Community Road Safety Education Grants

Funding Guidelines

Queensland Government

Contents

Road safety in Queensland

Tragically, hundreds of lives are lost on Queensland roads every year and many thousands changed forever through serious injuries. Road crashes not only have a significant social and economic impact – when someone is killed or seriously injured on our roads it creates a ripple effect with devastating and lasting impact on our local communities. This is why community involvement is fundamental in improving road safety.

The Community Road Safety Education Grants administered by the Department of Transport and Main Roads (the department), are designed to help local organisations address road safety issues at a grass-roots level. By using a collaborative approach, we can take action to improve the safety of Queensland road users.

Community Road Safety Education Grants (CRSEG)

Objective

To support Queensland communities with the development and delivery of effective road safety education initiatives that support people to be safer road users.

Funding limit

One-off funding is available up to $40,000 (excluding GST).

Thinking of applying?

Your grant idea must deliver road safety education to Queensland communities.

Effective road safety education programs help people to be safe passengers, pedestrians, bicycle/scooter riders, drivers and motorbike riders by providing them with appropriate knowledge, strategies and risk management processes.

Applications that are for facility improvements, infrastructure or fixed signage are not considered to provide any form of road safety education outcomes, and as such would be considered ineligible for funding.

Timeframes

Round frequency: Two funding rounds will occur each year.

Round open: First week of April and October.

Round close: 5:00pm on the last business day of March and September. (*Late applications will not be accepted.*)

Outcome announcement: It is anticipated successful applicants will be announced three – four months after the closing date.

Grant delivery: Organisations will be given up to 12 months to complete their approved grant.

Assessment and notification

Applications are assessed by the department for eligibility against the funding guidelines and are reviewed and recommended for funding by an independent Selection Committee.

The department's authorised officer reviews the committee's recommendations and approves the applications for funding. Following this, the Minister for Transport and Main Roads will announce the successful applicants.

Applying for a grant

Planning is an essential part of your grant application's success. Take the time to read these funding guidelines as they will assist in clarifying what you're applying for, why you're applying for it, and how much funding you require.

As part of the grant application process, you must discuss your grant idea with your local Department of Transport and Main Roads, Road Safety Advisor, to ensure that your application aligns with the Community Road Safety Education Grants funding objective.

Eligibility

Your application will be assessed against the following four eligibility criteria:

| Is my organisation eligible? | → | Is my grant idea eligible? | → | Is my application eligible? | → | Are the requested items eligible? |

Is my organisation eligible?

Eligible organisations

For your organisation to be eligible for a Community Road Safety Education Grant, the organisation must be one of the following:

- Incorporated or registered under an Act of Parliament with not-for-profit objectives; or

- Government entity; or

- Parents and Citizens or Parents and Friends association in partnership with schools.

Eligible organisations must also:

- have an active Australian Business Number (ABN)

- have a bank account in the name of the eligible organisation

- have the appropriate financial governance in place to deliver the grant

- have policies in place to prevent and intervene in bullying and cyberbullying among children and young people (if applicable), and

- be registered within our Online Grants Portal.

If the department cannot verify the identity of your organisation through public registers, you may be asked to provide supporting documentation. Following this, if the department is unable to verify your organisation's eligibility, your organisation will be considered ineligible.

Ineligible organisations

- Organisations trading for profit

- Individuals

- Proprietary limited or public companies limited by shares where the shareholders are individuals or for-profit companies.

Is my grant idea eligible?

Funding priorities

The Selection Committee will consider each grant application on its individual merits. An application will be considered a higher priority for funding if it addresses the targeted behaviours **and/or** specific road user groups listed below.

Targeted behaviours	Specific road user groups
- Speeding - Drink and drug driving - Driving fatigued - Distracted driving - Non and incorrect seatbelt wearing - Disobeying road rules	- Young and novice drivers - Children, particularly those aged 0 to 5 years and 12 to 15 years - Pedestrians - Bicycle and scooter riders - Motorcyclists - Older road users (aged 65+)

Applications must show alignment to the CRSEG funding objective to support Queensland communities with the development and delivery of effective road safety education initiatives that support people to be safer road users.

Other determining factors

- you have discussed your grant idea with your local Road Safety Advisor[1]

- Innovation – new ideas for delivery of road safety education

- Geographical location

- How the grant will benefit road users within the community

- Value for money

- Financial and/or in-kind contributions

- Support from community partners

- Previous grant history with the department.

Frameworks

If you are applying for a grant targeting:

- Older road user safety (aged 65+); or

- Bike and road safety education for children (aged between 3 and 14)

Frameworks are available on our website that can guide you on how to best plan and implement your grant.

Is my application eligible?

