Community Road Safety Grants Program
2019/2020 Standard Program Guidelines
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About VicRoads Community Road Safety Grants Program

VicRoads Community Road Safety Grants Program provides $1.5 million in funding to empower communities to prevent and reduce the number of lives lost and serious injuries on Victoria’s roads.

VicRoads Community Road Safety Grants Program offers two grant program streams:
- Standard Program
- Towards Zero Challenge Program.

These guidelines relate to the Standard Program. The guidelines for the Towards Zero Challenge Program are outlined in a separate document.

We know localised community action is pivotal in reducing the number of lives lost and serious injuries on Victoria’s roads. VicRoads Community Road Safety Grants Program has been developed to assist communities in preventing and reducing these harms.

VicRoads Community Road Safety Grants Program builds on the notion of shared responsibility and involves road users and community at its centre. The program supports communities to address local road safety problems with local solutions.

The outcomes targeted by this program are:
- Local communities who embrace shared responsibility towards road safety.
- Local communities educated in best practice road safety behaviours.
- Local communities who demonstrate best practice road safety behaviours.

We offer a variety of standard programs to achieve these outcomes as outlined in these guidelines.

Road safety in Victoria – Towards Zero

Victoria’s Road Safety Strategy & Action Plan, Towards Zero 2016-2020, is a partnership between the Transport Accident Commission, VicRoads, Victoria Police, the Department of Justice and Regulation and the Department of Health and Human Services. It maps out how Victorian road safety partners will work towards a 20% reduction in deaths and 15% reduction in serious injuries in five years.

We know we can’t do it alone though, and Towards Zero recognises the strong role played by communities, transport companies, vehicle manufactures and all road users to help achieve these ambitious targets. Road safety is a shared responsibility.

At the heart of Towards Zero is the belief that human health is more important than anything else. It acknowledges that, as people, we all make mistakes. However, when mistakes happen on our roads, they can cost us our lives or cause serious injury. Our bodies are strong up to a point, but if we’re hit at high speeds there’s only so much force we can withstand before we break. And that’s why we need to build a safer roads system for everyone.

The Towards Zero Strategy and Action Plan 2016-2020 has been designed to align with the Safe System road safety model. This model is being used around the world to protect people from being killed and seriously injured on the roads when the unexpected happens.

The Safe System road safety model identifies four factors which need to work together to help ensure no one is killed or seriously injured on the roads. These are Safer Roads, Safer Vehicles, Safer Speeds and Safer People.

To stop people from being killed and injured on our roads we need to have safer people, driving safer vehicles, at safer speeds on safer roads.

Lives lost for financial year 2017/18 was 226, a 12.4 per cent decrease from the previous financial year. We still have a long way to achieve our targets as set out above and the VicRoads Community Road Safety Grants Program is one way we can contribute to improving community road safety across Victoria.
Who can apply

To be funded under the VicRoads Community Road Safety Grant Program, organisations must be:

- incorporated under the Corporations Act 2001 (Cth) or the Associations Incorporations Reform Act 2012 (Vic) and have a current Australian Business Number (ABN) (or have proof you have applied for one) that is not for a commercial entity or individuals; or
- a Local Government Authority.

If your organisation does not meet the above criteria you must nominate an eligible auspice organisation to apply for a grant. Auspice organisations must meet the above criteria, and can include local councils.

You will be required to submit a financial report as part of your application. If you are a Local Government Authority your most recent annual report will suffice.

Who is not Eligible to apply

- Individuals;
- Organisations that are primarily commercial organisations or bodies established for profitmaking purposes;
- Victorian State Government departments or agencies; and
- Federal Government departments or agencies.
What can be funded

The Standard Program provides up to $1.3 million in funding for local road safety initiatives that can be delivered within a community to help Victoria on its journey Towards Zero.

As we aim to reduce lives lost and serious injuries on our roads we will continue to put road users at the centre of our programs, embedding Safe Systems principles, and promoting shared responsibility.

