



TAC Road Safety Grant Program

2023 Support and Collaboration Grants Funding Guidelines

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Introduction

About the TAC

The TAC is a Victorian Government-owned organisation that promotes road safety and supports people who have been injured on our roads.

Along with our road safety partners, we are working to achieve the vision of zero deaths and serious injuries on our roads. This work is guided by the [Victorian Road Safety Strategy 2021-2030](#), which focuses on creating a safe road environment and supporting users to make safe choices.

The objectives of the Strategy are to:

- Ensure all Victorians are safe and feel safe on and around our roads
- Halve road deaths and progressively reduce serious injuries by 2030
- Embed a culture of road safety within the Victorian community



The Safe System

The Safe System

Australia adopts a Safe System approach to road safety, as do many other developed nations. The Safe System is a holistic approach to road safety that recognises different elements of the road environment must work together to keep everyone safe. These elements include roads and roadsides, vehicles, travel speeds and road users.

The Safe System is based around the following principles:

- **People make mistakes**
When mistakes occur on the road, they can lead to crashes.
- **Humans are fragile**
The human body is vulnerable and has a limited ability to tolerate crash forces. Any impact beyond 30km/h significantly increases the risk of dying.
- **Road safety is a shared responsibility**
Everyone has a part to play in keeping themselves and others safe on the roads.
- **The road system must be forgiving**
Building a forgiving road system ensures crash forces do not exceed the limits the human body can tolerate.

TAC Road Safety Grant Program

Road safety is everyone's responsibility. Those within the community may be best placed to identify specific problems and implement solutions relevant to their unique communities.

This grant program is designed to support community groups and organisations to develop and implement effective community-based road safety projects.

Program objectives

The TAC Road Safety Grant Program aims to:

- Create a sense of shared responsibility for reducing road trauma within the Victorian community
- Build and sustain meaningful relationships with community groups and organisations that will contribute to improved road safety outcomes
- Empower communities to advocate for changes that will have positive road safety outcomes
- Deliver evidence-based projects that have the potential to reduce and prevent road trauma

What funding is available?

There are two categories of grants within the program. Applicants are welcome to submit one application per category. However, funding will only be offered for one project per round.

Support Grants of up to \$50,000 (ex. GST)

These grants are available to support the planning and/or delivery of community road safety projects.

Projects funded within this category are to be delivered within 12 months.

Collaboration Grants of up to \$150,000 (ex. GST).

These grants are available to support the planning and delivery of larger community road safety projects.

Applicants to this category will need to demonstrate how they intend to work in collaboration with the TAC to deliver their road safety project. This category involves an Expression of Interest (EOI) process. Please see the 'How to apply' section for more information on the EOI process.

Successful applicants will be required to collaborate with the TAC Road Safety Team throughout the project to ensure the best possible road safety outcomes can be achieved.

Projects funded within this category are to be delivered within 18 months.

Who is eligible to apply?

To be eligible for funding, applicants must be financially viable and one of the following organisation types:

- Incorporated association
- Not-for-profit
- Charity
- Community trust
- Social enterprise

In addition, the proposed project can not have been previously funded by the TAC, and planned activities must be undertaken in Victoria.

An auspice will be required if the applying organisation does not have an ABN or incorporation number. An auspice is an organisation that meets the eligibility criteria and takes financial responsibility for the funding.

Who is not eligible to apply?

The following groups are not eligible to apply for funding through this grant program:

- Individuals
- Organisations that are primarily for-profit, including businesses
- State government departments/ organisations
- Local Government Authorities (LGAs)
 - Funding support for LGAs is provided through the [TAC Local Government Grant Program](#)
- Schools
 - Schools can apply for a Road Safety Grant Program Small Grant

Organisations with an existing contract with the TAC outside of the grant programs need to speak with the TAC Road Safety Team before starting an application.

Key dates

There is one round of the program run per year. Please refer to the table below for key program dates:

Stage	Date
Round open	Monday 8 May 2023
Collaboration Grant EOI close	Friday 2 June 2023
Round close	Friday 16 June 2023
Assessment	Mid-June – Early August 2023
Notification	Mid-August 2023
Project commencement	Early October 2023



Road safety projects

What projects will be funded?

Applicants are invited to submit applications for projects that:

- Are road safety focused and address a demonstrated road safety issue or need
- Align to the grant program objectives
- Are supported by evidence or principles which suggest they have the potential to reduce road trauma
- Can be measured and evaluated
- Where appropriate, reflect Safe System principles
- Will either be discrete or sustainable without being reliant on continued TAC funding



Road safety priority areas

As we work towards the vision of no deaths or serious injuries on our roads, there are certain areas we know the most significant gains can be made. Applications for projects that focus on the following areas will be prioritised.

