

Learner Driver Mentor Programs
Funding program

Funding Program



Department of State Growth



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Overview

Learner Driver Mentor Programs (LDMPs) assist disadvantaged learner drivers to gain the required supervised driving hours to progress to the provisional stage of the Graduated Licencing System (GLS) by matching them to volunteer driver mentors.

The LDMP grants provide funding for community organisations and local government to coordinate these programs.

There are no set limits for the amount of funding a program can apply for but a strong business case should be provided in line with the funding request. Existing programs are encouraged to apply.

Applications for 2019-20 funding open on 1 March and close 29 March 2019.

Funding is made available from the Road Safety Levy to support LDMPs to assist disadvantaged learner drivers gain essential on-road driving experience towards obtaining a driver licence.

The core function of LDMPs is to assist disadvantaged learner drivers who do not have access to a suitable car and/or supervisory driver to obtain their licence by matching them with a volunteer mentor driver. For the purpose of participating in a LDMP, a learner driver meets the disadvantaged criteria if they:

A) Do not have access to a suitable supervisory driver and/or car; and

B) Are not able to afford professional driving lessons to gain the minimum hours required to obtain a driver licence.

Eligibility

Programs need to be attached to an auspicing body to be eligible for LDMP funding. An auspicing body needs to meet the following criteria:

- Not-for-profit organisation, local government, Tasmanian Senior Secondary College or other education institution
- Based in Tasmania

State Growth will not consider applications for funding from:

- Other State and Australian Government agencies or affiliated organisations
- Individuals
- Business – refine further

Note: Programs must not require payments (cash or in-kind) from participants or allow mentors to receive reward for providing mentor driving supervision or mentor as part of their employment.

Applying for funding

There are no set limits for the amount of funding a program can apply for. Programs can apply for funding to **establish, consolidate** or **expand** their LDMP, providing a strong business case can be demonstrated that is in line with the funding request. The funding application will assist programs to outline plans for their program over the funding period.

Applications must be submitted online through SmartyGrants

transport.smartygrants.com.au/LDMP_2019

The following are examples of some items that funding can be applied for, including:

- Coordinator wages (a request to increase hours must be supported by a strong business need).
- Day-to-day running costs of car/s (petrol, rego, insurance, etc).
- Vehicle (provided minimum hours are being met).
- Campaigns aimed at recruiting new mentors and/or learners (i.e. print, social media, etc).
- Costs of 'Working for Children' registration requirements for mentors
- Training for mentors.
- Administration costs (Note: It is expected that auspicing bodies provide reasonable in-kind support, particularly for administration costs).

Auspicing Fees

As a general rule auspicing fees will not be funded under this program. Funding is to be used for the direct costs of operating a LDMP to assist disadvantaged learner drivers obtain their licence and as such it is expected that auspicing bodies provide reasonable in-kind support to achieve this aim.

State Growth considers it is reasonable to have this expectation of auspicing bodies, as in most cases, the aim for operating a LDMP aligns with the core business of the auspicing body. Auspicing bodies generally already have the existing infrastructure in place within their organisations to support the running of a program.

The funding program seeks to ensure LDMPs receive as much funding as is available to assist as many learners as possible and that funding is not reduced by auspicing fees which do not directly benefit the program or learners i.e. centralised finance, human resource, IT, legal, insurance, marketing, communications and governance expenses directly aligned to the auspicing body and not the LDMP.

These fees may also be known as organisational overheads, administration and/or management fees.

Funding requirements and responsibilities

Auspicing Bodies and Programs

It is a condition of Government funding that auspicing bodies and Program Coordinators actively work towards meeting reporting and performance requirements, including:

- **Achieving minimum on-road hours** (1x car =60-80hrs per month) (2 x cars = 120-160hrs per month).
- **Attend workshops** (as required).
- **Provide completed Program Evaluations as required**
- **Provide monthly data reports to Driver Mentoring Tasmania or State Growth**
- **Provide a final evaluation report at the end of the funding period**
- **Spend the amount of hours per week funded by the Government grant to manage programs.**

Programs that receive grant funding will receive a deed outlining the conditions of funding. From 2019-2020 this will include abiding program guidelines set by State Growth. The deed must be signed (usually by an authorised person from the auspicing body) and returned to State Growth for oversighting of the legal obligations entered into by the LDMP. Failure to meet funding conditions will be reviewed by State Growth and in extreme circumstances, may result in funding being withdrawn.

