TAC Towards Zero Community Grants Program – Guidelines

2019
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Towards Zero

ROAD SAFETY IN VICTORIA

Victoria's road safety strategy, the *Towards Zero Strategy and Action Plan 2016-2020* (Towards Zero) was developed in partnership by the Victorian Government, the Transport Accident Commission (TAC), VicRoads, Victoria Police, the Department of Justice and Community Safety and the Department of Health and Human Services.

Towards Zero is Victoria's plan to reduce road trauma to zero. We're aiming for a future where no person is killed or seriously injured on our roads.

In 1971, 1061 people were killed on Victorian roads. If back then we said that five decades later we would have four times as many cars on the road and less than 250 people killed on the roads in a year, many people would say that wasn't possible.

Zero people injured on our roads can be achieved in our lifetime if we all play our part. This means being safer road users, using safer vehicles, travelling at safer speeds and building safer roads.

The only acceptable number of people killed and seriously injured on the roads is zero. No one deserves to be killed or seriously injured on our roads.

Every two hours someone is killed or suffers from serious, life changing injuries as a result of road trauma.

Everyone has the right to use roads without threat to their life or health.

Road trauma is not about numbers published next to the words 'road toll'. It is about people's brothers, sisters, children, parents, friends and colleagues. It is about all Victorians.


TAC ROAD SAFETY GRANTS

The TAC supports evidence based initiatives and organisations that reflect our values and engage with our stakeholders in meaningful ways.

Local road safety issues are often best dealt with at a local level and community-based road safety programs that align to Towards Zero are important in reducing road trauma.

The TAC offers two grant programs that are designed to engage the Victorian community in the Towards Zero Strategy and Action Plan 2016-2020 by supporting them to recognise and address road safety issues affecting their local area.

- TAC Towards Zero Community Grants
- TAC Local Government Grants

Each grant program is specifically tailored to focus on key Towards Zero priorities affecting Victoria.

These guidelines provide information about the program focus, application and assessment process and the grant management and reporting requirements for the [TAC Towards Zero Community Grants Program](http://www.towardszero.vic.gov.au).
TAC Towards Zero Community Grants Program

WHAT IS THIS PROGRAM?

This grant program aims to engage the Victorian community in the Towards Zero Strategy Action Plan 2016-2020 by recognising and addressing specific road safety issues affecting their local area.

Communities often have particular road safety needs and local community groups can be well-placed to identify these specific problems and implement solutions.

Your ideas are valuable and this program provides grants to support local not-for-profit community groups and organisations develop and implement effective community-based road safety projects targeting local road safety issues.

2019 PROGRAM FOCUS

You're invited to get involved and apply for a project that will improve road safety outcomes in your local community.

Projects that deliver benefits to vulnerable road users (i.e. pedestrians, cyclists and motor cycle riders) will be prioritised in the 2019 grant program.

WHAT FUNDING IS AVAILABLE?

Grants of up to $30,000 (ex. GST) are available.

WHEN DOES THE GRANT ROUND OPEN?

There are two TAC Towards Zero Community Grant funding rounds each year.

Refer to the Key Dates table below for grant round timelines and www.tac.vic.gov.au/tzcg for specific dates.

<table>
<thead>
<tr>
<th>Round</th>
<th>Applications Open</th>
<th>Applications Close</th>
<th>Assessment</th>
<th>Notification</th>
<th>Project Delivery Timeframe</th>
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<tr>
<td>TAC Towards Zero Community Grants Round 1</td>
<td>Early-April 2019</td>
<td>Early-May 2019</td>
<td>Mid-May 2019</td>
<td>Mid-June 2019</td>
<td>12 months from project start date</td>
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<td>TAC Towards Zero Community Grants Round 2</td>
<td>Mid-September 2019</td>
<td>Mid-October 2019</td>
<td>Late October-Early November 2019</td>
<td>Mid-November 2019</td>
<td>12 months from project start date</td>
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Eligibility

WHO CAN APPLY?
To be eligible for funding you must be Victorian based, financially viable and one of the following:

- Incorporated community association
- Community trust
- Not-for-profit
- Social enterprise
- Charity
- Local school
- Local government authority

If your organisation is unincorporated (e.g. does not have an ABN or incorporation number) it will need an auspice. An auspice is an organisation that meets the eligibility criteria and will receive the money on behalf of the applicant. The auspice will be accountable for the expenditure of funds and responsible for reporting and delivery of the project.

To be eligible for a TAC Towards Zero Community Grant, the project that is seeking funding must:

- be delivered within 12 months of the project start date
- align to the 2019 Program Focus noting that projects that deliver road safety benefits to vulnerable road users (i.e. pedestrians, motor cycle riders and cyclists) will be prioritised.
- follow Project-Specific Guidelines (if applicable)
- not have been previously been funded by the TAC.