As such, programs offered under this grant program have been placed in the following categories:

- Safer Cyclists
- Safer Pedestrians
- Safer Motorcyclists
- Safer Drivers and Passengers
- Local Road Safety Interventions
- Road Side Banners and Signs
- Insurance.

Each program has its own objectives and outcomes that feed into the overall goal of educating and empowering local communities through effective behavioural change and education programs which help achieve Towards Zero targets.

For consistency and transparency, all programs available in this grant program have been allocated funding amounts, exclusive of administration costs (unless indicated) and GST.

Please take careful note of what can be funded in terms of administration and the funding amounts. Applications with funding requests above available funding amounts stated will be deemed ineligible.

Insurance grants are also available for applicants who deliver road safety programs not funded as part of the Standard Program.

Applicants who require insurance for Trailers, bikes and mobile billboards must apply for an Insurance Only grant. Refer to the Insurance section for more information.

The following provides detail of programs that can be funded through VicRoads Community Road Safety Grants Program.

Safer Cyclists

Encouraging active transport and building a safe bike riding culture in Victoria.

Bike Ed Instructor Training

Bicycle instructor accreditation for school based cycling programs. This training is delivered by a provider of BikeEd instructor training and uses the VicRoads Bike Education resource designed for primary schools.

Contact your local VicRoads Community Road Safety Coordinator to discuss the most appropriate persons to undertake this training.

Available funding: $340.00 per instructor trained.

Bike Ed Refresher Training

This training is designed to update participants who are already accredited Bike Ed Instructors. It aims to refresh trainer’s skills and confidence to effectively plan and safely undertake cycling programs.

Available funding: $125.00 per instructor trained.

Bike Ed Assistant Training

Training is offered over the two mornings of the scheduled instructor courses for parents or other persons interested in assisting schools with Bike Ed.

Available funding: $170.00 per person.

Applications are limited to a combined total of $4,000.00 for the above three programs.

Bike Ed Challenge

This event is aimed to showcase the skills learnt by participants of the Bike Ed program and often sees students selected to represent their schools against other local students on a few bike related challenges.

Available funding: Up to $1,500.00 per challenge, limited to $9,000.00 per application.

Maintenance and Equipment for Bike Ed

Funding is provided for the registration of Bike Ed trailers, purchase of equipment such as cones and balance beams, as well as maintenance for bikes and trailers to ensure they are in a roadworthy condition for conducting Bike Ed training.

Available funding: $65.00 per bike and $1,000.00 per trailer (this includes trailer maintenance and purchase of equipment such as helmets, cones, balance beams etc).
Safer Pedestrians

Encouraging active transport and building a safe walking culture in Victoria.

Safe to School

Funding is available for schools and local councils to help address issues of safety around pick up and drop off times. This also includes encouraging the use of active and sustainable transport.

Available funding: Maximum $6,000.00 per school.

Safer Scooter, Wiser Wheelchair

Delivered by Access Health and Community, this is a 5-hour course for people who own/intend to purchase a Motorised Mobility Device. Information covered includes driver skills, device safety features, road rules, legal and liability issues relating to scooter and wheelchair use, device maintenance, safe and responsible driving, travel options and safe travel routes.

Available funding: $950.00 per program (this covers the cost charged by Access Health and Community to deliver the program).

Motorised Mobility Devices

This is a one hour VicRoads road safety awareness presentation for older road users. This presentation covers information and advice on road rules and the use of mobility devices. It promotes strategies for the devices to be used in a safe and acceptable way.

It is the responsibility of the applicant to find a suitable facilitator to deliver this presentation.

Available funding: $200.00 per session. This includes facilitator fees, catering and venue hire.

Wiser Walker, Wiser Traveller

Delivered by Access Health and Community, this is a three-week course that consists of 3 x 2 hour sessions. The course provides information on transport options and support services for older people to remain mobile, travel confidently and safely, and stay connected with their community.

