

# Youth Grants Program: Round 2

Guidelines and Application Form

Prepared for the TAC

November 2017



## Contents

Section	Page
Quick Reference Guide	3
Aims of the Youth Grants Program	3
Road Safety in Victoria	4
What is the Youth Grants Program?	6
Who can apply for Funding?	7
What Projects will be Funded?	8
Characteristics of Effective Programs	8
How to apply for Funding	9
The Application Form	9
Closing Dates	9
Submitting your Application Form	9
Assessment Process and Feedback	9
Agreements with the TAC	9
Selection Criteria	12
Mandatory Criteria	12
Assessment Criteria	12
How to Complete Application Form	14
Application Form	15
Checklist	20
Appendix 1 – Guidance for Identifying Risk and Protective Factors for Young people	21
Appendix 2 – Guidelines for Preparing a High Quality Funding Application	24
Appendix 3 – Guidelines for Evaluating Your Project	26

## Quick Reference Guide

### Aims of the Youth Grants Program: Round 2

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

The Youth Grants Program supports 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 total budget of \$1.4m to support projects over a three-year period (2017-2020) with two rounds of funding (2016-17 and 2017-18). In this second round of the Youth Grants Program, applicants can apply for project funding up to \$200,000, to be spread over three years to 2020. Applicants can submit multiple applications 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.

### How to submit your application

In order to be considered, TAC must receive your emailed application, including all signatures and supporting documentation, before **3:00pm on Friday 12 January 2018**. Applications must be emailed to [youthgrants@tac.vic.gov.au](mailto: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 7639 or the Youth Grants Program mailbox ([youthgrants@tac.vic.gov.au](mailto: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***

When speed limits are set appropriately and drivers stick to those limits, the effectiveness of safety initiatives implemented on our roads can be enhanced.

### ***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.

All applicants are encouraged to complete the Towards Zero eLearning Module (TAC website listed below).

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

Towards Zero

<https://www.towardszero.vic.gov.au/>

TAC

[www.tac.vic.gov.au/road-safety/towards-zero](http://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 people take responsibility for road safety. The TAC recognizes the importance of working with young people in Victoria to promote the safe systems approach and enable safer road users for the future.

### *Why is 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.

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, but also much wider benefits in 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 that links 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 that underpins 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 or and ACN.
- Your organisations 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 as opposed to youth-based programs.
- 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 7639 or the Youth Grants Program mailbox ([youthgrants@tac.vic.gov.au](mailto:youthgrants@tac.vic.gov.au)).

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

### Closing Dates

Applications close at 3:00pm on Friday 12 January 2018.

### Submitting your Application Form

In order to be considered, TAC must receive your emailed application, including all signatures and supporting documentation, before **3:00pm on Friday 12 January 2018**. Applications must be emailed to [youthgrants@tac.vic.gov.au](mailto: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 TAC of a progress report.
- 25% upon completion of milestone 2, and acceptance by TAC of a progress report.
- 25% upon completion of milestone 3, and acceptance by 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.

#### **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

### ***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, 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 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 7639 or the Youth Grants Program mailbox ([youthgrants@tac.vic.gov.au](mailto:youthgrants@tac.vic.gov.au)).

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

In order to be considered, TAC must receive your emailed application, including all signatures and supporting documentation, before **3:00pm on Friday 12 January 2018**. Applications must be emailed to [youthgrants@tac.vic.gov.au](mailto:youthgrants@tac.vic.gov.au)

## Application Form

### Applicant Details

Provide the following information about your organisation and your role. There is also space where someone in your organisation with the authority to approve the application should sign the form.

Organisation Details	
Organisation	
ABN	
Telephone	
Mailing Address	
*Contact person responsible for the project	
Role or position	
Direct Telephone	
Email	

*\*Should the key contact leave the project, the organisation must notify the TAC as soon as possible with the details of the new key contact.*

<b>Authorisation</b>	(the person who has authority to sign an agreement)		
Name			
Position			
Signature			
<b>Project Details</b>			
Project Name			
Start Date		End Date	
Level of TAC funding sought	\$		

## Project Partner Details

It is anticipated that projects will involve the applicant's organisation working with other local partners, and that the partner organisations will have been involved in planning the application. Please provide details of any partner organisations along with a signature from an authorised person in each organisation to indicate they support the application.

