

# Learner Driver Mentor Program

Grant funding guidelines – 2021

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# 1. Purpose of the guidelines

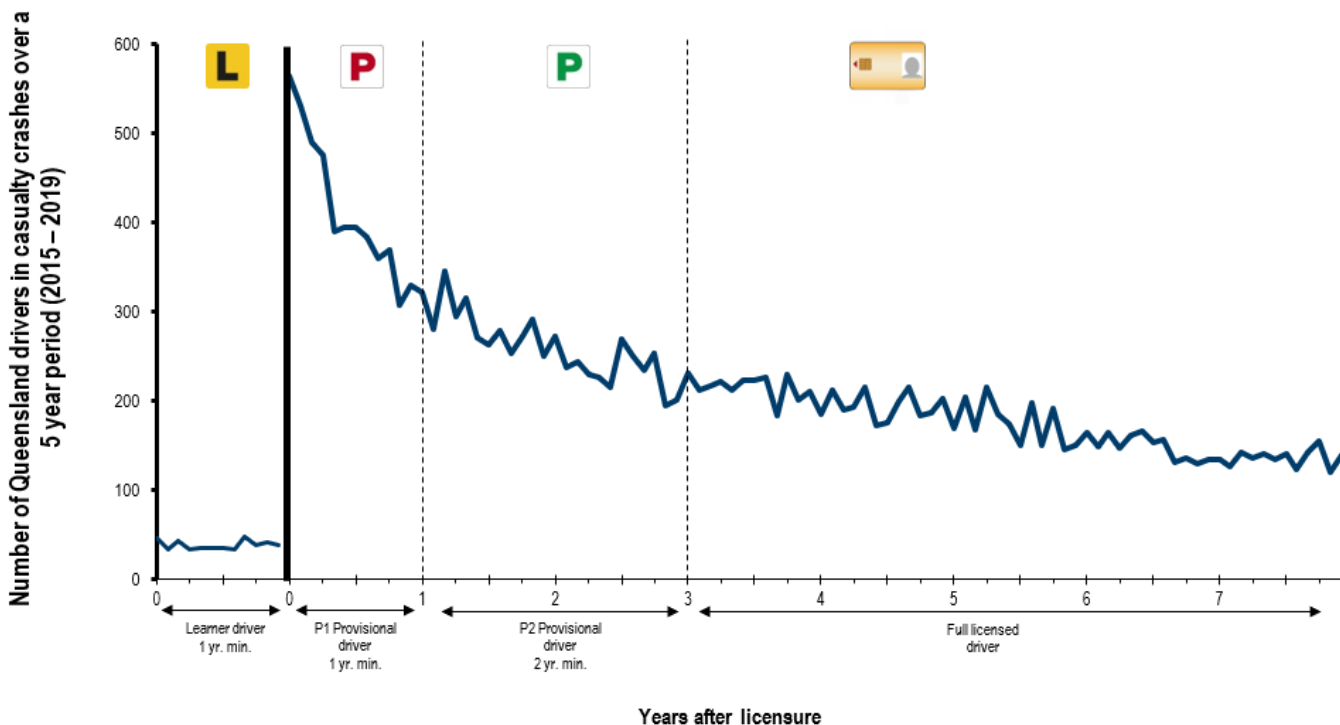
These guidelines provide information for applicants of the Department of Transport and Main Roads' (Transport and Main Roads) Learner Driver Mentor Program funding. **You must read these guidelines in conjunction with the [Service Agreement - Standard Terms](#) before filling out an application.**

This document sets out:

- the purpose of Transport and Main Roads' learner driver mentor program funding
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

# 2. Introduction

Newly licensed drivers have the highest crash risk when compared with any other group of drivers. This crash risk is highest immediately after gaining a driver's licence that allows unsupervised driving. The graph below shows that crash risk falls rapidly after the first few months of licensure and then continues to fall more slowly for the next 18 months.



