

Connecting
our communities

Community Road Safety

Grants Program



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About VicRoads Community Road Safety Grants Program

VicRoads Community Road Safety Grants Program builds on the notion of shared responsibility and involves road users and community at its centre. The program is divided into three grant sub-categories:

- Standard
- Insurance
- Innovation.

These guidelines relate to the Standard and Insurance sub-categories. The guidelines for the Innovation sub-category 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. 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 that are explained in more detail below.

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.

Central to Towards Zero is the 'Safe System' approach, that invests in safety at the most dangerous areas in the road network; supports people who are much more vulnerable to become casualties on certain roads at certain speeds at certain times of day; and builds in second chances for when we inevitably slip up. The four 'pillars' of the safe system include:

- **Safer Roads:**
Continuous road improvements to increase the safety of our roads
- **Safer People:**
Share responsibility for being safe while on the road
- **Safer Speeds:**
Make sure speed limits suit road conditions
- **Safer Vehicles:**
Drive the safest cars in your price range.

Lives lost for financial year 2016/17 was 269, just over a 1% increase from the previous financial year. We still have a long way to go to achieve our targets set out above and VicRoads Community Road Safety Grants Program is one way we contribute towards improving community road safety with local solutions.

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 profit-making purposes;
- Victorian State Government departments or agencies; and
- Federal Government departments or agencies.



What can be funded

The following provides detail of programs that can be funded through VicRoads Community Road Safety Grants Program. As we aim to reduce lives lost and serious injuries on roads we will continue to put road users at the centre of our programs, embedding Safe Systems principles, and promoting shared responsibility. As such, our programs have been placed in four categories:

- Safe Cyclists
- Safe Pedestrians
- Safe Drivers and Passengers
- Safe Motorcyclists.

This ensures that through VicRoads Community Road Safety Grant Program we are improving the safety of the road system for all road users.

For consistency and transparency, all programs have been allocated funding amounts, **exclusive of administration costs and GST**. Please take careful note of what can be funded in terms of administration, as described below.



Safe 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 VicRoads Accredited Provider and the VicRoads Bike Education resource designed for primary schools. Please discuss with your Community Road Safety Advisor the most appropriate persons to undertake this training.

Available funding for this program is \$300 per instructor trained.

Bike Ed Re-fresher Training:

The 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 for this program is \$110 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 for this program is \$150 per person.

Applications are limited to \$4,000 for the above three programs.

Bike Ed Challenge:

The 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 number of bike related challenges.

Maximum available funding for this program is \$1,500 per challenge and no more than \$9,000 per application.

Maintenance for Bike Ed Trailers and Bicycles:

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

Available funding for this program is:

\$65 per bike

\$1,000 per trailer (this includes maintenance for equipment such as helmets, cones, balance beams etc).

Safe Pedestrians

Encouraging active transport and building a safe walking culture in Victoria

Safe to School:

Program designed for schools and local councils to help address issues of safety around pick up and drop off times. Also includes encouraging the use of active and sustainable transport.

Maximum available funding for this program is \$6,000 per school.

Safer Scooter, Wiser Wheelchair:

Delivered by Access Health and Community, this is a three week program for people using, or considering using, a Motorised Mobility Device. Information covered includes road rules and legal requirements, choosing the scooter or wheelchair to best meet the user's needs, safe and responsible travelling, and safe travel routes.

Available funding is \$750 per program (this covers the cost charged by Access Health and Community to deliver the program).

Motorised Mobility Devices:

This one hour road safety awareness presentation is designed for older road users and 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 program.

Available funding for this program is \$250 per session. This includes facilitator fees, catering and venue hire.

Wiser Walker Wiser Traveller:

Delivered by Access Health and Community, this is a four week course that 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 is \$750 per program (this covers the cost charged by Access Health and Community to deliver the program).



Safe Drivers and Passengers

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

Child restraint fitting:

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 racv.com.au.

