



TAC Road Safety Grant Program

2024 Support and Collaboration Grant 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 application 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 outcome 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
- Community trust
- Registered not-for-profit/charity
- Social enterprise

In addition, the proposed project can not have been previously funded by the TAC, and planned project 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 grant.

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
 - Funding support for LGAs is provided through the TAC Local Government Grant Program.
- Schools
 - Schools can apply for a Road Safety Small Grant (see alternate funding guidelines).

Organisations with an existing contract with the TAC outside 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 below table for program stages and key dates:

Stage	Date
Round open	Monday 19th February 2024
Collaboration Grant EOI close	Friday 8th March 2024
Round close	Wednesday 3rd April 2024
Assessment	Early April - Mid June 2024
Notification	Late June 2024
Project commencement	From July 1st 2024



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 need or issue.
- 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 issues that community groups and organisations cannot address directly, such as infrastructure or speed limit changes. However, what they can do is advocate, educate and raise awareness of the benefits of such initiatives. In doing so, they are contributing to a safer and more livable community.

What projects won't be funded?

Projects will not be funded if an existing program offered by the TAC or one of our road safety partners is suited to addressing the issue or need. Also, projects will not be supported if available evidence does not support the proposed approach, if there is a more suited funding avenue or if the work is considered the responsibility of the TAC.

Before starting an application, it is recommended applicants look at existing programs offered through the [VicRoads Community Road Safety Grant Program](#), education resources and programs provided on the [Road Safety Education Victoria website](#) and speak with a member of the TAC Road Safety Team.

Other projects that won't be funded include:

- **Off-road driver training**
Past evaluations of off-road driver training have not demonstrated a reduction in road trauma involvement among participants. Therefore, off-road projects will not be supported through this program.
- **One-off events**
There is no evidence to suggest that one-off programs produce any lasting outcomes; therefore, they are not supported through this program. However, events that support a larger road safety initiative will be considered.
- **Driver simulation**
The application of simulation as a training tool for driving has not been found to be highly effective. Research shows that driving simulators cannot faithfully reproduce a real life driving experience, and performance on simulators is not linked to on-road performance. Therefore driver simulation projects are not supported

through this program.

- **Permanent infrastructure and signage**
Projects with an infrastructure focus may instead be eligible for the [TAC Local Government Grant Program](#).
- **Variable Messaging Signs (VMS)**
Funding to hire, transport and maintain VMS is available through the [VicRoads Community Road Safety Grants Program](#). Funding to purchase a VMS is available for LGAs through the [TAC Local Government Grant Program](#).
- **Research projects**
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. Therefore, they are not supported through this program. However, projects that incorporate forms of 'action research' will be considered.
- **Public education campaigns that duplicate the work of the TAC (Including roadside banners and billboards)**
Public education campaigns that promote safe behaviours and seek to improve road safety are executed by a dedicated team within the TAC. Therefore they are not supported through this program. However, communications that support projects and grassroots initiatives 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 will be considered, as will costs to cover the engagement of an independent contractor.

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. It is strongly recommended that all applicants speak with the TAC Road Safety Team before starting an application. This support can be organised by emailing 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 do I 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 platform [SmartyGrants](#).

Expression of Interest (EOI)

Collaboration Grant applicants need to submit an EOI no later than three weeks before the round closes (Friday 8th March 2024). However, it is strongly recommended that EOIs are submitted as early as possible.

The TAC will review and endeavor to provide a response within one week, with successful EOI applicants invited to complete a full grant application by the grant round close date (Wednesday 3rd April 2024). Please note, this invitation is not an indication of 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 applicants will not progress past this stage and will be notified after the eligibility assessment stage.

