



PRE-APPLICATION CHECKLIST

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

1

Read and understand the [2020 TAC Local Government Grant Program Guidelines](#)

Make sure you have reviewed the program guidelines and understand:

- ✓ The 2020 program focus
- ✓ The appropriate category of funding for your project, funding availability and conditions of funding (i.e. 1:1 funding requirement for all Infrastructure grants). Local Government Authorities are limited to one application per category. That is one analysis and/or infrastructure grant application.
- ✓ 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.
- ✓ [Review the Smarty Grants Applicant Help Guide](#)

If you're not sure of the best approach to address your local road safety issue, or you don't have enough information, data, any designs or resources to support an infrastructure application, consider applying for an analysis grant which can be used to develop your project, its approach, and design for addressing your local road safety issue.

2

Think Towards Zero and Safe System engineering principles

Think cyclist and pedestrian safety projects that are consistent with the [Towards Zero Strategy and Action Plan 2016-2020](#). You'll need to demonstrate how your project aligns to best practice/good practice road safety principles (ie. Safe System principles).

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](#)

Here are some links to assist with understanding Safe System engineering principles:

- ✓ [VicRoads Safe System Assessment Guidelines](#)
- ✓ [Austroads \(2016\) Safe System Assessment Framework.](#)

3

Collect data and evidence to support your project application

You'll need to clearly articulate the local road safety issue affecting your community, demonstrate the need and any support for your project.

Here are a few types of data to consider:

- ✓ Crash based data (i.e. Crash Stats)
- ✓ 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.)
- ✓ Community support (i.e. letters of support, evidence of community engagement, council strategies and/or plans to engage the community.
- ✓ Upload any attachments to justify your project.

Here are some tools to assist with collecting data:

- ✓ [TAC's statistics page](#) is a great place to start when looking for Victorian road trauma statistics.
- ✓ [Vic Roads](#) provides a range of crash and pedestrian statistics for accurate and timely analysis of road safety programs and to assist in the development of new road safety initiatives.
- ✓ [Data sets on active travel and information on social, health and economic outcomes](#)
- ✓ [Victoria's open data directory](#) provides central access to the above listed data sets plus the Department of Justice and Regulations Road Safety Camera Network data.

4

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 areas such as Community Engagement and to look for innovative ways to keep costs down.

5

Make use of the Technical Project support provided by the TAC.

Technical support for projects will be made available upon request from LGAs. This will be limited to 30 minutes engagement per LGA. Contact the Road Safety Programs team on lgagrants@tac.vic.gov.au to take up this support.

6

Ask questions

We are here to assist with your project application. Email any questions to the Road Safety Programs Team lgagrants@tac.vic.gov.au.