Maximum available funding for this program is \$700 per session, limited to \$5,600 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 for this program is \$100 per day open (inclusive of administration), limited to \$5,000 per application.

Fatigue Presentation:

An inter-active presentation that provides information on how fatigue can increase your chance 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 program.

Available funding for this program is \$250 per session. This includes facilitator fees, catering and venue hire.

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 for this program is:

Metro: \$600 per school

Regional: \$900 per school

Fleet Safety, Safer Driver Policy:

Provision of information to encourage organisations with fleet vehicles to have organisational policies and practices promoting safer vehicles and safer drivers.

Available funding for this program is \$250.

Looking After Our Mates:

A 30 minute program delivered to sporting clubs and year 12 students that aims to educate on the effects of alcohol and drug driving and encourage young people to separate drinking, drugs and driving.

Available funding is \$200 per session.

Road Safety for New Arrivals:

This program supports newly arrived migrants and people from culturally and linguistically diverse (CALD) backgrounds to enable them to increase their road safety knowledge, awareness and skills. It includes some professional driving lessons for participants, funded by the TAC.

Maximum funding available is \$12,000 per program, inclusive of up to \$5,000 for TAC funded driving lessons.

Safe Driver:

This one hour road safety awareness presentation is designed for older road users. It 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 program.

Available funding is \$250 per session. This includes facilitator fees, catering and venue hire.

Years Ahead:

This one hour RACV road safety awareness presentation is designed for older road users. It 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 for this program is \$100 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, the Wiser Driver course provides the opportunity for older drivers to upgrade their skills and build upon their experience in the company of their peers in a friendly and relaxed environment. It consists of four 2-hour sessions spread over four weeks.

Available funding is \$750 per program (this covers the cost charged by Access Health and Community to deliver the program).



Safe Motorcyclists

Building a culture of safety for motorcyclists throughout Victoria

Safe Motorcyclists is a priority area under the Towards Zero strategy, however we don't currently have any standard programs for groups to deliver. If you are interested in running a program to meet the above objective, please apply under Safe Motorcyclists Intervention.

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. The five categories that can be applied for are:

- Safe Pedestrians Intervention
- Safe Cyclists Intervention
- Safe Drivers and Passengers Intervention
- Safe Motorcyclists Intervention
- Community Road Safety Intervention (an intervention with multiple user group foci).

Funding of up to \$10,000 is available to deliver a program per intervention category. Applications are limited to one application per category.

Road Safety Banners and Signs

Often used to support programs and communicate specific messages to road users, funding is available to support the use of banners, speed advisory messages/variable messaging signs and mobile billboards.

Banners:

Purchase and/or maintain banners with road safety messaging for community awareness and education campaigns.

Maximum available funding is \$10,000 per application.

Speed Advisory Messages/Variable Messaging Sign:

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

Maximum available funding is \$10,000 per application.

Mobile Billboards:

To transport, purchase and maintain mobile billboards with road safety messaging for community awareness and education campaigns.

Maximum available funding is \$10,000 per application.

Administration

Unlike the previous year where VicRoads recommended administration funding, you will be required to detail your administration requirements and associated funding in your 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.

What won't be funded:

- Purchase of office equipment
- Repairs and maintenance to buildings and office equipment
- No administration funding is provided for Fit2Drive and Driver Reviver.

Insurance

If you are successful in receiving funding through the Standard Grant sub-category, you will automatically receive the following insurance:

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

Insurance certificates will be made available to you in July 2018.

You can apply for Insurance Only coverage for programs that you have not applied for funding for from the Standard Grant sub-category. This can be done by completing the 'Insurance only application form'.

In addition, 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 Grant application for these programs.

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.