Partner 1	
Organisation	
Telephone	
Mailing Address	
<b>Authorisation</b>	
Name	
Position	
Signature	

Partner 2	
Organisation	
Telephone	
Mailing Address	
<b>Authorisation</b>	
Name	
Position	
Signature	

## Summary

Describe your project to build and enhance protective factors for young people in a few sentences:

## Program History

Is this a new program or an expansion/extension of an existing program? If this is an expansion or extension of an existing program please describe the existing program, including how and where it operates, its existing funding amount, where funding is sourced and existing key performance indicators.

Please outline the new/additional key performance indicators that will be attributable to the funding provided by the Youth Grants Program?

## Risk Factors

Describe the specific risk factors for young people that your project will address. You should include information about the risks, *including evidence base underpinning the risks.*

## Protective Factors

Describe the protective factors for young people that your project will address, *including evidence base for the protective factors to be built or enhanced.*

## Alignment with Towards Zero

Describe how your project will align with, and promote the Towards Zero approach to road safety *including how your project will align with and promote the safe system within the community.*

## Goal, Objectives and Activities

Describe your project's goals, objectives, and activities. The goal should be a short statement about why you are conducting the project. The objectives are the things you want to achieve to meet your goal. The activities are the things you plan to do to achieve your objectives. You can have more than one objective, and you may have more than one activity.

***Our goal is to...***

***To achieve our goal, we have set the following objectives...***

***To meet these objectives, we will be conducting the following activities...***

***What key performance indicators will we use to measure performance against our goal (refer to Program History section)?***

## Rationale for your Project

Describe why your project will help you achieve your objectives and goals, including evidence base that shows why your approach is likely to reduce levels of risk and increase protective factors for the at-risk participants

## Priority for Funding

If you have submitted multiple applications, you must rank them in order of priority for funding.

## Evaluating your Project's Success

Describe what you plan to do to collect information and evaluate your project to help ensure it meets its objectives. See Appendix 3 – Guidelines for Evaluating your Project.

## Project Plan and Timeline

For each of the activities you listed above, describe the things you need to do to conduct the activity, and provide a timeline that shows when you expect to finish each of these tasks. Try to give as much detail as possible. These activities should not include tasks that should have been completed prior to submitting your application, such as gathering partner support or researching the road issue.

Activity	Tasks	Start Date	Expected Completion Date

## Risks

Please identify potential or actual risks that may affect the delivery of your project. This is an important aspect of all projects and will help you to plan to manage those risks.

## Sustainability

Describe how you think the project could continue after the TAC's funding period is complete. What new sources of funding will be available?

## Roles and Responsibilities

Describe how each of the organisations involved in the project will contribute to its success.

***We will...***

***Our first partner will...***

***Our second partner will...***

## Budget and Funding Request

Describe your project's budget in detail and provide information about any funding being provided from other sources. Please list the supplier, item and costs related to your project. Amounts above the line include all costs related to the project while amounts below the line relate to costs that will be covered by other sources. Amounts in the 'Total Cost' column should be inclusive of GST.

Project Costs	Item	GST (included in price)	Total Cost
<b>TOTAL COST</b>			
<b>Other funding (including in-kind)</b>			
<b>TOTAL FUNDING FROM OTHER SOURCES</b>			
<b>FUNDING REQUESTED FROM TAC</b>			

## Background Intellectual Property

Provide a description of all background intellectual property required for the project, including details of any third party rights to which the background intellectual property is subject. 'Background intellectual property' means any intellectual property (e.g. copyright, patents, designs, trademarks) created by a party independently of the project. It may include, for example, a trademark of a project partner. You should also provide details of any agreement regarding your use of any background intellectual property.

## Insurances

Provide information about insurance policies held by your organisation and those that you will need to obtain that are relevant to your proposed project – e.g. public risk insurance, comprehensive motor vehicle insurance, workers compensation insurance, etc. If your application is successful, you will need to demonstrate appropriate insurance cover.

## Checklist

Make sure you can tick each of these before submitting your application:

- You are eligible to apply for funding
- Your application primarily focuses on enhancing protective factors for at-risk youth in the community
- You have discussed your proposal with the TAC Youth Grants Program contact officer
- You, and (if relevant) a person with authority to commit your organisation to the project, have signed the application form
- You have responded to every question in the application form
- You have included relevant financial details about your organisation with your application
- Your project's partner groups have signed the application form
- You have submitted an electronic version of the completed application form and supporting documents to the Youth Grants Program mailbox [youthgrants@tac.vic.gov.au](mailto:youthgrants@tac.vic.gov.au).