Eligible application

An application is deemed eligible if:

- it is submitted by an eligible organisation

- it demonstrates that it will benefit Queensland communities

- it is submitted via our Online Grants Portal on or before the closing date

- any possible, potential or perceived conflicts of interest are managed in accordance with your organisation's constitution.

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[1] To ensure your application is eligible, we strongly recommend that you contact your local Road Safety Advisor who can advise if your grant idea aligns with the Community Road Safety Education Grants funding objective.

Ineligible applications

Applications will be ineligible if:

- more than one application is submitted by an eligible organisation

- missing mandatory documentation, such as quotes and/or course material

- your organisation has a previously funded application that is not considered closed by the department by the approval date of any new application (excluding organisations who receive road safety program funding)

- the application is incomplete

- all requested items are ineligible (see section on ineligible items below).

Are my requested items eligible?

- Your application must list all the items that you are requesting funding for, to deliver your grant. Organisations can apply for any item, except ineligible items contained in the table below.

- Organisations are required to undertake due diligence (obtain multiple quotes) to ensure competitive pricing for the items being requested.

- You **must** include a copy of the quote/s from your preferred supplier/s with your application for all items requested.

- Organisations should also consider the list of 'unlikely to be funded' items contained in the table below. These items will be considered at the Selection Committee's discretion.

Ineligible items	Unlikely to be funded items
The following items are ineligible: - items or services purchased prior to notification of the outcome of the application - cash prizes - furniture - general maintenance of property - infrastructure and/or facility improvements (for example roads, speed bumps, boom gates, pedestrian crossings, flashing school signs, fixed speed signs, sheds, fences, paths etc) - general operating or recurring costs (such as electricity, rent/lease fees, administration expenses, water, rates & insurance) - vehicle purchase / lease / registration - grant writer fees - contingency costs - social events / alcohol - feasibility study / research costs / conference attendance costs - costs associated with fundraising or organisation promotion that does not directly link to road safety education content. - delivery of the **BRAKE** or **RYDA** program (these programs are funded for schools under our program funding, contact the program providers directly for enrolment.) **Note: This list is not exhaustive, and applications will be assessed on a case by case basis. If you are unsure, contact the CRSG team for further assistance.**	Items unlikely to be funded include: - Salaries and wages for existing staff employed within the organisation. - training provided to your staff members by your organisation - internal products and services (for example, videography, printing, photocopying, marketing) - driving courses that do not align to the department's Controlled Environment Driver Training Guidelines

Courses / workshops

If a requested item involves an existing course or workshop, you are required to attach the content/material to your application.

In-Kind support

If your organisation is providing in-kind and/or financial support, specific details about the support being provided needs to be listed in your application. This demonstrates your community's commitment to the proposed initiative.

Goods and Services Tax (GST)

If your organisation is registered for GST, we will apply GST to the approved grant amount in accordance with your organisation's registered GST status.

Insurances

You must ensure your organisation has appropriate insurance cover as stipulated in the short form terms and conditions.

How to apply

Step 1 – Representatives of the organisations must thoroughly read and understand these guidelines in conjunction with the short form terms and conditions.

Step 2 – Contact your local Road Safety Advisor to ensure that your application aligns with the Community Road Safety Education Grants funding objective.

Step 3 – Organisations must register and apply for funding via our Grants Online Portal. Instructions on how to register and use the portal are available at www.tmr.qld.gov.au/roadsafetygrants.

You will be required to register yourself and your organisation prior to completing the application form.

Outcome of applications

Notification ➡ Managing your grant ➡ Acquitting your grant

Notification

The Department of Transport and Main Roads will notify your organisation's authorised officer of the outcome of your Community Road Safety Education Grant application following the announcement by the Minister.

Unsuccessful applicants

Unsuccessful applicants are encouraged to seek feedback via email at: roadsafetygrants@tmr.qld.gov.au.

Successful applicants

If your organisation's application is successful for funding, your organisation's authorised officer will receive an email from the department regarding the successful grant application. Note: your application may be funded in part and not all requested items may be approved.

Managing your grant

Execution of the agreement

Following notification of your application outcome, if successful, your organisation will be invited to enter into a Grant Agreement with the department. The Agreement includes the [short form terms and conditions](#) and Particulars document. The Particulars will outline the approved funding, purpose of the grant, approved items and reporting requirements.

The department may impose additional conditions that will form part of the Agreement and will be listed within the Particulars document.

Your organisation and/or participants may be required to complete and/or distribute surveys relating to the grant. This feedback is used to help evaluate and improve the effectiveness of the Community Road Safety Education Grants.

To accept the grant offer, you must review the following:

1. these funding guidelines
2. [short form terms and conditions](#)
3. Particulars document (funding agreement) outlining the funding offer.

Grant payment

Following the return of the Particulars document and receipt by the department of the requested supporting documents, grant funds will be authorised for payment.