WHO IS NOT ELIGIBLE TO APPLY?
The following groups are not eligible to apply for funding through this grant program:

- Individuals
- Organisations who are primarily for-profit, including businesses
- State government departments/organisations (excluding schools).
What projects will be funded?

You are invited to submit an application for projects that:

- align to the Towards Zero Strategy and Action Plan 2016-2020 to reduce the number of people killed and seriously injured on Victorian roads
- are community-focused, partner with local community groups and organisations and are culturally inclusive
- are road safety-focused and address specific local issues
- identify specific target groups and specific road safety objectives, and are supported by evidence-based research or principles which suggests they have potential for success
- can be measured and evaluated
- are sustainable in the longer term without being reliant on continued TAC funding
- provide opportunity to be adopted by communities throughout Victoria and adapted if necessary.

PROJECT-SPECIFIC GUIDELINES

The following project types have been evaluated based on past projects and are subject to Project-Specific Guidelines:

- Community Road Safety Strategy and Action Plan Projects
- Variable Message Sign (VMS) Projects
What projects will not be funded?

Some projects will not be funded because there are existing good practice programs already available targeting the issue, or because the evidence and research available does not support its approach.

Projects that won’t be funded include:

- **Development of Existing Programs**: Developing road safety programs that the TAC and/or their Road Safety Partners (Victoria Police, VicRoads, Department of Justice and Community Safety, Department of Health and Human Services) have already developed based on best-practice.

- **Driver Training and Education Programs**: The TAC invests in a number of programs that focus on driver training and education. This includes the practical safe driving program, Road Smart, and also a number of existing school and community based programs available through our Road Safety Partners.

- **One-off Events**: This may include one day expos or road safety shows. There is no research evidence to suggest these one-off programs have any influence on changing attitudes and behaviours or reducing road trauma. Often these types of programs are not consistent with sound educational principles.

- **Permanent Infrastructure, Signage or Enforcement Programs**: Although an important part of Towards Zero, there are other funding sources available for these types of programs.

- **Advertising Campaigns**: Public education campaigns play an important part in improving road safety outcomes. Because public education is executed through Towards Zero, they cannot be funded through this grant program.

- **Research Projects**: Research is critical in understanding and addressing road safety priorities. Research projects and priorities are decided as part of the TAC’s overall road safety strategy and will not be funded in the 2019 grant program.

- **Breathalyser Projects**: The TAC has supported many breathalyser projects in the past; however these will be excluded from the 2019 grant program to allow more opportunities for other initiatives.

Some administrative costs will not be funded. These include; staff costs, catering, and room hire.
How to apply for funding

APPLICATION
Applications are to be submitted and managed online through SmartyGrants, a grants management platform. To apply for funding, visit www.tac.vic.gov.au/tzcq and click Apply. Applications will only be accepted during the dates and time outlined on the TAC website. Late applications will not be accepted.

All funding amounts referenced in the application form are to be exclusive of GST.

PRE-APPLICATION CHECKLIST
The following steps are recommended to be completed prior to submitting an application:

- Work with your local community to identify key road safety issues
- Collect and analyse relevant information to support your application. Refer to the TAC’s data visualisation tool to help better understand Victorian road trauma statistics.
- Undertake the Towards Zero eLearning Module to help improve your understanding of how Towards Zero is minimising the risk of death or serious injury on the roads
- Review and follow the TAC Project-Specific Guidelines
- Read the TAC Standard Funding Agreement Terms and Conditions
- Review the Smarty Grants Applicant Help Guide
- Email any questions regarding the project and/or application to the TAC Road Safety Programs Team crsg@tac.vic.gov.au
Assessment

ASSESSMENT PROCESS

The TAC adopts an open, transparent and objective assessment process which consists of the following stages:

1. **Eligibility** - each application is assessed against the eligibility criteria. Applications must adhere to eligibility standards outlined in ‘Who can apply?’ on page 5. **Ineligible applications will not progress past this stage.**

2. **Assessment** - each eligible application is individually reviewed and assessed against the defined assessment criteria. This assessment is undertaken by a panel of subject matter experts from the TAC and key Road Safety Partners.

3. **Recommendation** - All assessments are compiled into a recommendation report and the final decision is made by the TAC.

During the assessment process, the TAC may negotiate grant amounts, project plans and conditions. The outcome of these negotiations will impact the success of the application.

