HOW TO COMPLETE APPLICATION FORM

You must complete every item on the application form. If there are items you don't understand, or if you want any help with the form, please contact the Community Road Safety Grants Officer at the TAC (tel: (03) 5225 7517) or email crsg@tac.vic.gov.au

An electronic version of your completed application form and supporting documents must be received by 4.00pm on the closing date in order for it to be eligible for assessment. The original **signed** application, including supporting documentation, plus four (4) copies of the application must be sent to the address below, postmarked no later than 4:00pm on the closing date. Submissions may be hand delivered to the mail room at the courier address below:

By EMAIL
Community Road Safety Grants
crsg@tac.vic.gov.au

By POST
Transport Accident Commission
Community Road Safety Grants
PO Box 742
GEELONG VIC 3220

By COURIER
Transport Accident Commission
Community Road Safety Grants
60 Brougham Street
GEELONG VIC 3220

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: _____

PLEASE PROVIDE A DIRECT NUMBER FOR EASE OF COMMUNICATION.

ABN: _____

Telephone: _____

Mailing Address: _____

WE NEED THIS TO BE YOUR POSTAL ADDRESS IN ORDER TO SEND LEGAL DOCUMENTS.

_____

_____

_____

*Contact person who is 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.*

Authorisation (the person who has authority to sign an agreement)

Name _____

Position _____

Signature _____

YOUR PROJECT NAME SHOULD BE SHORT BUT DESCRIPTIVE, E.G. 'BREATH TESTERS IN GEELONG LOCATIONS'.

Project Details

Project Name: _____

Start Date: _____ End Date: _____

Level of TAC funding sought: $ _____

PLEASE ENSURE THAT THIS AMOUNT INCLUDES ANY GST YOU WILL BE PAYING TO OTHER COMPANIES, BUT NOT ANY THAT YOU WILL BE CHARGING TO THE TAC (IF APPLICABLE).

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 that they support the application.

PLEASE DO NOT INCLUDE COMMERCIAL COMPANIES, SUCH AS SUPPLIERS OF YOUR SIGNAGE AS A PARTNER.

A LIST OF LOCAL REGISTERED ROAD SAFETY GROUPS CAN BE FOUND ON THE VICROADS WEBSITE (WWW.VICROADS.VIC.GOV.AU) UNDER VCRSPP.

LOCAL POLICE OR CITY COUNCILS MAY ALSO BE VALUABLE PARTNERS.

Partner 1

Organisation: _____

Telephone: _____

Mailing Address: _____

_____

_____

Authorisation

Name: _____

Position: _____

Signature: _____

Partner 2

Organisation: _____

Telephone: _____

Mailing Address: _____

_____

_____

Authorisation

Name: _____

Position: _____

Signature: _____

SUMMARY

Describe your community road safety project in a few sentences:

THIS IS THE PART FOR DETAILS. WHEN EXPLAINING YOUR ROAD SAFETY ISSUE DATA USED MUST BE:
LOCAL – IN YOUR LOCAL AREA, NOT STATE-WIDE DATA
RELEVANT – IT SHOULD BE LINKED TO THE PROBLEM YOU ARE DESCRIBING
RECENT – DATA SHOULD BE FROM WITHIN THE LAST FIVE YEARS.

ROAD SAFETY ISSUE

Describe the specific road safety issue you want to address. You should include information about the problem, *including recent (within the last five years) local road trauma statistics or crash information, and what you think is causing the problem.*

TO FIND SUITABLE DATA YOU CAN CHECK WITH YOUR LOCAL POLICE RECORDS, SEARCH 'CRASH STATS' ON THE VICROADS WEBSITE, VIEW DATA FROM YOUR LOCAL COUNCIL AND THE TAC WEBSITE.

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 will almost certainly have more than one activity.

Goal

Objectives

Activities

THE SPECIFIC ACTIVITIES THAT WILL BE COMPLETED DURING THE PROJECT. THESE ACTIVITIES SHOULD NOT INCLUDE STEPS THAT SHOULD ALREADY BE COMPLETE BEFORE SUBMISSION SUCH AS PREPARATION OF THE COMMUNITY GRANT APPLICATION.

RATIONALE FOR YOUR PROJECT

Describe what leads you to think your project will help you achieve your objectives and goals. Is there any research suggesting this approach, or what general principles lead you to think your project will be successful?

HOW WILL YOUR PROJECT MAKE A DIFFERENCE TO YOUR ROAD SAFETY ISSUE? FOR EXAMPLE THE USE OF SPEED ADVISORY BOARDS HELP TO INFORM POLICE ACTIVITY AND HAVE BEEN SHOWN TO REDUCE SPEED WHILE IN USE.

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. There is information on evaluating projects in the *Appendix*.

HOW ARE YOU MEASURING THE DIFFERENCE YOU ARE MAKING TO YOUR LOCAL ROAD SAFETY ISSUE? WHAT KIND OF DATA ARE YOU COLLECTING? ARE YOU DELIVERING SURVEYS?

IF YOUR GRANT APPLICATION IS SUCCESSFUL, THESE EVALUATION METHODS SHOULD BE INCLUDED IN YOUR FINAL REPORT.

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 your project. This is an important aspect of all projects and will help you to plan to manage those risks.

WHAT MIGHT CAUSE PROBLEMS DURING THE PROJECT AND HOW WILL IT BE MANAGED?

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?

HOW DO YOU PLAN TO KEEP THE PROJECT RUNNING AFTER THE GRANT IS COMPLETE? WHAT FUNDS WILL COVER THE ONGOING UPKEEP COSTS?

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. Please view the example below:

PROJECT COSTS	ITEM	GST (INCLUDED IN PRICE)	TOTAL COST
e.g. XYZ Printer	*10 banners at $123 each*	*$123*	*$1,353*
Various	*Advertising campaign*	*$100*	*$1,100*
TOTAL COST		$ 223	$ 2,453
Other funding (including in-kind)	*Cash Contribution for Advertising from applicant*	*$100*	*$1,100*
TOTAL FUNDING FROM OTHER SOURCES		$ 100	$ 1,100
FUNDING REQUESTED FROM TAC			$ 1,353

PLEASE NOTE THAT THIS COST INCLUDES THE GST THAT YOU WOULD BE PAYING TO THE SUPPLIER.

MAKE SURE ANY GST THAT YOU ARE PAYING IS INCLUDED IN THIS FIGURE TO ENSURE THAT YOU HAVE SUFFICIENT FUNDS.

CLEARLY SHOW WHAT COSTS YOU WILL BE COVERING.

THIS IS THE AMOUNT THAT SHOULD BE LISTED ON THE FIRST PAGE OF THE APPLICATION. PLEASE NOTE THAT THIS FIGURE INCLUDES ALL GST THAT YOU WILL BE REQUIRED TO PAY TO YOUR SUPPLIERS.

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 (see page 6 of the Guidelines)
- ☐ Your application identifies a local road safety problem and proposes a local community based project.
- ☐ You have discussed your proposal with other groups in your community.
- ☐ 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 included four (4) copies (in addition to the original) of the application form. Only one (1) copy of any supporting information is required.
- ☐ You have submitted an electronic version of the completed application form and supporting documents to the community road safety grant mailbox (crsg@tac.vic.gov.au).

ROUND NUMBER	PROJECT NAME	SUCCESSFUL
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No