Research shows the most effective long-term method to reduce a novice driver's crash risk is to gain more on-road driving experience. It has been estimated that it takes young drivers approximately three to five years to develop a full complement of driving skills. Increased driving experience leads to a reduction in crash risk by closing the gap between a driver's/rider's real and perceived ability and helps them to estimate and adapt to risk more quickly and appropriately.

Queensland has a graduated licensing system (GLS) to help reduce fatalities on the roads, particularly among young drivers. The aim of the system is to encourage safer, more proficient drivers, allowing novice drivers to gain more experience and improve their driving skills before they are allowed to progress to a higher type or class of licence.

A key requirement of Queensland's GLS is that learner drivers under age 25 must gain 100 logbook hours of supervised on-road driving experience.

Some groups of learner drivers experience difficulties associated with gaining 100 logbook hours of on-road supervised driving, including lack of access to a vehicle or supervisor. Learner driver mentor programs provide disadvantaged people with the opportunity to complete the supervised driving requirements of the licensing system through organising and managing the support of a volunteer mentor network.

## 3. About the funding program

- Not for profit community groups with structures in place to deliver learner driver mentor programs are invited to apply using the application response form located at [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants).
- The Queensland Government has committed \$5 million per annum to the Community Road Safety Grants scheme. The scheme includes learner driver mentor programs; road safety education programs; and road safety education short-term projects.
- The learner driver mentor funding program (the program) will run from 1 January 2022 to 30 June 2026.
- Funding agreements may be extended beyond this period, pending funding availability and performance review or formal evaluation of programs.
- The minimum grant amount is \$20,000 per year.
- There is no maximum grant amount, but grants cannot exceed the amount of available funds.
- Learner Driver Mentor Program funding is awarded on the basis of merit through a competitive application and selection process. Applications will be assessed by an assessment panel.
- In responding to the selection criteria, applications must detail the funding required to enable effective and efficient service delivery.
- Service providers must report regularly on the delivery of their program.

### 3.1 Funding aims, objectives and intended outcomes

Transport and Main Roads' learner driver mentor program grants aim to:

- assist disadvantaged people to gain safe supervised on road driving experience towards the 100 logbook hours GLS requirement
- assist disadvantaged people to obtain their provisional licence
- support community organisations with the sustainable delivery of learner driver mentor programs while achieving value for money.

The objectives of these grants are to:

- fund learner driver mentor program service providers in identified high need locations across Queensland
- support service providers to implement a flexible service delivery model that enables participant access to the program
- support service providers to align their program structure and content delivery to best practice resources (for example, the [Best Practice Guidelines for Developing and Operating Learner Driver Mentor Programs](#))
- support service providers to implement a model of continuous improvement where learner driver mentor programs are evaluated and refined over time.

The intended outcomes of these grants are to:

- assist disadvantaged Queenslanders obtain a driver's licence

- improve compliance with Queensland's GLS requirements, in particular the 100 logbook hours supervised on-road driving experience requirement
- reduce unlicensed driving, crash and injury rates in the vulnerable target groups in funded locations
- increase safe driving behaviours and attitudes for participants.

## 3.2 Service delivery requirement

Transport and Main Roads is seeking to engage learner driver mentor program service providers to:

- Supply appropriately licensed mentor drivers and safe vehicles;
- Support disadvantaged people to achieve their learner licence;
- Deliver mentor driving services to disadvantaged learner drivers to help them achieve the 100 logbook hours supervised on-road driving to meet the GLS requirement.

The following target groups, service areas and program support requirements have been identified to assist Transport and Main Roads in achieving its stated program aims, objectives and outcomes.

### 3.2.1 Target groups

A common characteristic of the target group for any learner driver mentor program will be that they have difficulties complying with the 100 logbook hours driving experience requirement of the Queensland GLS. Findings from a study commissioned by Transport and Main Roads (Environmental Land Heritage, 2011) show that while a wide range of people from various backgrounds face difficulties in gaining 100 logbook hours of supervised on-road driving, the most adversely affected are people from low socio-economic groups including:

- Aboriginal and Torres Strait Islanders;
- People from culturally and linguistically diverse backgrounds, especially humanitarian entrants and refugees;
- Youth at risk, including those that are homeless, or isolated from their families;
- Remote and regional learners;
- People with disabilities;
- Youth with low literacy skills; and/or
- People on income support payments.

