

Community Road Safety Grants Program Guidelines 2021

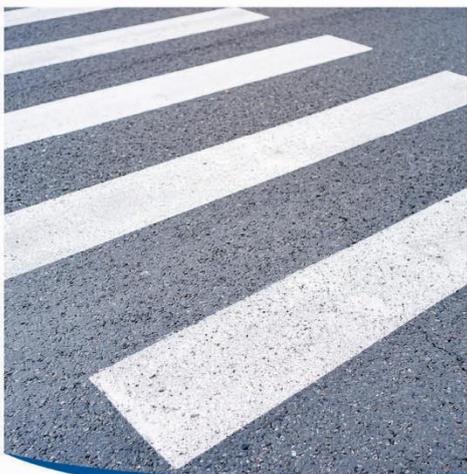


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Road safety in Tasmania

Our vision

Currently around 300 people are seriously injured and killed on Tasmanian roads each year. Our long-term goal for road safety in Tasmania is to have a 'Safe System' of zero serious injuries and deaths on our roads.

The *Towards Zero – Tasmanian Road Safety Strategy 2017-2026* (Towards Zero Strategy) works towards this goal by setting a target for the annual number of serious injuries and deaths on Tasmanian roads to fewer than 200 by 2026.

The Safe System approach

The Towards Zero Strategy is based on the Safe System approach, which is internationally recognised for improving road safety.

The Safe System approach is underpinned by the belief that all road related serious injuries and deaths are preventable and therefore no loss of life is acceptable.

The human body is fragile and not designed to tolerate the impact experienced in motor vehicle crashes, particularly higher speed crashes. A Safe System aims to strengthen the whole system with each of the four elements working together to reduce harm from road crashes.

The four elements of a Safe System are:

- Safe Road Users (encouraging safe behaviour through education, enforcement and regulation)
- Safe Roads and Roadsides (designing and maintaining roads to reduce the risk and severity of crashes)
- Safe Vehicles (designing vehicles that protect occupants, reduce the likelihood of a crash and simplify the driving task)
- Safe Speeds (establishing speed limits that are more appropriate to the safety features of individual roads)

To prevent serious injury and death on our roads, all four elements of the Safe System must work together and continue to be improved. If a crash occurs as a result of a specific weakness of one element, the other three elements either individually or collaboratively should be strong enough to reduce the effects of the crash.

Safe System thinking requires us all to accept responsibility for road safety – road and traffic engineers, vehicle designers, manufacturers and marketers, police, educators, trauma managers, local government and community groups, as well as each of us as individual road users.

Community road safety is a key feature of the Towards Zero Strategy. It is recognised that the Tasmanian community's active engagement in road safety continues to be one of the major contributors to reducing our road trauma.

Communities can support our vision of zero serious injuries and fatalities by developing initiatives that incorporate the Safe System approach to road safety.

1. Community Road Safety Grants

The CRSG Program aims to provide community groups across Tasmania with the opportunity to develop and deliver small scale, local programs within their communities consistent with the Towards Zero Strategy.

The Government has committed \$200 000 from the Road Safety Levy each financial year under the *Towards Zero Action Plan 2020-2024*.

2. Eligibility criteria

Who can apply for funding?

- Local government
- Not-for-profits
- Incorporated associations
- Schools
- Other service areas within the Department of Education (DoE)
- Tasmanian research institutions

Eligible applicants must also:

- Be able to demonstrate they are financially viable and have public liability insurance on request.
- Have acquitted any previous grants received through the Community Road Safety Grants Program.
- Have an Australian Business Number (ABN) and valid bank account.

Who cannot apply for funding?

- Businesses
- Other Government agencies (except schools)
- Individuals

3. Funding

The Community Road Safety Grants for 2021/2022 funding round will be available in two categories - small grants and medium/large grants.

Category One - Small Grants

Grants of up to \$5 000 (plus GST) are available for local community road safety projects, such as educational projects to increase road safety awareness in specific categories (see criteria).

Category Two - Medium/Large Grants

A limited number of more substantial road safety grants are also available, with funding up to \$35 000 (plus GST). Detailed project plans will be required to demonstrate the need, road safety benefit and proposed expenditure of projects.

Funding can cover the cost to develop and implement a project including staff costs but does not include general administration costs such as for internet, telephone, office space and travel.

The assessment panel has the discretion to part or fully fund a project. The decision of the panel is final.

What projects will be considered for funding?

