

Learner Driver Mentor Program

Funding Guidelines

Funding Program



Contents

Learner Driver Mentor Programs	3
1. Overview	3
About the program.....	3
About LDMP grants.....	3
Auspicing Fees.....	4
Funding requirements and responsibilities.....	4
Auspicing Bodies and Programs.....	4
State Growth.....	5
Driver Mentoring Tasmania.....	5
2. Eligibility criteria	5
3. Ineligible applicants	6
4. Assessment	6
Assessing existing LDMPs	7
Assessing new LDMPs	7
Assessment Process	8
5. Key dates	11
6. Application process	11
7. Appealing a decision	13
8. Acquittal	13
What is an acquittal?.....	13
How to acquit for a grant.....	13
The acquittal form.....	14
Failure to complete an acquittal.....	14
9. Taxation and financial implications	14
10. Grant payments	14
11. Confidentiality	15
12. Administration and contact details	15
Important note.....	15
13. Publicity of grant assistance	16
14. Right to information	16
15. Personal information protection	16
16. Disclosure	16
17. Disclaimer	17

Learner Driver Mentor Programs

I. Overview

About the program

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.

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 unable to afford professional driving lessons to gain the minimum hours required to obtain a driver licence.

About LDMP grants

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

- Coordinator wages (a request to increase hours must be supported by a strong business need)
- Day-to-day running costs of car(s), (petrol, vehicle registration, insurance, etc.)
- Costs of National Police and Working with Vulnerable People check requirements for mentors.

Community organisations and local governments that receive a LDMP grant must abide by the Program Guidelines set by State Growth.

Auspicing Fees

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 to 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 organisation 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

Programs that receive grant funding will receive a deed outlining the conditions of funding. 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 result in a review by State Growth and 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 amongst participants and volunteers). In this instance, it is expected that a satisfactory explanation is provided in monthly data reporting 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) 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.
- 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.

2. Eligibility criteria

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

2.1 Not-for-profit organisation or local government

2.2 Based in Tasmania

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.

If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact us.

3. Ineligible applicants

State Growth will not consider applications for funding from:

3.1 Other State and Australian Government agencies or affiliated organisations

3.2 Individuals

3.3 Businesses

4. Assessment

A Funding Assessment Panel (the Panel) assesses applications for LDMP funding. The Panel includes representatives from State Growth and DMT.

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 an individual program (i.e. probation periods, increased reporting and/or a reduced funding period).

All applications for this grant will be competitively assessed against each other. To increase the likelihood of receiving grant funding, applicants are advised to answer all questions and provide well thought-out supporting evidence and documentation prior to submitting their application.

It is anticipated that there will be a high number of applications submitted under this program. Funding will be competitive and not all programs may be funded or funded to the requested amount.

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:

https://www.transport.tas.gov.au/road_safety_and_rules/grants_programs/learner_driver_mentor_program

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, 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 scheduled 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. All or the majority of allocated program coordinator hours used for the program.	Data collection is poor and there is a 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.

5. Key dates

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time. Should extenuating circumstances prevent applicants from meeting the deadline, applicants must contact us before the grant program closes to discuss further.

Applicants are advised to submit their application well before the closing date and time. This will allow time for applicants to raise any concerns when submitting their application.

Funding applications open	Funding applications close	Applicants notified	Successful applicants receive funding
26 March 2021	26 April 2021	11 June 2021	By 1 July 2021

6. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

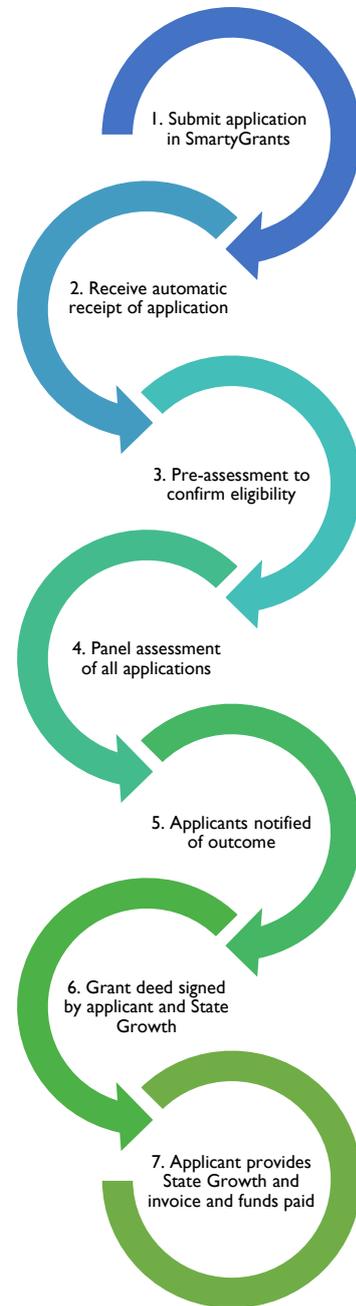
If you do not have internet access please contact us to discuss alternate options.

- Applicants should read the guidelines carefully before starting an application.
- This is a competitive merit-based process. Meeting the eligibility criteria will not automatically result in a successful application.
- There will be no opportunity to change an application or provide further information to support it once it has been submitted. Therefore applicants should ensure that all supporting documentation provided is accurate and has been attached correctly before submitting their application.
- Applicants should complete and lodge an application online via SmartyGrants from Department of State Growth website
http://www.transport.tas.gov.au/road_safety_and_rules/grants_programs/learner_driver_mentor_program
- Applicants who are unable to apply online via SmartyGrants can access a manual application by calling the Department of State Growth on 6166 3245.

- **NOTE: Applications close on 26 April 2021 at 5 PM.**
- Following the submission of your application via SmartyGrants you will receive an automatic receipt of your application. This receipt will include details of the application and a unique application ID.
- Applications will be assessed by departmental assessment team and forwarded to the Funding Assessment Panel (the Panel) for decision.
- Applicants will be advised of the outcome of their application once considered by the Panel.

A strong application:

- Is submitted before the closing date and time.
- Meets all aspects of the eligibility criteria.
- Demonstrates a good understanding of the purpose of the grant program.
- Shows that the activity or project to be undertaken and the grant funding aligns to the purpose of the grant program.
- Has clear well-structured answers to all the assessment criteria questions.
- Contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.



7. 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.

8. 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 as a link to an acquittal form. 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 helps us determine how successful the program was at achieving the objectives.

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. As such 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.

9. Taxation and financial implications

Grants under the program attract Goods and Services Tax (GST). Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. A valid tax invoice must be supplied, by the successful applicant, to the Department where GST applies to the grant funding.

The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

It is strongly recommended that potential applicants seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

10. 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 organisation 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 applicants 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 part or all funds to the Department.

11. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Funding 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.

12. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: Alysse Gavlik at Alysse.Gavlik@stategrowth.tas.gov.au, or 61 66 3245; or Tegan Pearce at Tegan.Pearce@stategrowth.tas.gov.au or on 61 65 5030.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

Important note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

13. 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.

14. 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*.

15. 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.

16. 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).

17. 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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