The largest, most affected group comprises young people under the age of 25 who are from disadvantaged communities, where:

- Young people are on income support payments;
- There is a lack of parental support;
- Parents do not have a licence;
- Car ownership rates are low;
- Young people are disconnected from their family or living in residential care;
- Financial stress is acute so paying for petrol or lessons or insurance is difficult or impossible;
- Parents/carers have disability/mental health issues;
- Access to services is extremely limited because they live in remote communities or are in locations poorly serviced by public transport; and
- Literacy levels are low.

Transport and Main Roads' Learner Driver Mentor Program Funding aims to assist the people in the groups identified above to safely achieve their licence. Improving these people's access to transport through gaining a licence

consequently increases their opportunities through access to education, employment, health and social services and community life.

The specific target group of a learner driver mentor program will differ between program providers and the locations they service. Each unique target group will have different needs, and these must be catered for in an appropriate manner.

### 3.2.2 Service areas

Transport and Main Roads is committed to assisting disadvantaged people enter the licensing system. A successful learner driver mentor program funding model strikes a balance between prioritisation and innovation to provide the optimal mix of public funds and community support to maximise outcomes. Prioritisation is necessary to enable decision makers to identify which areas of Queensland require a higher level of funding and attention.

Transport and Main Roads, in partnership with the Centre for Accident Research and Road Safety – Queensland (CARRS-Q), developed a funding prioritisation tool to assess the relative need for learner driver mentor programs across Queensland. To develop the prioritisation methodology, 11 attributes were identified. A strong focus was placed on the socio economic, demographic and geographic factors relevant to learner driver disadvantage when identifying these attributes.

The geographic regions identified as high priority for learner driver mentor programs are:

- **North Queensland**
  - *Cape York*
  - *Cairns*
  - *Townsville*
  - *Innisfail*
  - *Mareeba*
  - *Daintree*
  - *Herberton*
- **Central Queensland**
  - *Bowen*
  - *Emerald*
  - *Central Highlands*
- **Queensland Outback**
  - *Mount Isa*
- **Brisbane North**
  - *Fortitude Valley*
  - *Kelvin Grove – Herston*
  - *Newstead – Bowen Hills*
- **Moreton Bay**
  - *Morayfield*
- **Brisbane South**
  - *Rocklea – Acacia Ridge*
  - *Sunnybank*
  - *Robertson (Nathan)*
  - *Runcorn*
  - *Calamvale – Stretton*
  - *Macgregor*
  - *Eight Mile Plains*
  - *Coopers Plains*
- **Ipswich**
  - *Inala – Richlands*
  - *Goodna*
  - *Redbank Plains*
  - *Darra – Sumner*
  - *Collingwood Park – Redbank*
  - *Durack*
  - *Forest Lake – Doolandella*
- **Logan**
  - *Woodridge*
  - *Kingston*
  - *Logan Central*
  - *Marsden*
  - *Loganlea*
  - *Crestmead*
  - *Slacks Creek*
  - *Waterford West*
  - *Browns Plains*
  - *Eagleby*
- **Brisbane East**
  - *Redland Islands*
- **Gold Coast**
  - *Southport*
- **Wide Bay**
  - *Kingaroy*

Whilst you can apply for any geographic area in Queensland, priority will be given to the identified high need areas.

There is no limit to the number of locations you can apply to be funded to service, however you must provide a response for each of your proposed program delivery sites, where your response differs between sites, in your application.



### 3.2.3 Program support requirements

There are a number of important processes and structures that a Learner Driver Mentor Program should contain to ensure its effectiveness, efficiency and sustainability. Transport and Main Roads' minimum requirements are outlined below. For a detailed description of the essential elements of a Learner Driver Mentor Program see the [Best Practice Guidelines for Developing and Operating Learner Driver Mentor Programs](#).

