



Community Road  
Safety Grants

# PRE-APPLICATION CHECKLIST

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

- 1** **Read and Understand** the [TAC Community Road Safety Grant Program Guidelines](#), and if applicable, the TAC Project Specific Guidelines for Variable Messaging Signs or Community Road Safety Strategy and Action Plans.  
  
Make sure you have reviewed the program guidelines and understand:
  - ✓ The 2021 program focus
  - ✓ Grant program timelines, including project delivery timeframe conditions
  - ✓ The assessment process and assessment criteria
  - ✓ Requirements of successful applications. (Review the TAC Standard Funding Agreement Terms and Conditions)
  - ✓ The 'What won't be funded' section.
- 2** **Work with your local community to identify key road safety issues**  
Communities often have particular road safety needs and local community groups can be very well-placed to identify these specific problems and implement solutions.
  - ✓ Ensure you engage the local community in your project.
  - ✓ Include any community partners you plan to engage in your application.
- 3** **Be familiar with the Victorian Road Safety Strategy 2021-2030**  
Think projects that deliver benefits to vulnerable road users (i.e. pedestrians, cyclists and motorcycle riders) that are consistent with the [Victorian Road Safety Strategy 2021-2030](#).
- 4** **Define your project and what it is you are trying to achieve.**  
Before starting your application make sure you have a clear understanding of what it is you are trying to achieve.
  - ✓ What is it you want to do, and how do you plan to do it?
  - ✓ Who is your target audience?
  - ✓ What are the deliverables and expected outcomes, and how will you know if they have been achieved?

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**Collect information to support your application.**

You will need to clearly identify the local road safety issue affecting your community, demonstrate the need for your project and provide some supporting evidence.

Here are a few types of support to consider:

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

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**Review the [SmartyGrants Applicant Help Guide](#)**

All applications will be made via online Grant Management Database SmartyGrants so ensure you are familiar with the program.

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**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 income and project expenditures. Make sure you have checked what is and is not funded in the Program Guidelines.

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**We are here to assist with your project application.**

Email any questions to the Road Safety Programs Team on [crsg@tac.vic.gov.au](mailto:crsg@tac.vic.gov.au).

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**Double check your application before submitting.**

You will need to clearly identify the local road safety issue affecting your community, demonstrate the need for your project and provide some supporting evidence.

Here are a few types of support to consider:

- ✓ Have you written in a clear and concise manner?
- ✓ Read over your application before submitting, or better yet, ask someone else to look over it for you.
- ✓ Have you attached any supporting documents, quotes etc?