ASSESSMENT CRITERIA

All eligible applications will be assessed against the following assessment criteria:

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<tr>
<th>Criteria</th>
<th>Description</th>
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<tr>
<td>1. Improving local community road safety</td>
<td>The application clearly outlines:</td>
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<td>- The road safety issue affecting the local community, the target audience and the need for the project (e.g. crash data, anecdotal evidence, survey outcomes, and observational data and police records).</td>
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<td>- The objective of the project and how it supports the <a href="#">Towards Zero Action Plan 2016-2020</a> by improving road safety knowledge, attitudes and behaviour for the target audience.</td>
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<td>- A clear project plan that outlines activities, deliverables, timeline and the anticipated road safety and outcomes.</td>
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<td>- How the project is supported by recent and relevant evidence, and good practice principles to ensure its success.</td>
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<td>2. Partnerships, community engagement and capacity</td>
<td>The application demonstrates:</td>
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<td>- One or more partnerships and outlines their role and responsibilities in the delivery of this project.</td>
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<td>- How the project will engage the local community.</td>
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<td>- That the project team has the capacity and expertise to deliver a well-planned project.</td>
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<td>3. Project monitoring and evaluation</td>
<td>The application outlines:</td>
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<td>- How the project will be monitored to measure its impact on the local road safety issue. This includes outlining the evaluation design, methods and type of data that will be collected.</td>
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<td>4. Value for money</td>
<td>The application outlines:</td>
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<td>- A realistic project budget that reflects project activities and deliverables.</td>
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<td>- How the project will be sustained in the future without ongoing TAC support. Co-contributions and in-kind support will be taken into consideration.</td>
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NOTIFICATION AND FEEDBACK

All Applicants will be informed of the outcome of their application and provided feedback via email no later than eight weeks after the closing date. Refer to Key Dates table on page 4.
Successful Applications

FUNDING AGREEMENT

All successful Applicants will need to sign a TAC Towards Zero Community Grant Funding Agreement and agree to the TACs Funding Standard Terms and Conditions.

These documents outline the roles and responsibilities of the successful Applicant and the TAC.

The TAC Towards Zero Community Grant Funding Agreement will detail the reporting and payment schedule (ex. GST) and final project plan.

Project delivery

All project activities must be completed within 12 months of the TAC Towards Zero Community Grant Funding Agreement commencement date unless otherwise agreed to by the TAC.

Reporting

Reporting is required to monitor project progress and ensure projects have been delivered as agreed.

All reporting will be completed and submitted online using SmartyGrants.

We acknowledge that not all projects are the same, and in an effort to make the complicated simple, we offer two reporting options:

1. **Projects under $10,000 (ex. GST) and/or delivered within three months:**
   Successful Applicants will be required to report at the following stage:
   - **Final Report** (at the conclusion of project activities), this includes a financial acquittal for all expended funds (ex. GST).

2. **Projects over $10,000 (ex. GST) and/or delivered over three months:**
   Successful Applicants will be required to report on the project at two stages.
   - **Progress Report** (mid-way through project); and
   - **Final Report** (at the conclusion of project activities), this includes a financial acquittal for all expended funds (ex. GST).

Payments

The payment schedule for each successful project is outlined in their TAC Towards Zero Community Grants Funding Agreement.

Payments are triggered by the execution of the TAC Towards Zero Community Grants Funding Agreement and the receipt and acceptance of project reports.

**Standard Payment Schedule**:  
1. Establishment payment (**50 per cent**)  
2. Final Payment (**50 per cent**)  

*Payment Schedules for Variable Message Signs can be negotiated.*

TERMS AND CONDITIONS

The TACs Funding Standard Terms and Conditions are available online and should be reviewed prior to submitting an application.

LEGISLATION COMPLIANCE

Successful Applicants will have to agree to meet some important Occupational Health and Safety Guidelines and, in some cases, this may include stringent requirements (e.g. if the project involves children, all adults involved may require a ‘Working with Children’ check).
Successful Applicants will need to consider whether the project will be subject to any legislation. Some important issues to consider are:

- **Appropriate insurances**, including WorkCover insurance, for project activities. Successful Applicants will be required to provide TAC certificates of currency for the following insurances prior to commencing project activities:
  - Professional indemnity insurance - $1,000,000.00
  - Public liability insurance - $5,000,000.00
  - Workers compensation insurance under the applicable legislation; and
  - Personal accident insurance to cover any risks in relation to the project.

- **Privacy implications** relating to the collection and use of personal information. This includes obtaining consent to use names and images of people involved in the project.

- Staff or volunteers **working with children** may need to have a ‘Working with Children’ and/or Police check.

- Any **occupational, health and safety** issues that may be associated with the project.

**PROMOTION**

All successful projects will be publically announced by the TAC and will be published on our website [www.tac.vic.gov.au/tzac](http://www.tac.vic.gov.au/tzac)

Successful Applicants will be required to cooperate with the TAC on publicity matters.

Successful Applicants will need to seek written consent from the TAC before making any public statements, including any media releases about the TAC or in connection to their successful grant. Read the [TACs Funding Standard Terms and Conditions](#) for more information.

**Contact us**

For further information, or to discuss a project idea and application email [crsq@tac.vic.gov.au](mailto:crsq@tac.vic.gov.au)