#### Program establishment

- A clearly defined target audience, assessment of target audience's unique needs, and explanation about how these will be addressed.
- Evidence that the chosen location/s have been investigated to determine if a similar service exists. If so, determine whether a partnership approach is appropriate to make the most efficient use of resources, or whether there is enough demand to warrant multiple services.
- Community need has been established. Anticipated community need and demand has been quantified through consultation with a range of individuals and groups in the community and analysis of relevant crash data.
- Robust and ongoing community support through the establishment of relevant partnerships and/or sponsorships, both financial and in-kind within the local area.

#### Program structure

- Clearly defined program objectives outlining precisely what your program aims to achieve (what problems you are attempting to address) and in what timeframe. Program objectives should be measurable and achievable.
- Commitment has been made by community stakeholders about ongoing relationships and clearly identified key stakeholders involved in your program and their roles and responsibilities.
- A program plan has been developed that lists the tasks required to develop and operate an efficient, effective and sustainable program, as well the steps associated with successfully achieving these tasks.
- Participants are provided road safety education aimed at influencing their attitudes, knowledge and skills.
- The program has an Operations Manual detailing necessary policies and procedures (for example, code of conduct, complaints management, driver and vehicle safety, mentor roles and responsibilities, prevent and intervene in bullying and cyberbullying among children and young people).
- The program complies with relevant legislative and insurance requirements (for example, Privacy, Blue Card).
- A risk assessment for each program location has been conducted and mitigation strategies have been identified.
- Program capacity has been estimated based on forecast program funding, number of program vehicles, number of mentors, program staff capabilities and number of motivated mentees.

#### Program resources

- An appropriate venue has been secured that is accessible and secure for program operation and vehicle storage.
- Program resources, including other funding sources, have been identified and a detailed annual budget has been prepared on the template provided.
- Staffing requirements have been appropriately described and justified.
- A dedicated program coordinator who is responsible for the day to day operations has been engaged or a plan to engage one is provided.
- Succession and risk management plans are in place to ensure continuity of service.
- Vehicle fleet has been described (including make, model and year). Vehicle/s have a minimum 4-star (preferably 5-star) ANCAP safety rating. Program vehicles should not be more than 10 years old.
- Asset management strategies are in place, including maintaining a vehicle maintenance schedule.

## Mentor support

- Evidence of mentor recruitment strategies, eligibility criteria (mentor screening, Blue Card, traffic history check) and ongoing support.
- Evidence that mentor performance is monitored to ensure the program is being delivered as planned.
- Evidence of an exit strategy for mentors leaving the program.

## Learner driver (mentee) support

- Evidence of learner driver recruitment strategies, eligibility criteria and ongoing support.
- Minimum requirements (for example, minimum hours) to enter the program are not overly onerous, and potential mentees are assisted with pathways to meet minimum requirements.
- Cultural considerations are taken into account when matching mentors and mentees, where possible.
- A staged/graduated skills approach is taken to driving sessions to allow mentees to build their skills and confidence over time.
- Evidence of an exit strategy for mentees leaving the program.

# 4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

## 4.1 Who is eligible to apply for a grant?

To be eligible your organisation (legal entity) must:

- be incorporated or registered under an Act of Parliament with not-for-profit objectives
- have an active Australian Business Number (ABN)
- have a bank account in the name of the legal entity
- have a physical office located in Queensland
- comply with the [Queensland Government Supplier Code of Conduct](#)
- not be an organisation listed in section 4.2.

## 4.2 Who is not eligible to apply for a grant?

Your organisation is not eligible to apply if you are:

- a Commonwealth, state or local government agency or body (including government owned corporations)
- an organisation considered to be an academic institution such as primary and secondary schools (including their respective parent association) and tertiary institutions.