It is understood that on occasions there are circumstances in which meeting these requirements may not be possible (i.e. car not available due to repairs or sickness among participants and volunteers). In this instance, it is expected that a satisfactory explanation is provided in the program evaluation for

State Growth to consider. There is also an expectation that any issues are brought to the attention of DMT as soon as they arise. Providing regular reporting and regular contact with DMT will assist in identifying any such issues.

State Growth

The Department of State Growth (State Growth) are working in close partnership to support LDMPs to continue to deliver benefits to individuals and to the community.

State Growth is responsible for administering the funding program to LDMPs and is also responsible for:

- Providing advice to the Minister on the performance of LDMPs.
- Reporting to the Road Safety Advisory Council (RSAC) on LDMP funding expenditure and performance.
- Setting performance targets and reporting requirements for Government funded LDMPs.
- Implementing continuous improvement processes following a recent evaluation of LDMPs
- Assisting LDMPs with applying for Government funding.
- Supporting Government funded LDMPs to meet performance targets and reporting requirements.
- Monitoring and assessing LDMP performance, recognising achievements and identifying issues to assist in program improvements.
- Working in conjunction with DMT to identify areas where extra support for LDMPs is required.
- Facilitating Workshops for LDMPs (as required).
- Setting strategic priorities for LDMPs.

Driver Mentoring Tasmania

Driver Mentoring Tasmania (DMT), the peak body representing LDMPs in Tasmania, is responsible for:

- Representing and lobbying Government on behalf of member LDMPs.
- Working with Government to identify, prioritise and implement business improvements to support LDMPs.
- Providing high level support and advice to individual LDMPs, including providing tools and advice for managing and administering programs and recruiting and retaining mentors and learners.
- Collecting data and reporting on LDMPs performance to State Growth on a monthly basis.

Assessing applications

A Funding Assessment Panel (the Panel) assesses applications for LDMP funding. The Panel is made up of representatives from State Growth, DMT and an independent body.

The Panel looks for clear, well thought-out, transparent and detailed applications. In assessing applications the Panel:

- looks favourably upon reasonable in-kind support from auspicing bodies;
- looks to grant funds for day-to-day running costs only, unless a strong business case can be demonstrated;
- may exercise discretion in granting the total amount of funding requested; and
- may choose to impose specific conditions upon individual program (i.e. probation periods, increased reporting and/or a reduced funding period).

Usually imposing conditions is only considered necessary if a program is rated as low performing or other major issues are identified which may affect its operation. The Panel may offer a program additional support either from DMT or through additional funding for the Program Coordinator to increase performance and meet additional funding requirements. Conditions of funding will be offered to successful programs for acceptance prior to receiving grant funding.

Assessing existing LDMPs

Funding under this program is extremely competitive and as such the Panel looks to see how well an existing program is meeting all the funding and performance requirements.

Key areas relating to the day-to-day running of a LDMP that are considered by the Panel include:

- **Learners** (number of learner drivers in program, target group strategies for engaging learners)
- **Mentors** (number of active mentors in program, recruitment and retention processes)
- **Vehicles** (vehicle management and safety)
- **Program Coordination** (level of support provided)
- **Program Performance** (on road hours and licensing outcomes)
- **Budget** (costs are reasonable and justified)

Programs are encouraged to refer to the LDMP Toolkit as a resource to assist with managing these aspects of running a LDMP

The Toolkit can be found at: transport.tas.gov.au/roadsafety/people/mentor

Programs can also discuss these aspects of the program with Garry from Driver Mentoring Tasmania (DMT) by calling 0409 832 764 or by emailing garry.obyrne@drivermentoringtasmania.org.au.