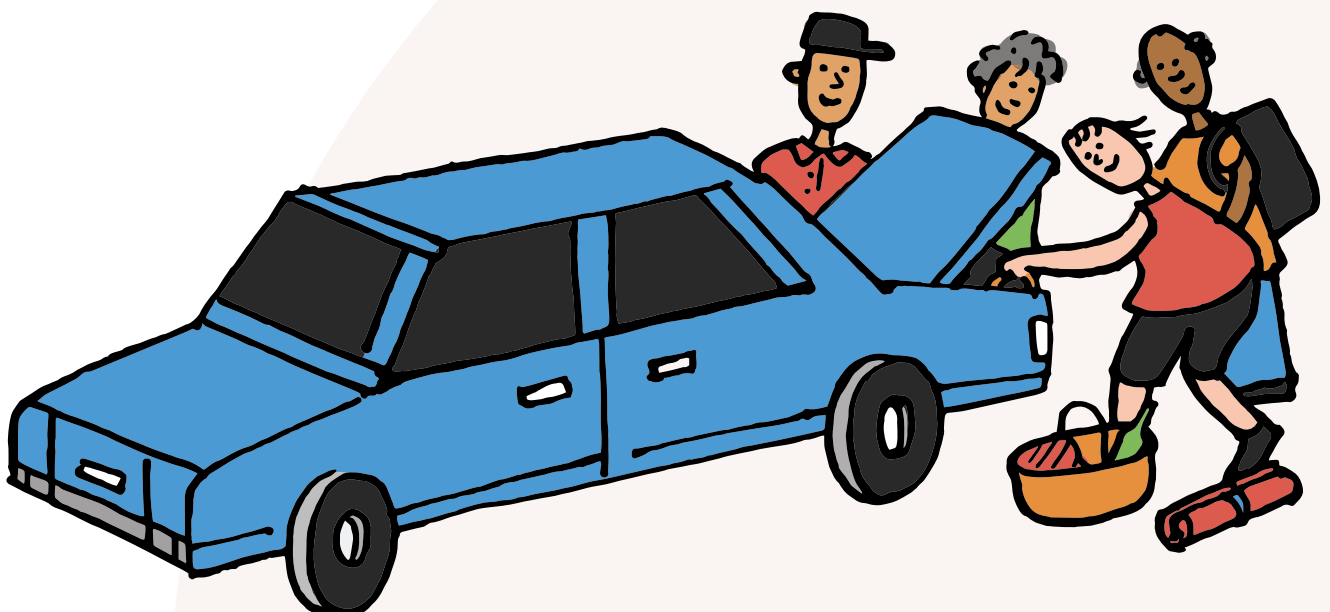
2. Assessment

Each eligible application is reviewed and assessed against the defined assessment criteria (page 10) 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 will be assessed against the following criteria:

Criteria	Description	Support Grant	Collaboration Grant
Criterion 1: Improving local community road safety	<p>A local road safety issue has been identified within a specific community group or cohort.</p> <p>The project is supported by recent evidence and good practice principles, which suggest the potential to reduce and prevent road trauma.</p> <p>Project objectives and anticipated road safety outcomes are aligned with the grant program objectives.</p>	✓	✓
Criterion 2: Project delivery and community engagement	<p>A detailed project plan is provided, and clear project deliverables are outlined.</p> <p>There is evidence that the organisation has the necessary experience and resources to deliver the project.</p> <p>A clearly articulated approach to engaging with the community or target cohort is provided.</p>	✓	✓
Criterion 3: Budget	<p>A detailed project budget that reflects the project activities and deliverables is included.</p> <p>Quotes or cost estimates that support the project budget are provided.</p> <p>The application outlines how the project will be sustained in the future without TAC funding.</p>	✓	✓

Criteria	Description	Support Grant	Collaboration Grant
Criterion 4: Collaboration	<p>A collaborative approach to project delivery is demonstrated.</p> <p>A description of how the organisation will collaborate with the TAC (e.g. complementary skills, reach and engagement) is provided.</p> <p>There is evidence of the organisation's previous experience collaborating with another organisation to deliver a similar project.</p>		
Criterion 5: Project monitoring and outcomes	The monitoring and outcome measurement plans are sufficient for the project.		

Notification and feedback

Ineligible applicants will be notified of the outcome of their application after the eligibility assessment stage.

All other applicants will receive an email mid-late June 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 and payment schedule and the final project plan.

Project delivery

Projects funded through the Support Grant 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 Grant 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 Grant

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

Collaboration Grant

- 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 successful applicant's Funding Agreement will outline the payment schedule for the 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 Funding Agreements.

Final payment

- 30% of the total approved funding amount. Payment will be made upon acceptance of the final reports, 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

Evidence of the following insurance coverage will need to be provided by successful applicants:

- 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 form.



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 partnerships within the 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, partnership agreements, or 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](#).