Available funding: $950.00 per program (this covers the cost charged by Access Health and Community to deliver the program).

Safer Motorcyclists

Building a culture of safety for motorcyclists throughout Victoria.

Safer Motorcyclists is a priority area under the Towards Zero strategy.

While we don’t currently have any standard programs available, we are interested in programs that promote the purchase of motorcycles with newer safety features, as well as programs that encourage riders to wear protective motorcycle clothing.

Training programs that focus on improving the skills, behaviours and attitudes of riders are also a priority.

If you are interested in running a program to meet the above objective, please apply under the Safer Motorcyclists Intervention program application.
Safer Drivers and Passengers

Building a culture of safety for drivers and passengers, from infants, young children to older road users.

Child Restraint Checking
Improve the safety of child passengers through the delivery of child restraint safety checking days for local communities. Recommended providers can be found by visiting www.roads.vic.gov.au.

Available Funding: Maximum $700.00 per session, limited to $5,600.00 per application.

Driver Reviver
Driver Reviver locations operate throughout the year during holiday periods and long weekends, such as Australia Day, Labour Day, Easter, Queen’s Birthday and the Christmas/New Year period. Sites are operated by volunteers and usually offer a hot or cold drink and a snack, and provide information about fatigue awareness.

Available Funding: $100.00 per day open (inclusive of administration) limited to 26 days per year.

Fatigue Presentation
This is an inter-active VicRoads presentation that provides information on how fatigue can increase chances of a crash and strategies to help avoid driving whilst tired.

It is the responsibility of the applicant to find a suitable facilitator to deliver this presentation.

Available funding: $200.00 per session. This includes facilitator fees, catering and venue hire.

Fleet Safety, Safer Driver Policy
This program delivers information to encourage organisations with fleet vehicles to have organisational policies and practices promoting safer vehicles and safer drivers.

Available funding: $200.00 per program.

Looking After Our Mates
A 30 or 45-minute VicRoads presentation to be delivered to sporting clubs and year 12 students, or equivalent. This program educates about the effects of alcohol and drug driving and encourages young people to separate drinking, drugs and driving.

It is the responsibility of the applicant to find a trained Looking After Our Mates facilitator to deliver this VicRoads presentation.

Available funding: $200.00 per session.

Road Safety for New Arrivals
This program supports newly arrived migrants and people from culturally and linguistically diverse (CALD) backgrounds aged over 21 years of age to increase their road safety knowledge, awareness and skills.

This program comprises of:
- five core sessions each designed for delivery over a 2-hour period
- professional driving lessons for participants, funded by the TAC.

Available funding: Maximum $7,000.00 for project costs per program, and up to an additional $5,000.00 per program for TAC funded professional driving lessons.

Safe Driver
This is a one hour VicRoads road safety awareness presentation for older road users. This program covers information including how to keep older drivers safe and mobile, road rules, the effects of medication and strategies for safe mobility.

It is the responsibility of the applicant to find a suitable facilitator to deliver this presentation.

Available funding: $200.00 per session. This includes facilitator fees, catering and venue hire.

Years Ahead
This is a one hour RACV road safety awareness presentation designed for older road users.

This program covers information and advice on driving safely and aims to promote safer road user behaviours, continued mobility and quality of life for older people.

Available funding: $100.00 per session. As this program is offered free of charge by the RACV, funding includes catering and hall hire costs only.
**Wiser Driver**
Delivered by Access Health and Community, this is a four-week course that consists of 2 hour sessions. In the company of peers, in a friendly and relaxed environment, this course provides an opportunity for older drivers to upgrade knowledge of Victorian Road Rules, discuss safety tips for wiser driving, understand impacts of ageing on fitness and health as well as the importance of car safety features and roadworthiness. This course raises awareness of support services available to assist older drivers maintain their independence.

**Available funding:** $950.00 per program (this covers the cost charged by Access Health and Community to deliver the program).

