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 2022 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 wont 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 to 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?

5 **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.

6 **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.

7 **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.

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

9 **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?