Projects must address a road safety behaviour or road safety user group in the categories below and demonstrate a community focus by addressing a local issue which is evidence-based and has community support. Proposed projects also need to meet the project assessment criteria outlined in this document.

Road Behaviours

- Speeding
- Impaired Driving (drink or drug driving)
- Fatigue
- Not wearing seatbelt
- Obeying road rules

Specific Road User Group

- Young Drivers
- Children, especially 0-5years and 12-15 years
- Pedestrians
- Bicycle Riders
- Motorcyclists
- Older road users

Examples of projects include (but are not limited to):

- Promotional activities that raise awareness and promote safer road user behaviours.
 - Examples include: signage, advertising, sticker, poster competitions, banners or roadside speed displays/trailer.
- Educational activities and other resources that foster safer road user behaviours.
 - Examples include: brochures, short film, social media projects, competitions, quizzes, displays, child restraints or safe vehicle workshops.
- Initiatives, research or policies that influence positive responsible community behaviours and cultures.
 - Examples include: safer driver policies and handbooks, local community road safety research, strategies and plans, community event, bicycle safety program.
- Events or event initiatives that have a road safety outcome or promote road safety.
 - Examples include: free vehicle health checks, child restraint checks, workplace/community/school road safety days.

Digital Message Boards

RSAC will not be providing funding for the purchase of Digital Message Boards in 2021-22. However funding will be available for hire and transportation of Digital Message Boards that are incorporated into a larger scale project.

What projects will not be funded?

Project	Reason it is not eligible for a Community Road Safety Grant
Projects that duplicate existing or proposed projects by Road Safety in State Growth	The Community Road Safety Grants program aims to support local projects that will be of road safety benefit that do not already have resources allocated by State Growth (are not a duplication).
Learner Driver Mentor Programs (LDMPs)	While these programs are important in assisting learner drivers, other funding is available through LDMP grants. For more information, visit: https://www.transport.tas.gov.au/road_safety_and_rules/grants_programs/learner_driver_mentor_program

Driver training, including defensive driving programs	Support for learner drivers is available through the LDMP and further driver training often requires specialist knowledge to deliver training that is evidence based.
Infrastructure projects	While these are an important part of achieving road safety, there are other funding sources available for these types of projects such as the Vulnerable Road User Program. For more information, visit: www.transport.tas.gov.au/roadsafety/roads/vulnerable_road_user

4. Assessment criteria

The Community Road Safety Grants Program is competitive, and applications will be assessed against the following criteria. It is important applicants address each of these selection criteria in their application.

Criteria	Description
Aligns with the Towards Zero Strategy and Safe System approach	How the project will work towards road safety improvements to support the <i>Towards Zero Strategy and Action Plan 2020-2024</i>
Address a road safety behaviour or group based on evidence	Why a road safety issue affecting the community needs addressing and evidence to support the grant application.
Target group identified	How the project will meet the needs of the target group and benefit their road safety.
Support from stakeholders and the community	Who will contribute to the project and who in the community has an interest in seeing the project succeed.
Budget aligns with the project	Are the project costs reasonable and justified.

5. Assessment process

Stage 1

Applications will be reviewed to determine if the applicant and project are eligible for funding. This process does not determine the support of the application but assists to identify which applications may not be eligible before they reach the Panel.

Stage 2

A Funding Assessment Panel will confirm applicants that are ineligible and assess eligible applications against the project assessment criteria. This will assist the panel to rank applications.

Stage 3

The Funding Assessment Panel will make recommendations for the General Manager, Road User Services, State Growth to approve. All applicants receive the outcome of their application in writing.

6. Key dates

Funding applications open	Funding applications close	Applicants notified	Successful applicants receive funding
27 August 2021	24 September 2021	1 November 2021	December 2021

7. How to apply

Applicants should complete and lodge an application online via SmartyGrants from https://www.transport.tas.gov.au/road_safety_and_rules/grants_programs/community_road_safety_grants_program

Applicants who are unable to apply online via SmartyGrants can access a manual application by emailing roadsafetygrants@stategrowth.tas.gov.au

Eligible applicants for Community Road Safety Grants can apply for funding in each round and submit more than one application in each round.

8. Successful applicants

Payment of funds

Successful applicants will be required to enter a formal agreement that outlines the terms and conditions for receiving grant funding. This will be in the form of a Grant Deed (or in the case of DoE, a letter between Department Secretaries). The Grant Deed or letter must be signed by both the applicant and State Growth. State Growth has the discretion to cancel the grant if this is not done within the timeframes advised.