What won't be funded

- Any project that relates to the building of infrastructure
- Initiatives that are already funded by VicRoads and our road safety and education partners, such as L2P and RoadSmart
- 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 criteria

Applications will be assessed against the following criteria:

1. Alignment with VicRoads Regional Road Safety Strategy	Does your proposal align with your VicRoads Regional Road Safety Strategy (is it one of the region's or local government areas top 5 priorities?) Please consult with your Community Road Safety Advisor to obtain these.	20%
2. Value for money	Your proposal should represent value for money by matching a realistic budget with potential road safety benefits. Population reach, efficiency and effectiveness will be considered.	10%
3. Contribution to improving local community road safety	Your application should clearly show how the initiative may improve road safety knowledge, attitudes and behaviour.	25%
4. Evidence of community engagement/partnerships to support program delivery	Your application should clearly demonstrate: <ul style="list-style-type: none"> • 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. 	15%
5. Project monitoring and evaluation	The application demonstrates the provision of a methodology that will: <ul style="list-style-type: none"> • Determine whether the intended outcomes have been achieved; • Collect data and evidence to measure whether the activities have met the grant objectives. 	10%
6. Alignment and clarity of project outcomes with the broad program objectives	The application demonstrates how the proposed activities will achieve or support the broad program objectives.	20%

Application timeline

Applications that meet the eligibility criteria will be assessed against the assessment criteria provided above. The assessment process includes three stages:

Assessment Stage	Timeline
1. Community Road Safety Advisors review and assess applications against selection criteria.	March – early April
2. Applications are distributed amongst VicRoads policy experts for comment.	Mid April
3. State-wide prioritisation.	Late April

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 Community Road Safety Advisor prior to submitting your application, to ensure it is eligible, and that you've provided the right level of detail.

Notification

Applicants will be notified of their application outcome via their VicRoads Community Road Safety Advisor. Applicants can be expected to be notified no later than **21 May 2018**.

If you don't hear from your Community Road Safety Advisor 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 2018 and 30 June 2019.

How to apply

Applications are to be submitted online via SmartyGrants, our online grants management system. You can access the application form at vicroads.smartygrants.com.au/2018Standard.

Applications will be accepted from 9.00am on Monday 5th February 2018 to 12.00pm on Wednesday 14th March 2018.

You will be able to preview the application forms online from **Thursday 21st December 2017**.

Late applications will not be accepted.

For any technical difficulties with SmartyGrants, please contact the helpline on (03) 9320 6888 or email service@smartygrants.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 date.





Application checklist

Task	Completed
You have reviewed these guidelines	
Check your eligibility	
Meet with your Community Road Safety Advisor	
Draft application	
Meet again with your Community Road Safety Advisor	
Have a person unfamiliar with your program read your application	
You, and a person with authority to commit your organisation to the project, has reviewed the application form	
Submit application	

Grant management responsibilities

Funding agreement

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

- A set of standard terms and conditions which are fixed and non-negotiable;
- Reporting requirements;
- Payments; and
- Delivery schedule.

VicRoads Community Road Safety Advisors will work with successful applicants to execute the funding agreement.

Reporting & Payments

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

- Mid Year Report: Due 30 January 2019
- End of Year Report: Due 31 July 2019.

Acceptance of these reports by the VicRoads Community Road Safety Advisor will trigger payment of funds. Payment is pre-determined at the following amounts:

- Upon execution of Standard Program Agreement: 50% of total funding
- Mid Year Report: 50% of total funding.

In order to assist in the completion of your reports, you are requested 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 Advisor prior to submitting your application.

Project monitoring

Your local VicRoads Community Road Safety Advisor 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 Advisor is able to provide support in this area.