## Appendix 1 – Guidance for Identifying Risk and Protective Factors for Young people

### *Guidance for identifying Risk factors for Young People*

The evidence base suggests that there is a strong link between risk taking behaviour on and off the road.

#### ***Evidence base***

The largest and most relevant local research conducted in this area was undertaken utilising a longitudinal community based study called the Australian Temperament Project (ATP), which was undertaken by the Australian Institute of Family Studies in partnership with the TAC and RACV. The ATP has tracked a group of over 1,100 Victorians from birth (in 1983) to the present day. Data from the ATP has been analysed to examine the relationship between risky driving behaviours in young adulthood and information about their temperament, development, behaviour and social relationships.

Young drivers who were rated as high risk drivers based on their self-reported driving behaviours, crashes and speeding violations differed from other drivers. They tended to be more aggressive, engage more frequently in antisocial acts (for example property offences or violence), have a less persistent temperament style (meaning they have difficulty in seeing tasks through to completion), use more licit and illicit substances, and have friendships with peers who are engaged in antisocial activities. Of the total sample of 1,135 it is worth noting that only 74 were categorised as “high risk drivers”.

Very high risk young drivers, also appear to be a “high risk” group in many aspects of their lives. The research found that risky driving is one element of a risk-taking lifestyle for some young people and young risky drivers also engage in other risky and often illegal behaviours. In addition, research into general offending also shows that that a history of offending, especially when it commences at a young age is a predictor of future offending.

### ***At-risk young people***

Applicants should refer to Table 1 as a summary of the risk factors that can contribute to a young person being considered *at-risk*. Applicants must be able to demonstrate that the young people they are engaging with exhibit some or all of these risk factors.

**Table 1: Summary of Risk Factors**

Community factors	Family factors	Educational factors	Individual factors	Life events
Poverty	History of problematic alcohol and drug use	Poor school attachment	Alienation and rebelliousness	Divorce or family break-up
Low neighbourhood attachment	Family conflict	Academic failure, especially in the middle years	Beliefs about aggression	Death of a family member
Population and housing density	Harsh or inconsistent parenting	Low parental interest in school	Hyperactivity, impulsivity and novelty seeking	War or natural disaster
Availability of drugs and alcohol	Poor parental attitude to risk taking		Low intelligence and poor problem solving	
			Low self-esteem	
		Lack of empathy and poor social skills		

### ***Guidance for identifying appropriate protective factors for at-risk youth***

Strategies to prevent “high risk” young drivers from being involved in unsafe driving behaviours require a more holistic and long-term approach. Identifying which young people might become “high risk” early and addressing this is a complex and difficult task. Protective factors

Harris & Hulme define a protective factor “as a factor in a young person’s environment, which promotes positive social development and decreases susceptibility to social, behavioural and health problems.

Applicants should refer to Table 2 for a detailed summary of different protective factors that must be incorporated into the applicant’s proposal for TAC’s Youth Grants Program.

**Table 2: Summary of Protective Factors**

Community factors	Family factors	Educational factors	Individual factors	Life events
Access to support services	Good quality communication	Sense of belonging	Good resistance and refusal skills	Meeting a significant person
Community networking and attachment	Supportive, caring parents	Positive achievements and evaluations	Social competence and social skills	Moving to a new area
Participation in community groups	Family harmony and maintenance of family rituals	Positive school climate	High empathy and optimism	Opportunities at critical turning points or major life transitions
Strong cultural identity and ethnic pride	Supportive relationship with an adult	Pro-social peer group	Good problem solving skills	
Community norms that discourage violence, drug taking and underage drinking	Strong family norms and sense of connectedness to community	Having someone outside your family who believes in you	Moral beliefs and values and self-related cognitions	
	Proactive problem solving	Recognition to achievement	Good coping skills	

## Appendix 2 – Guidelines for Preparing a High Quality Funding Application

To achieve a positive outcome from your youth-based activity, you will need to plan carefully, budget appropriately, promote effectively and measure your results accurately.

The Youth Grants Program is a competitive, one-off funding program and your application will be ranked against other applications.

Here are some ways to help move your application higher up the rankings.

### *Clarify your thinking before you start*

Before you start preparing your application, ask yourself these questions:

#### **Why?**

Why is this youth issue a priority for our community?

