



TAC Local Government Grant Program Pre-Application Checklist

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

1. **Attend the TAC Local Government Program briefing session**

A briefing session on the grant program will be held on Friday 14 July 2023. Visit the [TAC Local Government Grant Program](#) webpage for more information and to register.

2. **Read and understand the 2023 Local Government Grant Funding Guidelines.**

Make sure you have reviewed the funding guidelines and understand:

- The 2023 program focus
- The appropriate category of funding for your project (i.e. Analysis, Infrastructure, Road Safety Strategy and Action Plans or Variable Message Signs)
- Conditions of funding (i.e. 1:1 funding requirement for all infrastructure grants).
- LGAs are limited to one application per category.
- 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](#) and understand the funding agreement process, progress reporting requirements and payment schedule.

3. **Prioritise Safe System principles:**

You must demonstrate alignment to best practice road safety principles (i.e. Safe System principles). Here are some links to assist with understanding Safe System engineering principles:

- [VicRoads Safe System Assessment Guidelines](#)
- [Austroads \(2016\) Safe System Assessment Framework](#)

4. **Show alignment with the Victorian Road Safety Strategy 2021-2030.**

Think road safety projects that are consistent with the [Victorian Road Safety Strategy 2021 - 2030](#).

5. **Look for INNOVATIVE ways to keep costs down and/or increase safety**

Applications who look to keep costs down and/or increase safety through innovative measures will be prioritised

- Prioritise cost effective road safety solutions, where possible
- Consider materials, design choice, implementation process, integration with other projects

6. **Ensure you are familiar with the design requirements**





Make sure you have read and are familiar with the design requirements as outlined in the funding guidelines.

7. Provide a detailed budget

To assess value for money and fully understand the project scope, a detailed cost estimate and project budget must be provided.

- Include an itemised project budget breakdown
- Attach quotes from contractors and/or suppliers
- Staff salaries will not be covered in this program

8. Collect data and evidence to support your application

You will need to clearly articulate the local road safety issue affecting your community, demonstrate the need and any support for your project.

Below are a few types a data to consider:

- Crash data (i.e. Crash stats)
- Risk based data (i.e. traffic counts, pedestrian/cyclist numbers, vehicle numbers, existing conditions of roads)
- Safety audits, risk assessments, consultant reports, research reports, customer requests etc.
- Community support (i.e. letters or support, evidence of community engagement, council strategies and/or plans to engage the community)
- Upload any attachments to justify your project

Here are some tools to assist with collecting data:

- [TAC's statistics page](#) is a great place to start when looking for Victorian road trauma statistics.
- [VicRoads](#) provides a range of crash and pedestrian statistics for accurate and timely analysis of road safety programs and to assist in the development of new road safety initiatives.
- [Victoria's open data directory](#) provides central access to a broad range of data sets, plus the Department of Justice and Regulations Road Safety Camera Network data.

9. Take up the pre – application technical support

We strongly recommend you take up the 30 minutes of pre application support in the early stages of your application, to ensure any non-Safe System outcomes can be identified and corrected.

Contact the TAC Road Safety Team at lgagrants@tac.vic.gov.au if you would like to take up this offer.

10. Ask questions

We are here to assist, so email any questions to the Road Safety Team at lgagrants@tac.vic.gov.au.