Safe cars

Vehicle safety technology can help prevent crashes and protect people if a crash does occur. By encouraging everyone to buy the safest car they can afford, the number of deaths and serious injuries on our roads would reduce significantly.

Safe travel speeds

The human body can only withstand crash forces at or below 30km/h. Travelling at safe speeds is key to creating a safe road environment – particularly in high pedestrian areas such as around schools and residential streets, and on high-speed, low-volume rural roads.

Safe roads

Improving roads and safety infrastructure can help prevent crashes and reduce the severity of injuries if a crash does occur. Transforming intersections, introducing more roundabouts and other traffic-calming infrastructure, and the creation of shared spaces all contribute to long-term road safety.

Safe road users

There are actions we can all take to keep everybody safe. These include not speeding, wearing seatbelts, using child restraints, not using mobile phones, wearing helmets, and assisting young people to fully participate in the graduated licensing system.

We acknowledge there are certain actions that community groups and organisations cannot address underake themselves, such as implementing infrastructure or chnaging speed limits. However, what they can do is **advocate, educate** and **raise awareness** of the benefits of such actions. In doing so, they are contributing to a safer and more liveable community.

What projects will not be funded?

Projects will not be funded if they duplicate existing initiatives or if available evidence and research don't support the proposed approach.

More specifically, projects that will not be funded include:

- **Development or delivery of existing road safety programs**
Before starting an application, it is recommended that applicants look at the current programs offered through the [VicRoads Community Road Safety Grant Program](#), e.g. Bike Ed, Road Safety for New Arrivals and Safe Routes to School, as well as education resources and programs provided on the [Road Safety Education Victoria website](#).
- **Permanent infrastructure and signage**
Projects with an infrastructure focus may instead be eligible for the [TAC Local Government Grant Program](#).
- **Off-road driver training**
Past evaluations of off-road driver training have not demonstrated a reduction in road trauma among participants. Therefore, off-road projects will not be supported through this program.
- **Variable Messaging Signs (VMS)**
VMS projects are no longer funded through this grant program. However, funding for VMS projects will be made available to councils through the [TAC Local Government Grant Program](#). In addition, the [VicRoads Community Road Safety Grants Program](#) offers funding to hire, transport and maintain VMS.

- **Research that duplicates the work of the TAC**
Road safety research projects and priorities are decided as part of the TAC's overall road safety strategy and carried out by the TAC's research team. However, projects that incorporate forms of 'action research' will be considered.
- **Public education campaigns that duplicate the work of the TAC**
Public education campaigns that promote safe behaviours and seek to improve road safety are executed by a dedicated team within the TAC. However, communications that support projects and grassroots initiatives will be considered.
- **One-off events**
There is no research evidence to suggest that one-off programs produce any educational outcomes. However, events that support a larger road safety initiative will be considered.

Other exclusions

Administrative costs such as catering and office equipment will not be funded, and staff salaries are typically not supported through this program. However, reasonable requests to cover some project management within smaller community groups and organisations will be considered, as will costs to cover the engagement of an independent contractor.

Applicants should speak with the TAC Road Safety Team before starting an application if they are unsure whether their project or a project expense item fits into one of the above categories.

How to apply

Before applying, eligible applicants should ensure they have read and understand these funding guidelines.

Pre-application support

The TAC Road Safety Team is available to provide early feedback and help applicants ensure their proposed project aligns with the grant program objectives. This support can be organised by emailing us at rsgrants@tac.vic.gov.au.

Application

To apply for funding, applicants will need to visit the [TAC Road Safety Grant Program webpage](#) and follow the steps under the 'How to apply' section. Supporting documentation must be submitted during the grant round open period. Late applications will not be accepted.

Applications are submitted and managed through the online grants management system [SmartyGrants](#).

Expression of Interest (EOI)

Collaboration Grant applicants need to submit an EOI no later than two weeks before the round closes on **Friday 2 June 2023**. However, it is strongly recommended that EOIs are submitted as early as possible.

The TAC will review and provide a response within one week, with successful EOI applicants invited to complete a full grant application by the grant round close date on **Friday 16 June 2023**.

Please note that an invitation to submit a full grant application does indicate success. All applications will be assessed competitively against the merit criteria.

The EOI will require applicants to:

- Demonstrate they meet the eligibility criteria
- Articulate the identified road safety issue or need, and its alignment with the grant program objectives
- Outline the proposed project and how it will address the identified issue or need
- Outline how they intend to work in collaboration with the TAC to deliver their road safety project

Applicants to the Support Grants category are not required to submit an EOI.



Assessment

Assessment Process

Applications will go through the following assessment process:

1. Eligibility

Each application is assessed against the eligibility criteria outlined in these funding guidelines. Ineligible applications will not progress past this stage.

