

TAC



TAC

Youth Grants Guidelines

2016



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QUICK REFERENCE GUIDE

Aims of the Youth Grants program

The Transport Accident Commission (TAC) is offering an opportunity for youth-focused organisations in Victoria to apply for funding under its Youth Grants Program. Applications are invited for 3-year proposals that enable applicant organisations to build and enhance protective factors supporting at-risk young people.

The Youth Grants Program support organisations to strengthen the resilience, well-being and community participation of Victoria's young people, and to achieve improved road safety outcomes for at-risk youth, consistent with the Towards Zero approach to road safety.

Funding limit

The Youth Grants Program is a one-off program with a budget of \$1.4m to support projects over a three-year period (2017-2019) with two rounds of funding (2016 and 2017). Applicants can apply for project funding up to \$200,000 in the first round in 2016, to be spread over three years. Applicants can submit multiple applications in the first round but must prioritise them. Applications will be assessed on merit and value for money. The selection process is competitive and only the highest-ranked applications will be supported.

A second round of funding is planned 2017. Both successful and unsuccessful applicants from the first round will be eligible to apply for funding in round two. The TAC will advise of dates for the second funding round in late 2017.

How to submit your application

In order to be considered, the TAC must receive your emailed application, including all signatures and supporting documentation, before **3:00pm on Wednesday 22 December 2016**. Applications must be emailed to youthgrants@tac.vic.gov.au

Web location, email and phone contact

You can find more information and the latest news for the Youth Grants Program online at <http://www.tac.vic.gov.au/about-the-tac/grants-and-partnerships/youthgrants>.

You can also contact the TAC Youth Grants Program Coordinator on (03) 5225 7443 or the Youth Grants Program mailbox (youthgrants@tac.vic.gov.au) for further information about the program or for assistance with your application.

ROAD SAFETY IN VICTORIA

Towards Zero

In line with *Towards Zero 2016-2020 – Victoria's road safety strategy and action plan*, the TAC and its road safety partners are aiming for a future where every journey is a safe one.

This approach is based on the premise that we all make mistakes on the road, but no-one should die because of a mistake. To accommodate human fallibility, we need to build a system that reduces the risk of death and serious injury – in other words, a Safe System.

Safe System

“Safe System” model is a holistic approach to reducing road trauma. It is underpinned by three principles:

- People make mistakes
- People have a limited tolerance to injuries
- Safety is a shared responsibility

The safe operation of a road system is influenced by four key variables - vehicle design, travel speed, road engineering and road users' behaviour. We can apply the Safe System principles to these variables (known as the Safe System Pillars) to identify interventions that reduce the likelihood of a road user being killed or injured in a road crash.



Safer roads

Improvements to infrastructure are ongoing, because roads and roadsides play a vital part in helping to reduce the severity of a crash or prevent crashes from occurring in the first place.

Safer speeds

Our bodies cannot withstand high speed impacts and we are at greater risk of death or injury if hit at impact speeds above 30km/h. A safer road system encourages travel speeds that take into account the hazards in the surrounding environment, the risks to other road users and the human body's capacity to withstand damaging impact forces.

Safer vehicles

Improving how well a vehicle protects people in a crash, or how well it can avoid a crash in the first place, can help to reduce trauma. In fact, if everybody upgraded their vehicle to the safest in its class, road trauma would drop by a third.

Safer road users

A safe road network is a shared responsibility in which we all play an important part. By acting in a safe manner we can protect ourselves, and protect those around us, helping Victoria to move Towards Zero. Reducing drink and drug driving, helping novice drivers to make safer decisions and encouraging drivers, cyclists, pedestrians and motorcyclists to share the road are examples of a Safe System approach to safer road users.

Applicants are encouraged to complete the Towards Zero eLearning Module, at the TAC website listed below.

More information about the Safe System approach can be found online:

Towards Zero
www.towardszero.vic.gov.au/

The TAC
www.tac.vic.gov.au/road-safety/towards-zero

WHAT IS THE YOUTH GRANTS PROGRAM?

The Transport Accident Commission (TAC)

The TAC manages Victoria's compulsory, no-fault insurance scheme for transport injuries. It works with road safety stakeholders and invests in road safety programs to help reduce the level of death and injury across the state. The TAC supports the Safe System approach to road safety.

A safe road network is a shared responsibility in which we all play an important role. By acting in a safe manner we can protect ourselves, and protect those around us, helping Victoria to move Towards Zero.

This can be achieved when companies, communities and individuals take responsibility for road safety. The TAC recognizes the importance of working with young people in Victoria to promote the Safe System approach and enable safer road users for the future.

Why is the TAC supporting programs for youth?

Young people are particularly vulnerable road users. A quarter of all road deaths involve a young driver. No two young people are the same but, as a group, they are less experienced on the road, more likely to be involved in risk taking, drive older cars with fewer safety features and spend more of their time driving at night, a particularly risky time for an inexperienced driver.