#### **Who?**

Who are the at-risk youth groups in my community?

Who are the movers and shakers in my area? Who has influence?

Who can influence this target group best?

Who will be involved in our project?

Who should we talk to about our project?

Who else in the community has an interest in enhancing protective factors for at-risk youth?

#### **What?**

What is unique about the youth in our community?

What events have shaped the youth in our area?

What are we trying to achieve with this project?

What planning should we do?

What skills and resources do we need to run a successful project?

#### **How?**

How are we going to fund this project?

How do we get the target audience motivated and involved?

How will the project be implemented?

How can we successfully promote our project and the Towards Zero approach?

How will we know we have achieved our goal?

#### **Where**

Where can we find the information we need to run a successful project?

Where can we find the information we need to centre our activity?

Where does the target audience for our project gather, and when?

When do we want to begin our project?

When will the project team meet and how often?

Finding the answers to these questions will help keep your project focused and achievable.

## Appendix 3 – Guidelines for Evaluating Your Project

One of the strengths of Victoria's road safety strategy is the emphasis placed on evaluating programs to assess their success and to improve future projects. In your application, you need to state how you will evaluate your road safety project.

### *What is evaluation?*

Evaluation is an ongoing process, which should be considered as soon as you identify your youth support issue. Evaluation continues throughout your project and ends after it finishes. By evaluating each step you will find and solve any problems early, identify unexpected benefits or problems, save resources and improve your chance of success.

### *Why should you evaluate your road safety project?*

Good evaluation helps to:

- Assess the suitability of resources
- Assess the feasibility of the plan
- Identify any possible problems
- Monitor progress and results
- Improve service
- Gather data and information for the future
- Assess the activity's effectiveness for the target group, funding sources, the general public, and those wishing to carry out similar activities
- Identify exposure, community involvement, outputs and outcomes.

### *Evaluation and project planning*

For your activity to succeed, it's important to ask yourself these questions during the project planning process:

- What resources do we have available to evaluate our Youth Grants initiative?
- What are the objectives of the evaluation?
- What type of information is going to be collected?
- How will we collect the information?
- Who is going to collect the information?
- Who will we collect the information from?
- How will we analyse the evaluation findings?
- Who will write the final report?

## ***Different types of evaluation***

There are different approaches to evaluating your project. Your proposal may include more than one.

### ***Process evaluation***

Here you assess how your project is progressing and what you must do to keep it moving ahead. You should be comparing your progress with your timeline and project plan and recording how the project is going. Whenever you make changes to the timeline or project plan, include those changes in your ongoing process evaluation. With each new task, consider what needs to be done to ensure it can be completed successfully. Your final report should include some information about the outcomes of the process evaluation:

- Did you keep to the timeline and plan, or did you have to make changes?
- If you had to make changes, what were they and how successful were they at helping you meet your objectives?
- If your project kept to the timeline and plan, what were some of the factors that helped you achieve this? These success stories can be useful for other groups wanting to implement similar projects.

### ***Impact evaluation***

Here you assess the immediate effects of an activity to determine whether your target group is aware of the program, and whether the project activities are affecting the target group's awareness of the road safety issue you are trying to address. This type of evaluation generally involves collecting information directly from members of the target group and often focuses on how well a project is meeting its objectives. It can help to highlight activity areas that are more or less effective than others.

### ***Outcome evaluation***

Here you assess whether your project has achieved its goal. This is much more challenging than other evaluations and is often not appropriate for a small community based project. An outcome evaluation would collect information about the project's effect on safety measures, such as crash risk. These evaluations are expensive and require long time frames and special evaluation expertise. The TAC would not generally expect grant recipients to undertake an outcome evaluation.

## ***Including your evaluation in the final report***

You must provide a final report to the TAC that includes some information about how you evaluated your project and the results of that evaluation. The report will only be a few pages long, but you will need to collect and record information for the evaluation throughout the project.

- If you include a process evaluation – make sure you keep records of your progress compared to the timeline and, if you had to deal with unexpected problems or delays, any changes made to the timeline. Also, keep records of the challenges you had to deal with through the project, and how you and your project group dealt with them.
- If you include an impact evaluation – you must plan to collect information from members of the target group. This might mean developing and using a short survey, or taking any available opportunities to talk to members of the target group about the program to gauge their awareness

of it and its objectives. However you approach an impact evaluation, you should keep good records so you can present the information in your report.