We reserve the right to refuse an application for funding due to past conduct by an individual associated with the applicant that may bring the Queensland Government into disrepute.

## 4.3 Eligible grant activities

To be eligible your proposed learner driver mentor program must:

- assist disadvantaged people enter the licensing system

- assist program participants in gaining supervised on-road driving experience towards the mandatory 100 logbook hours GLS requirement
- be aligned to the service delivery requirements as outlined in section 3
- eligible activities must directly relate to program delivery and can include:
  - financial assistance towards the fees incurred when gaining a licence (for example, identification documents, licensing and test fees)
  - activities and items that enable learners and mentors to attend driving sessions (for example, public transport fares, mentor rewards or incentives)
  - activities and items that directly support the delivery of the program (for example, vehicle expenses, program coordinator wages, road safety education sessions or workshops).

## 4.4 Eligible expenditure

You can only spend grant funds on delivering eligible grant activities as specified in your service agreement. Funding may be expended at your discretion; however agreed outcomes must be met as specified in your service agreement.

If your application is successful, we may ask you to verify program costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

You must incur the expenditure on your program between the start date and completion date specified in your service agreement for your program for it to be eligible.

### 4.4.1 Minimum funding and timeframes

While there is no maximum grant amount that can be applied for, the minimum eligible grant amount is \$20,000 per year over 4.5 years.

## 5. The assessment criteria

You must address all the following assessment criteria in your application. The application form will guide you through questions relating to each criteria. We will assess your application based on the weighting given to each criteria.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

### Criteria 1

#### Knowledge of program need and demand

You should demonstrate this through identifying:

- Program targets local needs (based on priority areas specified in section 3.2.2)
- Program targets high risk group (as defined in section 3.2.1)
- Evidence that there is sufficient demand for your program

## Criteria 2

### Proven experience and capability to deliver

You should demonstrate this through identifying:

- Your experience in delivering a learner driver mentor program or a similar community-based program
- Key performance outcomes of your program to date (if applicable) or other similar program
- Your compliance, or ability to comply, with the best practice program support requirements *Program Structure* and *Program Resources* as specified in section 3.2.3
- Ability to abide by the [Queensland Government Supplier Code of Conduct](#) .

## Criteria 3

### Ability to adapt content to align to core road safety education principles

You should demonstrate this through identifying:

- The entry requirements needed to join your program
- How your program aligns to best practice resources
- How your program influences road safety attitudes, knowledge and skills.

## Criteria 4

### Proven relationships and support structures to enhance program sustainability

You should demonstrate this through identifying:

- Your community relationships and support structures
- Financial or in-kind support from stakeholders
- Staff and mentor retention strategies.

## Criteria 5

### Ability to manage data collection to aid evaluation

You should demonstrate this through identifying:

- Participant and program data capture and collection processes
- Opportunities for feedback
- Applicable targets and performance indicators
- Monitoring and reporting for evaluation.

## Criteria 6

### Value for money

You should demonstrate this through identifying:

- The cost per participant place
- The relative value of the grant sought

## 6. How to apply

Before applying, you must read and understand these guidelines, the application form and the service agreement template.

These documents may be found at [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants). The Community Road Safety Grants webpage is the authoritative source for grants information.

Organisations are limited to submitting one application. Applications are to outline service delivery location/s, number of participants and funding required in a single application.

To apply you must:

- register via the Community Road Safety Grants online portal (online portal)
- complete the Learner Driver Mentor Funding Program application form found at [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- attach all required documents
- submit your application via the online portal by **5:00pm, 27 August 2021** (“the Closing Date”).

You are responsible for ensuring that your application is complete and accurate. We will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au).

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing date.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within two working days.

If you need further guidance around the application process or if you are unable to submit an application online contact us at [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au).