Once either the Grant Deed or letter has been signed, the applicant must provide State Growth with a tax invoice requesting payment of funds, including GST. If an organisation is not registered for GST a tax invoice only for the amount of the funds granted is required.

Funds must be used as indicated in the funding application and in accordance with the terms and conditions of the funding program.

Reporting requirements

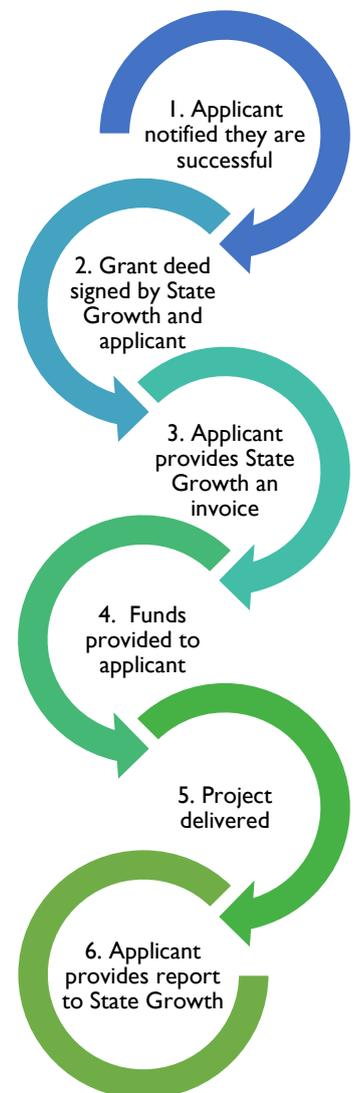
It will be a requirement of the Grant Deed or letter for successful applicants to provide a final report within two months of completing their project.

The project completion date (and other key dates where required) will be determined by the dates listed in the initial application for funding. Any changes to the completion date need to be determined in conjunction with State Growth.

Failure to provide a final report by the deadline may impact an applicant's ability to apply for future grants.

A reporting template will be provided to grant recipients, but it is worth considering the time that needs to be allocated for writing and submitting a report and financial acquittal after the project is completed. Information and evidence that can be used to report on a completed project include (but are not limited to):

- Data and statistics
- Photos
- Stories
- Videos



The Department of State Growth may seek to share Intellectual Property Rights of a project or product on request. Recipients may be requested to participate in media activity and that recipients must state the source of funding in any communications or media, i.e. "This is a Community Road Safety Grant Project funded by the Tasmanian Government".

9. Appealing a decision

State Growth may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

1. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
2. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of State Growth.
3. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing and should be addressed to the Director or Manager of the business unit where the application was assessed.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application

10. Acquittal

What is an acquittal?

An acquittal is a statement that is required to be made by the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form and funding agreement.

How to acquit for a grant

Successful applicants will be required to provide some information about the activities and purchases made along with providing evidence such as any quotes, invoices, receipts, statements, reports, etc. as evidence to support

the acquittal. This requirement may be at various stages of the grant term and will be issued to you electronically through an email link. The form will clearly define what is required of you to complete the acquittal process.

The acquittal form

In addition to ensuring the funding provided was used as intended the questions on the acquittal form help us determine how successful the grant funding program was.

This success is determined by understanding what the project was able to achieve and, how well we were able to deliver the program to our clients. This helps us improve our client service and determine the best place to invest grant funding in the future.

Failure to complete an acquittal

The department has a requirement and responsibility to ensure that the public funding we administer is allocated fairly and spent responsibly. So, we must review the outcomes of grant funding to ensure it aligns to the intended original approved purpose.

Failure to lodge a valid acquittal by the due date will result in the grant funding being required to be repaid back to the department.

11. Grant payments

Applicants will be asked for your bank account details so that we can process successful grant payments. This bank account must be in the same name of the person or business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

For any successful applicants who provides incorrect bank account details, this may result in funds being paid to an incorrect account and then these funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays any funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

For applicant who are successful in being awarded a grant and:

1. their situation changes,
2. they do not complete the activities or tasks required under the funding agreement,
3. they do not use any or all of the funding provided, or
4. the information provided to us is found to be false or misleading,

the applicant will be required to return the funds to the department.

I 2. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the performance of the project for reporting.

I 3. Further information

For further information about the Community Road Safety Grants Program, visit:
www.transport.tas.gov.au/roadsafety/community_road_safety

Or contact:

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I 4. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

15. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

16. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

17. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwlth)*.

18. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains. The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely. The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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