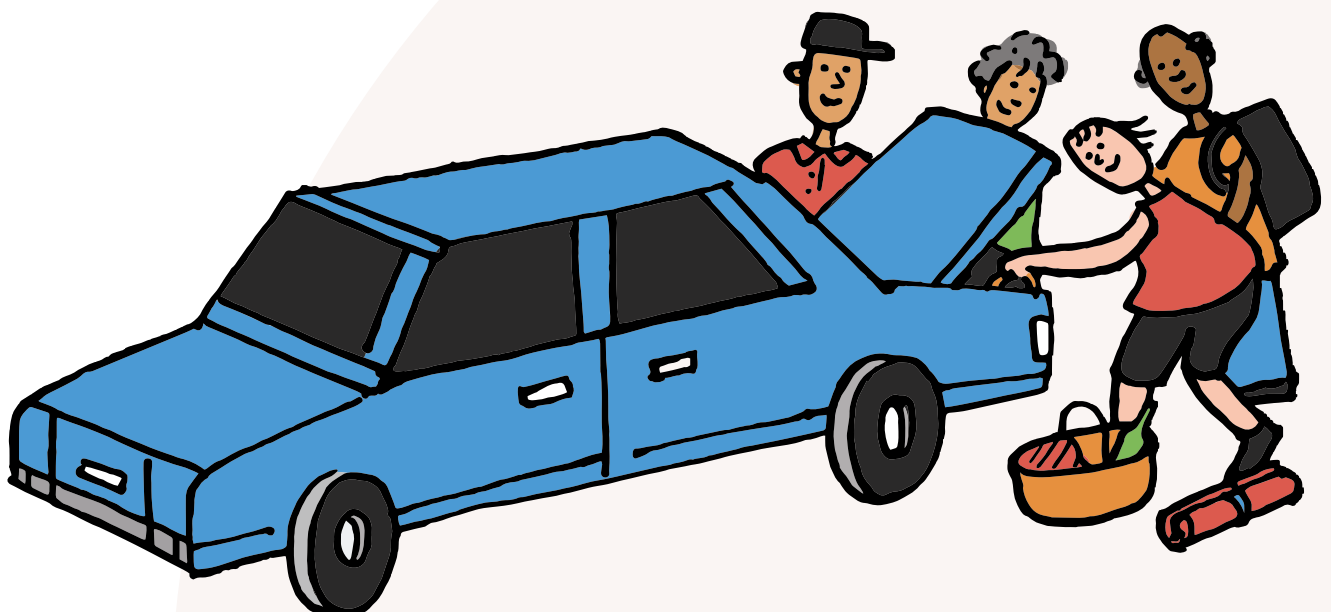
2. Assessment

Each eligible application is reviewed and assessed against the defined assessment criteria 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 TAC management.







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



Assessment criteria

All eligible applications from the Support and Collaboration Grant categories will be assessed against the following criteria:

Criteria	Description	Support Grants	Collaboration Grants
Criterion 1: Identification of a community road safety issue or need	A road safety issue or need has been identified within a specific community or target cohort. There is evidence that the applicant has engaged with the community to ascertain and understand needs.	✓	✓
Criterion 2: Potential impact of the proposed project	The project objectives align with the TAC Road Safety Grant Program objectives. The project has the potential to address the identified community issue or need.	✓	✓
Criterion 3: Evidence	The project is supported by recent and relevant evidence and good practice principles, which suggest the potential to reduce and prevent road trauma.	✓	✓
Criterion 4: Delivery of grant program objectives	A comprehensive project plan, budget, and deliverables that align with the project and grant program objectives. A clearly articulated approach to community engagement in the delivery of the project.	✓	✓

Criteria	Description	Support Grants	Collaboration Grants
Criterion 5: Collaboration	<p>A demonstrated collaborative approach to project delivery.</p> <p>A description of how the organisation will contribute to a partnership with the TAC (e.g. complementary skills, reach and engagement).</p> <p>A description of previous experience working with another organisation to deliver a project.</p>		
Criterion 6: Capability and capacity	<p>A description of previous experience delivering community projects.</p> <p>Evidence that the organisation has the necessary resources to deliver the project.</p>		
Criterion 7: Project monitoring and evaluation	<p>A clear outline of the evaluation plan.</p> <p>Evidence to support that the projects monitoring and evaluation plan are sufficient to measure if the project has achieved its objectives.</p> <p>The monitoring and evaluation of the project is proportional to the project's size, cost and nature.</p>		

Notification and feedback

Applicants will receive an email approximately eight to ten weeks after the grant round close date with the outcome of their application and feedback from the assessment panel.

