

Towards Zero Road Safety Grants Program Guidelines

Overview

Road Safety is everyone's responsibility. The Northern Territory Government is committed to working with its partners and the community to create a safer transport system where no person is killed or seriously injured. This Program is an initiative in the Northern Territory Road Safety Action Plan 2018-22 (towardszero.nt.gov.au).

The Department of Infrastructure, Planning and Logistics is offering funding for road safety initiatives and programs that improve or promote road safety in our local communities and organisations.

The Towards Zero Road Safety Grants Program aims to:

- provide an opportunity for community groups to develop and implement projects that target local road safety concerns;
- encourage greater community involvement in road safety; and
- empower people and build capacity in the communities.

The intention of this Program is to fund community projects designed:

- to change or encourage responsible community behaviours and cultures, and
- support activities that raise awareness of road safety issues and promote safe road user behaviours.

Grant programs include:

Quick Response Grants

Quick Response Grants are available all year from 23 March to 30 November 2018. Grants between **\$500 and \$1,000** are available if your organisation has an activity, event or initiative that encourages and engages the community in responsible road user behaviours and cultures.

Community Grants

Grants are available for activities and events occurring during 2018. Grants of **up to \$5,000** are available and applications **close 4 May 2018**.

Applications seeking significantly more funding for larger scale/more complex initiatives would also be assessed and may be approved under specific circumstances.

Key dates:

Quick Response Grants

Applications open..... 23 March 2018
Closing date for applications..... 30 November 2018
Assessment of applications..... Within 5 working days of application
Notification of successful recipients..... Within two weeks of submission

Community Grants

Applications open.....	23 March 2018
Closing date for applications.....	4 May 2018
Assessment of applications.....	Within two weeks of closing date
Notification of successful recipients.....	Maximum six weeks after assessment date

Who can apply for the grants?

The Program is open to all Northern Territory not for profit organisations, Local Governments, schools, sporting or community groups who want to develop and implement projects to address local road safety concerns and increase road safety awareness.

Organisations must be incorporated under the *NT Associations Act 2003* (the Act).

Organisations could include: sporting organisations, scout groups, community art centres, service clubs, schools, local councils and youth groups.

Individuals and private-for-profit organisations are not eligible for funding.

If an individual or organisation is not incorporated, it must have an auspicing body that is incorporated under the Act that is willing to accept responsibility for administration, reporting and acquittal of the grant on the applicant's behalf.

What projects will be funded?

Funding is only available for clearly identified road safety initiatives which can be completed and acquitted within a specified time frame (maximum 6 months).

All Community Grant projects must be clearly linked to at least one of the following targeted priority areas from the NT Towards Zero Road Safety Action Plan 2018-22 (towardszero.nt.gov.au):

- ✓ Speed and driving to the conditions
- ✓ Driver distraction, including mobile phones
- ✓ Alcohol and Drugs
- ✓ Aboriginal People

Quick grants can be linked to any of the Toward Zero Action Plan priorities.

To assist in identifying local road safety issues and developing your project you could:

- speak to your local Police or local government organisation;
- use data to identify the causes of crashes in your area;
- find out what has been done in other areas to address these issues; and
- talk to the Road Safety Grants Program Manager in the Department of Infrastructure, Planning and Logistics.

Project ideas:

- Promotional activities that raise awareness and promote safe road user behaviours.
Examples include: signage, advertising, sticker, poster competitions, banners, roadside speed displays/trailer, variable message sign projects.
- Educational activities and other resources that foster safe road user behaviours.
Examples include: brochures, short film, social media projects, competitions, quizzes, displays, child restraints or safe vehicle workshops.
- Initiatives, research or policies that influence positive responsible community behaviours and cultures.
Examples include: safe driver policies and handbooks, local community road safety research, strategies and plans, child restraint community hire programs and/or fitment check training, community event, bicycle safety program (including travel to road safety centres).
- Events or event initiatives that have a road safety outcome or promote road safety. This includes activities related to events such as National Road Safety Week (30 April- 6 May 2018), Children's Week (20-28 Oct 2018).
Examples include: free vehicle health checks, child restraint checks, community/school road safety days, event transport (eg. courtesy bus to provide safer transport home from club grand final celebrations)

Funds CANNOT be made available for:

- road engineering, infrastructure or capital works projects (including regulatory signage).
Although these initiatives are an important part of the Northern Territory's commitment to road safety, there are other funding sources available for these types of programs.
- any activity of a political party nature;
- any activity of a commercial or business nature;
- applications submitted by individuals;
- set-up or running costs of a commercial business, purchase of capital equipment (including hardware or software) not road safety related, or set-up and maintenance of Internet sites (not road safety related);
- non Northern Territory based events/projects/initiatives;
- retrospective funding for projects, functions, services that have already started or previously purchased;
- projects by organisations established for profit or financial gain to members;
- activities of government agencies;
- wages/salaries including professional workforce development projects (e.g. funding to attend training and conferences, this excludes speaker fees of relevant road safety experts)
- events that involve gambling, unlawful activity or the consumption of alcohol (this excludes road safety promotion at events or safe transport home initiatives);
- projects that duplicate existing services available to the community;
- deficit budgets; and
- other items that the panel assess as not meeting the aims/objectives of the grants, such as food, alcohol and other consumables.