Contact information

For further information on anything you've read in these guidelines, or suggestions for further resources, please contact your local VicRoads Community Road Safety Advisor:

Region	Contact	Phone Number	Office location
State-wide	Bonnie Swan	9935 4110	Melbourne CBD
Metro South East	Margaret Walpole	9881 8972	Burwood East
Metro North West	Emily Yuille	9313 1290	Sunshine
Northern	Cheryl Driscoll	5434 5037	Bendigo
Western	Di Nevett	0418 364 013	Ballarat
South Western	Ron Hinkley	5225 2558	Geelong
Eastern	Alana Reiss	5172 2651	Traralgon
North Eastern	Sally Swankie	5761 1882	Benalla



Community Road Safety Grants Program

Tips to apply



Tip#1

Read and understand the guidelines

- Whilst reading the VicRoads Community Road Safety Grants Guidelines, ask yourself the following questions:
 - Does the aim of the grant program align with what your organisation is trying to achieve?
 - Does your project align with the grant programs objectives?
 - Can you deliver it within the timeline and funding restrictions?
- Know what you're getting yourself into before you spend time preparing an application. Understand the reporting expectations and ask yourself if you can commit to this. Can you stick to the timelines? Do you have enough resources to complete the project to the required level?



Tip#2

Contact your local VicRoads Community Road Safety Advisor

- We don't view grant making as a single transaction, rather an ongoing partnership, so we encourage you to make contact with your Community Road Safety Advisor early and often to build this partnership.
- Your Community Road Safety Advisor can support you during all stages of the grant process, particularly during the application process. They will provide advice regarding:
 - Towards Zero;
 - Regional road safety priorities; and
 - Type and level of information required in your application.



Tip#3

Be prepared!

- Consider if you can answer these questions about the project you are seeking funding for, if not do you really need the funding? If yes, get prepared:
 - What do you want to do?
 - Why does it need to be done?
 - How are you going to do it?
 - Who will benefit from the project?
 - What are the expected outcomes of the project?
 - How will you know if these outcomes have been achieved?
- Start early – don't leave your application to the last minute. Get in touch with your Community Road Safety Advisor early to start planning and get your application ready.
- Understand the assessment criteria and answer it. This is what you will be assessed against, so make sure you know exactly what the assessment criteria is, and means, and what assessors are looking for.



Tip#4

Know the costs of your project

- What is the total cost of your project worth? What can you receive from your partners or offer in-kind? These types of contributions are always looked on favourably by assessors.
- Be as accurate and realistic as you can with your costs – this is a competitive grants program, so you may lose out to others who offer greater value for money for the same outcomes.
- Have you considered other funding avenues? There are other organisations who may be able to support the type of project you are seeking.



Tip #5

Good looking applications

- It's worth knowing what a good application looks like before you start preparing your application. Take a look at **our sample** application form to get a better idea of what we're looking for.
- You will be asked for a short description of your project, for example:
 - 'teach women how to ride a bike' vs 'in partnership with a community health centre and local bike education instructors, we will equip women who are not regular bike riders with the skills and knowledge to become confident and frequent bike riders.'
- You will be asked why the project is needed in your community:
 - 'we don't have a program like this and need one' vs 'evidence highlights that only 8% of women in Moonee Valley City Council are frequent bike riders and the reasons for this are mainly due to lack of confidence riding on road.'
- When asked to list your project activities – think through every step you will take to achieve your outcomes – and list them! This will help flesh out your project description and provide a true picture of what you will be doing.
- Think SMART when preparing your goals – Specific, Measureable, Attainable, Relevant and Timely. This reduces the risks that your goals are vague and difficult to achieve.
- Use clear English:
 - be concise;
 - use everyday English;
 - short words;
 - keep your sentence length short; and imagine you are talking to your reader.
- When it comes to your outcomes, think about what behavioural change you want to see in your target population in the short/medium/long term. Then think about how you will be able to measure and report on these changes.



Tip #6

Before you submit

- Ask someone who doesn't know what your project is to review your application – make sure it makes sense to them and they can tell you exactly what you are doing.
- Don't assume assessors know what you're talking about – include as much detail as necessary to paint a clear picture of your project.



Tip #7

Not winning the grant

- Don't take it personally – our grant program is oversubscribed so we can't fund every project.
- No this time, may not mean NO forever – make sure you get feedback, improve for next year and contact your Community Road Safety Advisor.