Grant management responsibilities

Funding agreement

All successful applicants will need to sign a Funding Agreement and agree to the TAC Road Safety Grant Program Funding Standard Terms and Conditions. These documents outline the roles and responsibilities of the successful applicant and the TAC. Funding Agreements will also detail the reporting, payment schedule, and project summary.

Project delivery

Projects funded through the Support Grants category must be completed within 12 months of the Funding Agreement commencement date unless otherwise agreed to by the TAC.

Projects funded through the Collaboration Grants category must be completed within 18 months of the funding agreement commencement date unless otherwise agreed to by the TAC.

Reporting

Reporting is required to monitor progress and ensure projects have been delivered as agreed. All reporting will be completed and submitted online using SmartyGrants.

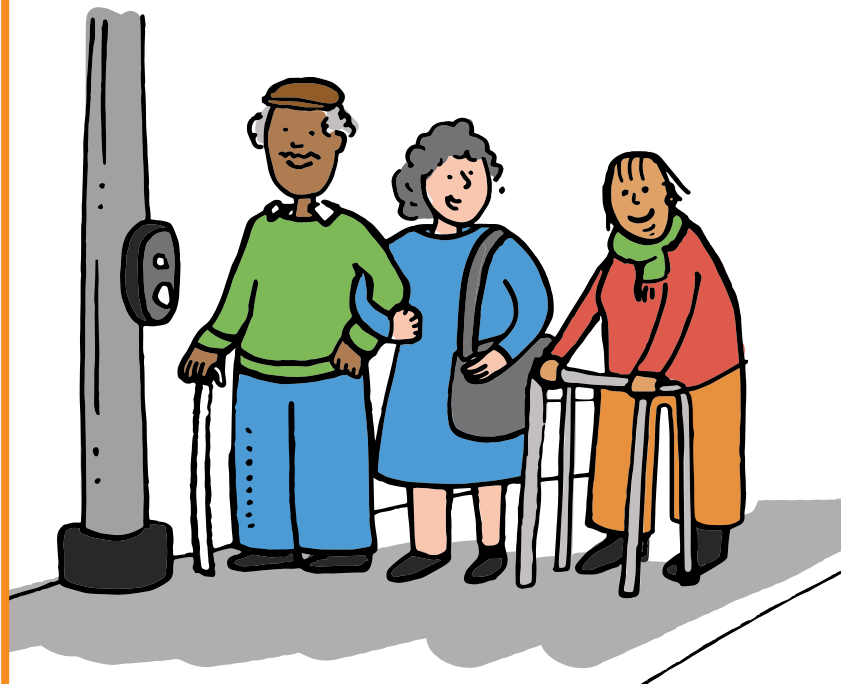
Successful applicants will be required to report on the project at the following stages:

Support Grants

- Progress report midway through the project.
- Final report upon completion of all project activities, including a financial acquittal for all expended funds.

Collaboration Grants

- Progress reports determined by key project milestones.
- Final report upon completion of all project activities, including a financial acquittal for all expended funds.



Payments

The applicant's TAC Road Safety Grant Program Funding Agreement outlines the payment schedule for each successful project.

Payment schedules for Support Grants are pre-determined at the following amounts:

Establishment payment

- 70% of the total approved funding amount. Payment will be made upon execution of the TAC Road Safety Grant Program Funding Agreement.

Final payment

- 30% of the total approved funding amount. Payment will be made upon acceptance of the final report, including financial acquittal and evidence of expenditure.

Payment schedules for Collaboration Grants will be specific to individual projects and determined by key project milestones.

Insurance

Successful applicants will be required to provide evidence of the following insurance coverage:

- Professional indemnity insurance of \$1,000,000
- Public liability insurance of \$5,000,000
- Workers' compensation insurance under the applicable legislation
- Personal accident insurance to cover any risks in relation to the project

Certificates of currency for these insurances can be uploaded when completing the grant application.



Application checklist

Before applying, applicants should:



Read all sections of the funding guidelines thoroughly.



Work with their community to identify key road safety issues and detail any engagement within their application.



Define their project. What are they trying to achieve?
How do they plan to do it? Who is the target audience?
How will they measure success?



Become familiar with the [Victorian Road Safety Strategy 2021-2030](#) and Safe System Principles.



Discuss the project ideas with the TAC Road Safety Team before commencing the application.



Collect information and evidence to support the application.
This might include:

- Community support such as letters of support, partnership agreements, and evidence of community engagement.
- Reports, case studies, statistics, research, community enquiries etc.



Read the [SmartyGrants Application Help Guide](#).



Review the application. Or, better yet, have someone else read over it. Ensure it is clear and concise and that all supporting documentation is included.

Contact information

For further information or support, please contact the
TAC Road Safety Team via email at rsgrants@tac.vic.gov.au
or visit the [TAC Road Safety Grant Program webpage](#).