**Fit2Drive**
A half day workshop for Year 11 students to educate them on road safety, and empower young people to make informed choices to reduce the risk of them being involved in a road crash.

**Available funding:** $600 per metropolitan school, $900 per regional school.

**Local Road Safety Interventions**
We recognise that our list of standard programs is not comprehensive. The Local Road Safety Intervention categories allow organisations to apply for a program that is not listed above and contributes to building a culture of safety amongst motorcyclists, pedestrians, drivers, passengers and cyclists.

**Funding of up to $10,000.00** is available to deliver a program per intervention category.

Applicants are encouraged to seek advice from their local Community Road Safety Coordinator to assist with intervention applications.

The five categories that can be applied for are:
- Safer Pedestrians Intervention
- Safer Cyclists Intervention
- Safer Drivers and Passengers Intervention
- Safer Motorcyclists Intervention
- Community Road Safety Intervention (an intervention with multiple user group foci).

Applications are limited to one application per category.

**Road Side Banners and Signs**
Road side banners and signs are often used to support programs and communicate specific messages to road users.

Funding is available to support the use of static road side banners, speed advisory messages/variable messaging signs and mobile billboards.

**Banners**
Purchase and/or maintain static roadside banners with VicRoads approved road safety messaging and placement for community awareness and education campaigns.

**Available funding:** Maximum $10,000.00 per application.
**Speed Advisory Messages/Variable Messaging Sign**

To transport and maintain Speed Advisory Messages and Variable Messaging Signs in agreed locations for communicating VicRoads approved road safety messages and awareness campaigns for the benefit of the community.

**Available funding:** Maximum $10,000.00 per application.

**Mobile Billboards**

To transport, purchase and maintain mobile billboards in agreed locations for promoting VicRoads approved road safety messaging for community awareness and education campaigns.

**Available funding:** Maximum $10,000.00 per application.

**Insurance**

If you are successful in receiving funding through the Standard Program, you will automatically receive the following insurance:

- Liability;
- Professional indemnity;
- General property; and
- Voluntary workers.

If you require insurance for road safety programs outside of this grant program, you can apply for an **Insurance Only** grant by completing an ‘Insurance only application form’.

**Note:** You will be asked how many members are aged over 85 years in your application. This is for insurance policy purposes and will not affect the outcome of your application.

**Insurance for Trailers, Bikes and Mobile Billboards**

Should you require insurance cover for trailers, bikes and mobile billboards you are required to apply via the ‘Insurance Only application form’, as these won’t be covered via your Standard Program application for these programs.

**Insurance certificates will be made available in July 2019.**

**Administration**

In addition to project costs, you will be required to detail your administration requirements and associated funding in each eligible program application.

Local councils are **not** eligible to receive administration funding.

The following items will be funded for not-for-profit/community organisations. You should use these specific items in your application:

- Book keeping
- Fuel reimbursements for volunteer members
- Financial audit fees
- Secretarial support
- Stationery
- Postage
- Phone call reimbursements for volunteer members
- Professional development for volunteer members (specific professional development opportunities will need to be detailed)
- Internet reimbursements for volunteer members
- Project coordination fees.

**Administration costs that won’t be funded:**

- Purchase of office equipment
- Repairs and maintenance to buildings and office equipment
- No administration funding is provided for Driver Reviver.

**What won’t be funded**

- Projects that relates to the building of infrastructure initiatives.
- Projects that are already funded by VicRoads and our road safety and education partners, such as L2P and Road Smart.
- Off-road driver training.
- Bicycle Traffic schools.
- Programs that employ the use of fear tactics such as graphic re-enactments, crashed car displays and visits to or by organisations that are based on shock tactics.
- Projects that are primarily involved with fundraising, prizes, competitions, awards or organising conferences and events.
- Overseas and interstate travel, accommodation and sundry expenses.
- Purchase of equipment and vehicles.
- Costs of products or activities which are the core business of the organisation.
- Administration costs as detailed above.
Assessment

Applications that meet the eligibility criteria will be assessed using a competitive, merit-based selection process.