### 6.1 Attachments to the application

We require the following documents with your application:

- proposed income and expenditure budget<sup>1</sup> for each location – see template on [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants)
- documents that support program structure and resources (refer section 3.2.3 of the funding guidelines)
- letters of support from community members with knowledge of the program
- the most recent audited financial statements for your organisation
- list of current board/committee members for the organisation
- position descriptions for staff to be employed

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<sup>1</sup> [National Standard Chart of Accounts](#) (NSCOA) used. All Australian governments (Commonwealth, state and territory) have agreed to accept NSCOA when requesting information from not-for-profits. NSCOA provides a common approach to the way not-for-profits record and report accounting information (consistency in accounting categories and terms).

- copy of the commitment letter signed by the President or Authorised Officer that the organisation will meet the undertakings of the [Queensland Government Supplier Code of Conduct](http://www.tmr.qld.gov.au/roadsafetygrants) – see template on [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

## 6.2 Joint applications

We recognise that some organisations may want to join together as a group to deliver a learner driver mentor program. In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a service agreement with Transport and Main Roads. The application must identify all other members of the proposed group. Each joint applicant must meet the eligibility criteria set out in section 4.

Transport and Main Roads may ask for a letter of support from each partner organisation; this letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully deliver the learner driver mentor program.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

The 'lead organisation' will take legal and financial responsibility for the execution of the service agreement over the life of the grant.

You must have a formal arrangement in place with all parties prior to execution of the service agreement. The formal arrangement must be in writing and signed by all parties. This arrangement must clearly set out the roles and responsibilities for each party in delivering the program objectives.

## 6.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications. If you are successful, we expect you will be able to commence your learner driver mentor program from 1 January 2022. The anticipated timeframes for awarding Learner Driver Mentor Program funding are:

Activity	Date
Release funding guidelines and application form to market	12 July 2021
Market briefing	19 July 2021
Cut-off for acceptance of information/clarification questions	23 August 2021
Closure of applications	27 August 2021
Assessment of applications	30 August 2021
Outcome of applications	30 November 2021
Post-offer negotiations	1 December 2021
Contract commencement date	1 January 2022

Transport and Main Roads reserves the right to alter the above dates throughout the process should the need arise.

## 6.4 Questions during the application process

If you have any questions during the application period, contact the Community Road Safety Grants team by emailing [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au). The Community Road Safety Grants team will respond to emailed questions within two working days. Answers to all universal questions will be posted to the online portal that can be found at: [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants).

## 7. The grant selection process

### 7.1 Assessment of grant applications

#### 7.1.1 Eligibility

Transport and Main Roads will review applications against the eligibility criteria as per section 4.

If your application is deemed ineligible, the application will not progress through the assessment process and Transport and Main Roads must not recommend the application for funding.

#### 7.1.2 Written applications

Applications must be set out in the Application Response Form located on [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants).

Applications that do not satisfy the eligibility criteria in section 4 will be rejected.

An application lodged after the Closing Date will not be accepted.

An application will be considered on its merits, based on:

- How well it meets the criteria in section 5, including whether it provides value for money
- How it is ranked against other applications

Based on the evaluation of your written application, the assessment panel will shortlist applications to progress to the final stage of the application process, a presentation of service offering. The presentation is not an opportunity to change your application.

### 7.2 Who will assess applications?

An assessment panel will assess each eligible application.

An application may be rejected, in the absolute discretion of the assessment panel, if it is incomplete.

An application will be assessed on its merits against the criteria in section 5 to determine how it is ranked against other applications.

Shortlisted organisations will be invited to provide a presentation to the assessment panel, either in person or online. The presentation provides an opportunity for organisations to show case their program and how it will be managed. The presentation will also allow the panel to ask questions and clarify the information provided by the organisation.

The assessment panel will recommend applications for funding based on how well you meet the criteria in both your written application and your presentation.

The assessment panel will make recommendations to the Program Delegate as to which applications to approve for a grant.

## 7.3 Who will approve grants?

The General Manager, Land Transport Safety and Regulation Branch, as the Program Delegate, decides which grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds for the purposes of the grant program.

Prior to final approval of a grant, the assessment panel may negotiate the amount of funding and outcomes with an applicant.