Purchases made with grant funds must:

- be for approved items only as listed in the Particulars document
- be made on commercial terms, ensuring conflicts of interest are managed in accordance with the organisation's constitution
- be purchased after the approval date of the grant
- include a tax invoice/receipt issued in the name of the organisation, listing the items purchased.

Grant variations

Variation requests are considered on a case-by-case basis and approval is not guaranteed. You must request a variation via email to: roadsafetygrants@tmr.qld.gov.au. Your variation request will be considered by the department with notification of the outcome via email.

Extending the reporting requirements due date

The reporting requirements due date may be extended up to an additional six months, subject to the department's approval.

Extensions beyond six months will only be approved in exceptional circumstances.

Your email request must outline the reasons why you require the extension and the proposed new due date.

Variation to the funded purpose

Your email request must outline the reasons why you require a variation to the approved items and what the new requested items are and their associated costs.

Approval **must** be provided by the department **prior** to the purchase of any additional items. If during the acquittal process the department determines that items approved in a variation were purchased prior to approval of the variation, these items will be **declined**.

Reporting Requirements

Your Reporting Requirements must be submitted via our Grants Online Portal.

An approved grant application will remain open until all reporting requirements have been completed, including **repayment** of any outstanding funds.

The organisation must keep copies of all documents relating to the grant for at least seven years after the application is closed.

Evaluation Report

Organisations must document what activities were undertaken with the grant funds, this is referred to as the evaluation report.

Organisations must submit an evaluation report by the reporting requirements due date outlined in the Particulars document. The report must outline the activities undertaken, number of participants/locations and any learnings. This report only needs to be short, for example three paragraphs in length.

Financial Acquittal Report

Organisations must provide evidence of how they spent the grant funds, this is referred to as the financial acquittal report.

Organisations must acquit their grant funds by the reporting requirements due date outlined in the Particulars document.

Acceptable acquittal documentation includes copies of invoices or receipts which must:

- be for approved items only
- be dated on or after the date the grant or variation was approved
- be issued in the name of the organisation and on commercial terms, ensuring there are no conflicts of interest
- describe the items/services purchased.

If we determine through the acquittal that there are unspent grant funds, you will be required to return these funds to the department.

Breaches

Breaches of these funding guidelines and/or short form terms and conditions may result in:

- the organisation being ineligible
- grant funds being recalled.

Quality assurance checks

We regularly perform quality assurance checks (including site visits) on approved grant applications.

These checks are made to ensure that all information provided can be proved and that the grant was spent on approved items and according to these funding guidelines and short form terms and conditions.

Translating and interpreting assistance

The Commonwealth Translating and Interpreting Service can help applicants who want to access this information in another language. For the cost of a local call, phone 131 450 and ask for an interpreter who can contact us to make an enquiry on your behalf.

Privacy

The department collects personal information, including your name, email address and telephone number.

The department collects this information in order to contact you to discuss your organisation's application, if required. Your information may be shared with other government agencies and members of parliament.

The department will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled according to the *Information Privacy Act 2009*.

Compliments and complaints

We value your feedback because it helps us improve our business. We welcome the opportunity to assist you and aim to respond promptly and effectively. Email your feedback to: roadsafetygrants@tmr.qld.gov.au

Appeals process

There is an appeal process available for unsuccessful applicants. An appeal must be made within **28 days** of receipt of the formal advice from the Department of Transport and Main Roads and will need to include:

- the grounds on which you are seeking the appeal; and
- any additional information in support of the appeal.

The appeal will be reviewed by the department's authorised officer.

Appeals must be submitted via email to: roadsafetygrants@tmr.qld.gov.au

Checklist (What is required before applying)

Plan your application well in advance of the closing date.

☐ Identify a local road safety issue and how a grant will contribute to addressing it

☐ Ensure your idea aligns with the CRSEG objective (see page 2)

☐ Read and understand these funding guidelines in conjunction with the short form terms and conditions

☐ Read the resources on the CRSG website at www.tmr.qld.gov.au/roadsafetygrants

☐ Contact your Department of Transport and Main Roads regional Road Safety Advisor for advice, guidance and support

☐ Contact the CRSG team if you have any questions regarding the grant process

☐ Undertake due diligence (obtain multiple quotes) to ensure competitive pricing for the items being requested

☐ Choose preferred supplier/s and have their quotes ready to attach to your application

☐ Establish relevant partnerships in your community before submitting an application

☐ For course/workshop content, obtain copies of material for the proposed course/workshop (if already developed).

Contact Information

Community Road Safety Grants Team

Website: www.tmr.qld.gov.au/roadsafetygrants

Email: roadsafetygrants@tmr.qld.gov.au

Free call: 1300 186 159