An open and transparent assessment process is employed to ensure all applications are assessed fairly and projects that offer the best public value are selected for delivery. It is strongly encouraged that you contact your local VicRoads Community Road Safety Coordinator prior to submitting your application, to ensure it is eligible, and that you’ve provided the right level of detail.

Applications will be assessed against the following criteria:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Alignment with VicRoads Regional Road Safety Priorities</td>
<td>Your program application aligns with your VicRoads Regional Road Safety Priorities. Please consult your local VicRoads Community Road Safety Coordinator to obtain these.</td>
</tr>
<tr>
<td>2. Value for money</td>
<td>Your program application demonstrates strong value for money by matching a realistic budget with potential road safety benefits. Program deliverables, project and administration costs as well as in-kind and co-contributions will be considered when assessing this criterion.</td>
</tr>
<tr>
<td>3. Contribution to improving local community road safety</td>
<td>Your program application clearly shows how the initiative will improve road safety knowledge, attitudes and behaviour and aligns with the intended outcomes of this grant program (refer to page 3).</td>
</tr>
<tr>
<td>4. Evidence of community engagement/partnerships and capacity to support program delivery</td>
<td>Your program application clearly demonstrates: • Capacity and expertise to deliver a well-planned project • Ways in which the community and target participants will be engaged; and • All partner organisations and details the roles and responsibilities of all participating parties.</td>
</tr>
<tr>
<td>5. Project monitoring and evaluation</td>
<td>Your program application demonstrates the provision of a methodology that will: • Determine whether the intended outcomes have been achieved; and collect data and evidence to measure whether the activities have met the grant objectives.</td>
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Assessment stage timeline

<table>
<thead>
<tr>
<th>Assessment Stage</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1. Application assessment – Each application is reviewed and assessed against selection criteria.</td>
<td>March – Early-April</td>
</tr>
<tr>
<td>2. Subject Matter Expert Review – Applications are distributed amongst VicRoads policy experts for comment.</td>
<td>Mid-April</td>
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<tr>
<td>3. State-wide prioritisation.</td>
<td>Late-April</td>
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</table>
Notification

Applicants will be notified of their application outcome via their local VicRoads Community Road Safety Coordinator.

Applicants can be expected to be notified via telephone and/or email no later than 20 May 2019.

If you don’t hear from your local VicRoads Community Road Safety Coordinator by this date, please get in touch.

Should you wish to dispute the outcome of your application you must do so within one week of receiving notification. VicRoads commits to resolving all disputes within two weeks of being notified.

Delivery timeframe

Projects funded under this grant program must be delivered between 1 July 2019 and 30 June 2020.

How to apply

Applications are to be submitted online via SmartyGrants, our online grants management system using the following link vicroads.smartycrants.com.au/2019standard.

You will be required to submit a pre-eligibility application form prior to completing relevant program application forms. The pre-eligibility application form will be used to assess your eligibility for this grant program. It will also provide you with the opportunity to select the standard program application forms you would like to apply for and complete.

Upon receipt of your pre-eligibility application form, if you are eligible to apply through this grant program, the program applications forms will be added to your SmartyGrants account within two business days. You will be notified via SmartyGrants.

Applications, including pre-eligibility application forms, will be accepted from 9.00am Monday 4 February 2019 until 3.00pm Wednesday 13 March 2019.

You will be able to preview standard program application forms from Thursday 20 December 2018. You will need to access copies of these through your local Community Road Safety Coordinator.

Late applications will not be accepted.

For any technical difficulties with SmartyGrants, please contact the helpline on (03) 9320 6888 or email service@smartycrants.com.au. This Helpline is available from 9am to 5pm Monday to Friday.

All queries will be answered by a member of the SmartyGrants team within 60 minutes.

We recommend you use Chrome or Firefox web browsers to complete your application.