The TAC sees the benefit of strengthening young people's resilience and emotional awareness, building their sense of connectedness and supporting their capacity to make safer choices in face of peer pressure to take risks. Assisting young people to effectively manage potentially risky situations has a significant road safety value, in addition to benefitting adolescent health and wellbeing.

The Youth Grants program

The TAC is offering funding to youth-focussed organisations that are currently providing programs to build and enhance the protective factors for at-risk youth. The Youth Grants Program aims to enhance the breadth of outcomes of these programs, with the effect of equipping participants to make safer choices and, thereby, enabling young Victorian people to become safer drivers.

The TAC does not intend to mandate the type or design of programs that will be funded through the Youth Grants Program. The TAC will look to support existing and effective programs to enhance their focus on building protective factors for at risk young people.

The evidence base linking protective factors and high risk drivers is presented in Appendix 1 - Guidance for Identifying Risk and Protective Factors for Young People. Applications must demonstrate clear alignment with these guidelines, and must set out the research and evidence underpinning the applicant's choice of program design.

This is a one-off program that will provide the successful applicants with funding for up to three years.

WHO CAN APPLY FOR FUNDING?

The Youth Grants Program will fund Victorian youth-focused organisations that deliver services aimed at:

- Enhancing protective factors for at-risk youth in the community
- Demonstrating a commitment to best practice
- Promoting a broader understanding within the community of the Victorian Government's Towards Zero approach.

Individuals cannot apply for funding and there are some rules about the organisations that can apply:

- Your organisation must be an incorporated body.
- Your organisation must have an ABN.
- Your organisation must be registered for GST.
- You will need to show your organisation is financially viable.
- Your application must include your organisation's audited financial statements.

The Youth Grants Program is intended to build on existing youth programs and will not fund one-off projects. Applicants that are either successful or unsuccessful in the first round of funding will be eligible to apply for funding in the second funding round in 2017. Multiple applications from individual applicants will be considered for funding by the TAC, however, they must be prioritised for funding by the applicant.

What projects will be funded?

The Youth Grants Program is an opportunity for youth-focused organisations who are already engaging with at-risk youth to develop, modify and implement innovative programs that will help foster protective factors in young people throughout Victoria.

Characteristics of effective programs

To be eligible for the Youth Grants Program, applicants must demonstrate alignment to the following effective program characteristics:

- A primary focus on working with at-risk young people to foster protective factors for them (as outlined in the Appendix 1- Guidance for Identifying Risk and Protective Factors for Young People).
- Multi-action and integrated programs that are delivered over an extended period of time (up to three years).
- Use of an evidence base underpinning your proposed program, explaining the research evidence supports your organisation's proposed approach to enhancing protective factors for at-risk young people.
- Capacity to collect and monitor data on outputs and outcomes of the project.
- An understanding of, and alignment to, the Towards Zero approach to road safety.
- Willingness to participate in a 'community of practice' with other funded projects to promote shared learnings and best practice.
- Willingness to participate in an external evaluation.

Some applications will not be supported by the TAC due to the existence of alternative funding streams already available to applicants.

Applications that do not demonstrate the key aspects and characteristics of an innovative program to foster protective factors for at-risk youth, as well as alignment with the Towards Zero approach, will not be supported.

Applications that won't be supported by the Youth Grants Program include:

- Projects deemed more appropriate for other government funding streams.
- Projects with a specific road safety focus, rather than programs that aim to build young peoples' resilience.
- One-off projects.

HOW TO APPLY FOR FUNDING

The application form

The application form can be downloaded in PDF or Word format at:

<http://www.tac.vic.gov.au/about-the-tac/grants-and-partnerships/youthgrants>

All sections must be completed. If you have any problems or questions while completing the application, please contact the TAC Youth Grants Program coordinator on (03) 5225 7443 or the Youth Grants Program mailbox (youthgrants@tac.vic.gov.au).

There are guidelines for preparing your funding application at Appendix 2.

Closing dates

Applications close at **3:00pm on Wednesday 22 December 2016**. The TAC will advise of dates for the second funding round in late 2017.

Submitting your application form

In order to be considered, the TAC must receive your emailed application, including all signatures and supporting documentation, before **3:00pm on Wednesday 22 December 2016**. Applications must be emailed to youthgrants@tac.vic.gov.au.

Assessment process and feedback

Applications will first be assessed by the TAC to determine suitability to the Youth Grants Program. A short list of applicants will then be assessed by an assessment panel including representatives from the TAC and other key stakeholders from road safety partner agencies using the selection criteria outlined in the following section.

Agreements with the TAC

All grant recipients must sign an agreement with the TAC. Full details of the funding conditions can be downloaded from <http://www.tac.vic.gov.au/about-the-tac/grants-and-partnerships/youthgrants>.

