Continued payments are dependent on satisfactory progress reports. Your contract with TfNSW will detail when reports are required.

6. Appendices

6.1 Driving Simulators

The Centre for Road Safety has considered the value of driving simulators and research has found that simulator technology has not yet advanced to the point where it can reliably be used for driver training or as a substitute for practical on-road driving experience.

One of the most comprehensive reviews of literature into the effectiveness of driving simulators as a training and assessment tool suggests that while simulators provide some advantages, they are outweighed by the lack of evidence of transferability of simulated experiences to on-road driving.

Issues include limitations in peripheral vision, speed and depth perception and a general lack of realism. Translating the simulator experience to practical driving is challenging, particularly in developing the higher order hazard perceptions skills that drivers need to respond safely to different road conditions and situations. Many people also report nausea, similar to seasickness, when using a simulator. While driving simulators are potentially useful in learning procedural skills without crash risk, this lack of perceived risk during their learning phase may influence future behaviour and attitudes in real road environments.

6.2 Best Practice or evidence-base

The Centre for Road Safety encourage applicants to visit the Centre for Road Safety for information on the latest road safety trends and evidence-base to support the implementation of local road safety projects. Local councils may also be able to provide local insights into road safety to assist in building an evidence base for the community project.

Projects with an education component are encouraged to outline an understanding or alignment with best-practice education principles to support the success of the project. Organisations such as Adult Learning Australia (ALA) provide insights into best-practice adult education.