SmartyGrants technology runs faster with this software and it also has spell check functionality.

When creating a password, you’ll need to include numbers as well as letters. It is highly recommended that you save your application on a regular basis.

After a period of inactivity, SmartyGrants may time out and your work could be lost.

You don’t have to complete your application all in one sitting. You can save it and return to it at a later stage.
Grant management responsibilities

Funding agreement
Successful applicants will be required to enter into a Standard Program Funding Agreement which consists of:

- A set of standard terms and conditions which are fixed and non-negotiable;
- Reporting requirements;
- Funding Allocation and Payment Schedule; and
- Project Plan (delivery schedule).

VicRoads Community Road Safety Coordinators will work with successful applicants to execute the Standard Program Funding Agreement.

Reporting and payments
Successful applicants are required to submit reports via SmartyGrants at two stages:

- **Mid-Year Report:** Due 30 January 2020
- **End of Year Report:** Due 31 July 2020.

Acceptance of these reports by the VicRoads Community Road Safety Coordinator will trigger payment of funds.

Payment is pre-determined at the following amounts:

- **Payment 1:** 50 per cent of total approved funding. Payment made upon execution of Standard Program Funding Agreement.
- **Payment 2:** 50 per cent of total approved funding. Payment made upon acceptance of Mid-Year Report.

To assist in the completion of your reports, you are required to capture performance measures. This could include pre-and post-surveys if you are delivering education sessions, or speed counts if using SAMS or VMS.

Please discuss the most appropriate evaluation method with your VicRoads Community Road Safety Coordinators prior to submitting your application.

Project monitoring
Your local VicRoads Community Road Safety Coordinator will monitor your project throughout the year. This will include meetings and attending sessions and events as needed.

Publicity
Successful applicants will be required to cooperate with VicRoads on matters such as joint publicity.

VicRoads and the Victorian Government will need appropriate acknowledgement on any program materials, publications, speeches, websites and communications. Your local VicRoads Community Road Safety Coordinator is able to provide support in this area.
Application checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Review these guidelines</td>
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<tr>
<td>Check your eligibility</td>
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<tr>
<td>Meet with your local VicRoads Community Road Safety Coordinator</td>
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<tr>
<td>Draft application</td>
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<tr>
<td>Meet again with your local VicRoads Community Road Safety Coordinator</td>
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<tr>
<td>Have a person unfamiliar with your program read your application</td>
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<tr>
<td>You, and a person with authority to commit your organisation to the project, has reviewed the application form</td>
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<tr>
<td>Submit application</td>
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Contact information

For further information on anything you’ve read in these guidelines please contact your local VicRoads Community Road Safety Coordinator:

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact</th>
<th>Phone Number</th>
<th>Office location</th>
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<tbody>
<tr>
<td>State-wide</td>
<td>Georgina Davis</td>
<td>0436 627 963</td>
<td>Melbourne CBD</td>
</tr>
<tr>
<td>Metro South East</td>
<td>Margaret Walpole</td>
<td>0439 646 370</td>
<td>Burwood East</td>
</tr>
<tr>
<td>Metro North West</td>
<td>Penny Bishop</td>
<td>0436 669 817</td>
<td>Sunshine</td>
</tr>
<tr>
<td>Northern</td>
<td>Leigh Bailey</td>
<td>0429 966 891</td>
<td>Bendigo</td>
</tr>
<tr>
<td>Western</td>
<td>Di Nevett</td>
<td>0418 364 013</td>
<td>Ballarat</td>
</tr>
<tr>
<td>South Western</td>
<td>Ron Hinkley</td>
<td>0418 368 046</td>
<td>Geelong</td>
</tr>
<tr>
<td>Eastern</td>
<td>Alana Reiss</td>
<td>5172 2651</td>
<td>Traralgon</td>
</tr>
<tr>
<td>North Eastern</td>
<td>Sally Swankie</td>
<td>5761 1882</td>
<td>Benalla</td>
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