TAC TOWARDS ZERO COMMUNITY GRANTS PRE-APPLICATION CHECKLIST

The following steps are recommended to be completed prior to submitting an application:

1. **Read and Understand the** 2019 TAC Towards Zero Community Grant Program Guidelines, and if applicable, the TAC Project Specific Guidelines for Variable Messaging Signs or Community Road Safety Strategy and Action Plans.

   Make sure you have reviewed the program guidelines and understand:
   - **The 2019 program focus**
   - Grant program timelines, including project delivery timeframe conditions
   - The assessment process and assessment criteria
   - Requirements of successful applications. This includes reviewing the TAC Standard Funding Agreement Terms and Conditions and understanding the funding agreement process, progress reporting requirements and payment schedule.

2. **Work with your local community to identify key road safety issues**

   Communities often have particular road safety needs and local community groups can be very well-placed to identify these specific problems and implement solutions. Ensure you are engage the local community in your project.

   Make sure you include any community partners you plan to engage in your application.

3. **Collect information to support your application.**

   You will need to clearly identify the local road safety issue affecting your community, demonstrate the need for your project and provide some supporting evidence.

   Here are a few types of support to consider:
   - Community support (i.e. letters of support, evidence of community engagement, council strategies and/or plans to engage the community.
   - Risk based data (i.e. traffic counts, pedestrian/cyclist numbers, vehicle numbers, existing conditions Road Safety Audits, risk assessments, consultant reports, research reports, customer requests etc.)
   - Upload any attachments to justify your project.

   [TAC’s data visualisation tool](#), this is available to help better understand Victorian road trauma statistics.

4. **Think Towards Zero principles**

   Think projects that deliver benefits to vulnerable road users (i.e. pedestrians, cyclists and motorcycle riders) that are consistent with the [Towards Zero Strategy and Action Plan 2016-2020](#).

   Learn how Towards Zero is minimising the risk of death or serious injury on our roads:
   - Visit [Towards Zero](#) and familiarising yourself with the [Towards Zero Strategy and Action Plan 2016-2020](#)
   - Undertake the [Towards Zero eLearning Module](#)

5. **Review the** [Smarty Grants Applicant Help Guide](#)

   All applications will be made via online Grant Management Database SmartyGrants so ensure you are familiar with the program.
6. **Know the cost break down for your project!**

   Your application will be assessed against value for money. It’s beneficial to provide a detailed project budget that includes outlining key income and project expenditures.

7. **Ask questions!**

   We are here to assist with your project application. Email any questions to crsg@tac.vic.gov.au or contact us on 5225 6843