The main provisions of this agreement cover:

Funding

A schedule of payments will form part of the funding agreement. Payments will be made upon completion of agreed project milestones. For example, a project granted \$100,000 could be funded as follows:

- 10% after the agreement is signed and returned.
- 25% upon completion of milestone 1, and acceptance by the TAC of a progress report.
- 25% upon completion of milestone 2, and acceptance by the TAC of a progress report.
- 25% upon completion of milestone 3, and acceptance by the TAC of a progress report.
- 15% when the project is completed and a final report has been accepted by the TAC.

GST

Grants will be exclusive of GST. You will need to include GST in your invoices if you are eligible to claim GST.

Audit provisions

You will be expected to provide detailed information about expenditure with your final report. The TAC may select your project, at random, for auditing.

Excess funding

Any grant funding not expended on the project will be refunded to the TAC.

Risk

Your organisation will be responsible for the project and all associated activities. The TAC's role will be to provide funding.

Reporting

Completion of the project

You will agree to complete the project as set out in your application. If any project changes are required, they must be negotiated with the TAC and may require a change in the funding amount.

Milestones

You will be required to report on the progress of your project at agreed milestones. These milestones will be linked to the payment timetable.

Final report and evaluation

You will be required to submit a final report to the TAC on your project. The report must include an evaluation of the project, Appendix 3 provides evaluation guidelines.

The TAC's use of the reports

You will need to agree to the TAC using information about your project for its business purposes. For example, the TAC may want to use data, project outputs or financial information.

Legislation compliance

You will need to consider whether your project will be subject to any legislation. Some important issues to consider are:

- Appropriate insurances, including WorkCover insurance, for your project activities.
- Using personal information that you may collect and implications for privacy. This includes obtaining consent to use names and images of people involved in your 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 your project.

Publicity and Branding

Successful applicants will be required to cooperate with the TAC on matters such as joint publicity and branding.

Intellectual property

Any Intellectual Property (IP) developed during the grants process will be subject to negotiations with the TAC on who has ownership.

SELECTION CRITERIA

The TAC will use a transparent three-stage selection process and will provide feedback to all applicants.

- 1) All applications will be considered against the mandatory criteria below. Applications that meet these basic criteria will then be assessed using the broader assessment criteria. From these applications a short list will be compiled by the TAC.
- 2) A panel of experts (including the TAC) will assess the short listed applications. This panel will make recommendations based on grants to the TAC.
- 3) The TAC will ultimately decide who receives funding from the Youth Grants Program. The selection process is competitive and only the highest ranked applications will be funded.

Mandatory criteria

All applications must meet the following criteria to be considered:

- The application must clearly identify the cohort of at-risk young people the project will engage with.
- The application must clearly articulate how it will build and enhance protective factors for them.
- The application must clearly demonstrate alignment with the Towards Zero approach.
- The applicant must be an acceptable organisation as outlined in section “Who can apply for funding?”
- All sections of the application form must be completed, including all signature fields.
- A detailed project budget must be included.

Assessment criteria

Applications that meet the mandatory criteria will be ranked according to the following assessment criteria:

- Clarity of information about the specific cohort of at-risk young people the project will engage with, and how the project will build and enhance protective factors for them.
- A statement of goals, objectives, activities and anticipated outputs/outcomes (evaluation) to enhance the protective factors for at-risk youth.
- A clear focus on engaging with young people displaying risk factors as outlined in Appendix 1 – Guidance for Identifying Risk and Protective Factors for Young People. This engagement must aim to build and enhance protective factors.
- Research evidence or ‘good practice’ principles that support the project. Applications that can refer to relevant supporting data, research, or successful existing programs in another location or related fields are more likely to be funded.
- Quality of data collection, documentation and project evaluation mechanisms.
- Project sustainability. The TAC is interested in funding projects that can attract future support from other sources – to ensure the successful initiatives continue independently without ongoing support.
- Alignment to, and demonstrated understanding of the Towards Zero approach to road safety.

The TAC will also consider the following when assessing applications:

- Is the proposed project already receiving a government grant or funding? What are the terms of the agreement in relation to other funding opportunities? (The TAC may need to review other agreements).
- Are there other grants or funding programs that are more relevant to the proposed project?

If your organisation's application for a Youth Grant is successful, you will need to sign an agreement with the TAC to confirm your responsibilities and those of the TAC.

You will also have to agree to meet some important Occupational Health and Safety guidelines and, in some cases, you will have to meet more stringent requirements – for example, adults involved may require a 'Working with Children' check.

HOW TO COMPLETE THE APPLICATION FORM

The application form can be downloaded in PDF or Word format at:

<http://www.tac.vic.gov.au/about-the-tac/grants-and-partnerships/youthgrants>

All sections must be completed. If you have any problems or questions while completing the application, please contact the TAC Youth Grants Program coordinator on (03) 5225 7443 or the Youth Grants Program mailbox (youthgrants@tac.vic.gov.au).

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