Assessing new LDMPs

Currently there is good geographical coverage of LDMPs across Tasmania and as such the strategic focus for LDMPs is improving the performance of individual programs and where appropriate, consolidating.

Future expansion of LDMPs across Tasmania can occur, where required. However, any new application must demonstrate a clear geographical need and target group need and a strong business case.

Existing well performing programs are best placed to expand into high demand areas and as such applications for new programs are carefully considered by the Panel. This approach ensures the most efficient and effective use of LDMP funding and resources.

If an application for a new program is received the Panel first determines whether there is a need for a new program. The Panel looks at the proposed location of the new program to determine whether another LDMP services the area and/or proposed target group. If a strong need is established and expansion via an existing LDMP is not viable, the Panel will assess the merit of the program based on the same key areas of running a program used to assess existing programs (target group, learners, mentors, vehicles, program management and evaluation).

Assessment Process

The Panel uses a 1-3 scoring system (below) to rate how well an existing LDMP is performing in all areas directly related to the day-to-day running of a program.

Score	Description	Full Description
3	Excellent	A strong business case that demonstrates strengths and active strategies in place to address and build upon key program components.
2	Satisfactory	An adequate business case that outlines current practices to maintain program performance.
1	Poor	A weak business case that fails to provide plans and strategies to address key program components.

A score is given for each of the following components: learners, mentors, vehicles, program coordination, program performance and budget. The Panel is guided by this ranking methodology when assessing the budget requests of individual programs and determining the overall amount of funding granted. An example of each rating against the key components is given below.

EXAMPLE OF HIGH AND LOW PERFORMING LDMP PROGRAMS

	HIGH PERFORMING LDMP (SCORE 3)	MEDIUM PERFORMING LDMP (SCORE 2)	LOW PERFORMING LDMP (SCORE 1)
LEARNERS	Program has a high number of actively engaged learners from the program target group who meet the eligibility criteria.	Program has actively engaged learners, mostly from the target group and who meet the eligibility criteria.	Program has a low number of actively engaged learners that are not all from the target group and/or meet the eligibility criteria.
MENTORS	Program has a high number of actively engaged mentors who meet the criteria and comprehensive mentor retention and recruitment strategies in place.	Program has actively engaged mentors who meet the criteria with some mentor retention and recruitment strategies in place.	Low number of actively engaged mentors and few or no retention and recruitment strategies in place.
VEHICLES	Vehicle/s fully insured and registration and scheduled maintenance is up-to-date, modern vehicle (less than 10 years old), vehicle transmission (auto/manual) suitable for program/client's needs. Highly accessible storage location.	Vehicle/s fully insured and registration and schedule maintenance is up to date, older vehicle (more than 10 years old), Vehicle transmission (auto/manual) suitable for program/client's needs, with reasonable access to storage location.	Vehicle/s insurance arrangements are unsatisfactory and registration and scheduled maintenance are behind, vehicle not appropriate to program's needs (manual not preferred), vehicle older than 10 years and stored in a location that has low accessibility.
PROGRAM COORDINATION	Excellent data collection that is up to date and good support from auspicing body. All allocated program coordinator hours used for the program.	Good data collection that is mostly up to date with support from auspicing body. The all or the majority of allocated program coordinator hours used for the program.	Data collection is poor and lack of support from auspicing body to run the program. Not all allocated program coordinator hours used for the program.
PROGRAM PERFORMANCE	Program meets or exceeds expected on road hours each month with 60 to 80 hours per month for one car, of 120 to 160 hours per month for two cars.	Program meets or exceeds expected on road hours most months with 60 to 80 hours per month for one car, of 120 to 160 hours per month for two cars, with reasonable explanations for months that are short.	Program does not meet expected on road hours per month with 60 to 80 hours per month for one car, of 120 to 160 hours per month for two cars, without reasonable explanation.
BUDGET	Budget aligns with the program and costs are justified.	Budget aligns with the program and most costs are justified.	Budget may or may not align with the program, and few costs are justified.