The Program Delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

## 8. Notification of application outcomes

We will advise you of the outcome of your application by email. If you are successful, we will advise you of any specific conditions attached to the grant. Notification that your application is successful does not constitute a contract with the Department of Transport and Main Roads. The provision of funding will be subject to you and Transport and Main Roads entering into a legally binding service agreement in accordance with section 10.

If you are unsuccessful, you may ask for feedback within **28 days** of receipt of the formal advice from the Department of Transport and Main Roads. We will give written feedback within **28 days** of your request.

## 9. Appeals

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.

Appeals must be submitted via email to: [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au).

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding service agreement with Transport and Main Roads.

The [Service Agreement - Standard Terms](#) and Funding Service Details have general terms and conditions that cannot be changed. A sample Funding Service Details document is available on [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants).

You will have **28 days** from the date of a written offer to execute a service agreement with Transport and Main Roads ('execute' means both you and the Transport and Main Roads have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the service agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.



You may request changes to the service agreement. However, we will review any requested changes to the service agreement to ensure they do not impact the grant as approved by the Program Delegate.

We must execute a service agreement with you before we can make any payments. We are not responsible for any of your expenditure until a service agreement is executed. If you choose to start your program before you have an executed service agreement, you do so at your own risk.

Your Funding Service Details will include the following:

- funding and payment arrangements
- meeting targets, milestones or timelines
- collecting and supplying data
- submitting reports and/or acquittals
- participating in an evaluation
- undertaking risk management
- complying with these funding guidelines

Your service agreement may also have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

Transport and Main Roads may recover grant funds if there is a breach of the service agreement.

## 10.2 How we pay the grant

The service agreement will state the:

- maximum grant amount to be paid
- any financial or in-kind contributions you will make
- when periodical payments will be made
- what is required before next instalment is paid
- how we will pay you (e.g organisation will provide a tax invoice with bank account details for payment)

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the service agreement. We will make subsequent payments according to an agreed schedule set out in the service agreement and adjusted for unspent amounts from previous payments.

Payments are subject to satisfactory progress.

## 10.3 Grants Payments and GST

Your organisation is solely responsible for assessing if GST applies to grant funding. If you are unsure if GST applies, please consult your Tax Advisor.

The approved grant amount is **GST exclusive**. In the event GST applies to your grant amount in accordance with the *A New Tax System (Goods and Services Tax) Act 1999* (the GST Act), Transport and Main Roads will pay an additional amount (to cover the GST component) on receipt of a compliant tax invoice on which GST is identified.

In accordance with the GST Act, if you are not registered for GST, you cannot add GST. For GST registered applicants, each arrangement needs to be assessed on a case by case basis with consideration given to the application of the principles in *GST Ruling 2012/2 – GST: Financial Assistance Payments* and/or subparagraph 9-17(3) of the GST Act (Grant is a non-commercial appropriated payment between Government related entities for a supply).

## 11. Announcement of grants

If successful, your grant will be listed on [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants) 21 calendar days after the date of effect.

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

We will arrange periodic meetings, at agreed intervals, to discuss your program's progress and any emerging issues you may be facing. In addition to the planned periodic meetings, you should let us know immediately if anything is likely to affect your program delivery or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to deliver your program.

You must also inform us of any changes to your organisation details including:

- organisation name and addresses
- contact personnel and their contact details
- organisation bank account details.

If you become aware of a breach of terms and conditions under the service agreement, you must contact us immediately.

### 12.2 Reporting

You must submit reports in line with the service agreement. We will remind you of your reporting obligations before a report is due.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

The contract value will determine the financial and performance reporting requirements as outlined in the table below.

	Tier 1	Tier 2	Tier 3
Annual funding	< \$150,000	\$150,000 - \$300,000	\$300,000+
Payment cycle	Annual payment	6 monthly payment	6 monthly payment
Financial reporting	Audited financial reports	Audited financial reports	Audited financial reports
Progress reporting	Annual reporting	6 monthly reporting (performance and financial)	6 monthly reporting (performance and financial)
Performance review	<ul style="list-style-type: none"><li>• Annual assessment of delivery against program objectives</li><li>• Review the efficacy of program for continued funding during year 4</li></ul>	<ul style="list-style-type: none"><li>• 6 monthly assessment of delivery against program objectives</li><li>• Review the efficacy of program for continued funding during year 4</li></ul>	<ul style="list-style-type: none"><li>• 6 monthly assessment of delivery against program objectives</li><li>• Formal evaluation required to continue funding commencing during year 3</li></ul>

## 12.2.1 Progress report

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes within the reporting period
- include an income and expenditure statement for the reporting period
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

You must report on all locations you receive grant funding for.

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

## 12.2.2 Performance review

Evaluating your program is important as it lets you know whether your program is achieving your objectives and what might need to change. It also helps to ensure that limited resources are used most efficiently for the greatest possible positive community impact.

The value of your grant will determine the performance review requirements you must undertake. For grants under the value \$300,000 per annum it is expected that you will have processes in place for the ongoing monitoring of your service delivery. You will be expected to perform a review to assess if your program is meeting its objectives.

For grants over the value of \$300,000, funding provisions will be made by Transport and Main Roads for an appropriately qualified third party, approved by Transport and Main Roads, to conduct a formal evaluation of your program. It is expected that you will have the appropriate data collection processes in place to inform this evaluation.

## 12.3 Audited financial acquittal report

You must provide a yearly independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the service agreement.

## 12.4 Service agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your service agreement. You can request a variation by emailing your variation request to [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au).

You should not assume that a variation request will be successful. We will consider your request based on provisions in the service agreement and the likely impact on achieving outcomes based on discussions with you.

## 12.5 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 only spent on approved items and according to the service agreement.

## 12.6 Evaluation

We will evaluate the Community Road Safety Grant scheme to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

## 13. Probity

Transport and Main Roads will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

### 13.1 Enquiries and feedback

Any questions or feedback you have regarding this grant opportunity should be sent to [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au).

### 13.2 Reservations

Without limiting its rights whatsoever, Transport and Main Roads reserves the right, in its absolute discretion and at any time during the period from the release to the market of these funding guidelines to the approval of an application for funding to:

- amend the structure, procedures or timing of the application process;
- vary or amend the assessment criteria without notification;
- request further information from an applicant (including by way of interview) to clarify their application;
- make its own due diligence investigations and draw on outside expertise in conducting an assessment of applications;
- terminate or suspend this selection process at any time;
- conduct negotiations with any applicant after applications have been lodged; or
- not provide any reasons to any applicant for any action or decision taken as part of this process.

### 13.3 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Transport and Main Roads' staff, any member of the assessment panel or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a Transport and Main Roads officer or member of the assessment panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform Transport and Main Roads in writing immediately.

Assessment panel members and government staff including the decision maker must also declare any conflicts of interest.

## 13.4 Privacy

We treat your personal information according to the *Information Privacy Act 2009* and the Queensland Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

We may share the information you give us with other State Government entities for purposes including government administration, research or service delivery.

As part of your application, you declare your ability to comply with the *Information Privacy Act 2009* and the Queensland Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity.

## 13.5 No Canvassing

An applicant must not contact officers of Transport and Main Roads with a view to obtaining information in respect of this selection process which is not publicly available or to enhance its prospect of being selected or shortlisted. Any unauthorised communication or approach by or on behalf of an applicant to influence, or seek to influence, may in the absolute discretion of Transport and Main Roads lead to the exclusion of the applicant from this process.

## 13.6 Confidential Information

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the service agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the assessment panel and other State Government employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other State Government agencies for any purposes, including government administration, research or service delivery
- the Minister for Transport and Main Roads, and
- a Committee of the Queensland Parliament.

The service agreement may also include any specific requirements about special categories of information collected, created or held under the service agreement.