The use of local service providers or suppliers is strongly encouraged.

How to apply for a grant

- Review these Guidelines.
- Contact the Road Safety Grants Program Manager for further information.
- Review Grant Acquittal section.
- Complete the Grant Application Form. Application forms are available on-line at towardszero.nt.gov.au.
- All applications must be lodged by the advertised closing date.
- Applications should be clearly marked "Towards Zero Road Safety Grants" and may be submitted by:

Post (date stamped):

Road Safety Grants Program
Manager

Department of Infrastructure,
Planning and Logistics

PO Box 2520

DARWIN NT 0801

Hand delivered:

Road Safety Grants Program
Manager

Department of Infrastructure,
Planning and Logistics

2nd Floor Energy House

18-20 Cavenagh Street

DARWIN NT 0801

Email:

roadsafety@nt.gov.au

Selection process and assessment criteria

Quick Response Grants

Applications will be assessed by the Road Safety Grants Program Manager to ensure that all questions have been completed and meet the eligibility criteria.

Recommendations will be made to the Director of Road Safety and Compliance based on the assessment criteria evaluation.

The Director of Road Safety and Compliance considers the recommendation and has the final say on successful applications.

Community Grants

Applications will be assessed by the Road safety Grants Program Manager to ensure that all questions have been completed and meet the eligibility criteria.

A selection panel will assess applications against assessment criteria and recommendations will be made to the Minister for Infrastructure, Planning and Logistics. All applicants will be notified in writing of the outcome of their funding application.

Assessment Criteria

- compliance with eligibility requirements;
- alignment with identified Towards Zero Road Safety Action Plan priorities;
- appropriateness of the project in relation to addressing community road safety concerns;
- the strength of local community support and commitment for your application;
- the amount of funding sought in relation to total project cost;
- the adequacy of the total funding capacity to successfully complete the project; and
- the capacity of the organisation to successfully complete the project.

Funding conditions

Payment of grant monies is subject to the following conditions:

1. The organising body will use the funds for the approved project as detailed.
2. The organising body or, where applicable, its auspicing body will provide a financial acquittal of grant funding within four weeks of the completed event or activity (a financial acquittal form will be provided).
3. If, for any reason, it is not possible to carry out all or any part of the project for which the funding is provided, the Grants Program Manager is to be notified and either unexpended funds shall be repaid or a variation of purpose proposed.
4. The organising body must have adequate public liability insurance.
5. The organising body indemnifies the Northern Territory Government against all claims, liabilities, suits or actions and loss or damages what so ever that may be brought or made against it, arising directly or indirectly out of the performance of the organising body, its employees, or agents of any activity arising under this Agreement.
6. Grant recipients will be responsible for promoting and advertising the activity, which must acknowledge NTG sponsorship. A Towards Zero and NTG sponsorship logo will be provided for this purpose.
7. The organising body agrees to the use of information provided in the application of the grant for the purpose of promoting the Towards Zero Road Safety Community Grants Program. Information may be distributed via press releases, Road Safety Calendar of Events and other Government publications and websites.
8. If the activity involves a public event, grant recipients have a legal and moral obligation to plan properly to avoid risks of injury that might reasonably be expected to occur to the patrons and workers at those events but if you do not take proper precautions, then anyone injured could be successful in any legal action taken against the organisers.
9. Grants from the Towards Zero Road Safety Grants Program do not attract GST.

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Funding agreement

A funding agreement, vendor form and acquittal documentation will be provided with your formal funding notification.

It is expected that an invoice and both the agreement and vendor forms (for new vendors) be returned to the Department of Infrastructure, Planning and Logistics, Road Safety NT within one month of receipt to expedite your funding. Please note that if your funding is sponsored, it is the sponsoring organisation that must complete the payment details form as the recipient of the funding. The sponsor is also required to co-sign the funding agreement.

Payment arrangements

After receiving notification of a successful application, the organising body will be forwarded the below documentation and return prior to the funding payment.

Before payment can be made the following documentation will need to be submitted:

- signed agreement to conditions of funding
- and invoice; and
- vendor forms if applicable.

Payment will be made by direct transfer of monies into the nominated bank account of the organising body or, where applicable, the auspicing body.

Acquittal

Quick Response Grants

Grants must be spent within six (6) months of funding or an agreed date.

Community Grants

Grants must be spent within six (6) months of funding or an agreed date.

Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed without prior written approval.

All grants issued must be accounted for in full by recipient organisations. You will be sent acquittal documents in the grant approval package. The instructions clearly set out all accountability requirements.

That is the acquittal form provided by the Department of Infrastructure, Planning and Logistics signed by an authorised office bearer of the organisation, which provides:

- a) for ALL grants, a brief written report and /or associated materials detailing or demonstrating the results of the funded project; and
- b) for Community Grants a detailed income and expenditure statement specifically related to the funded project.

Your organisation should keep all relevant records of the grant for seven (7) years and they must be available for audit at any time.

Withdrawal of Approval

Government reserves the right to withdraw approval for your grant at any time, if there is a material change in circumstances in the nature or financial viability of the project or your organisation.

Privacy notice

Information collected from applications will be used to assess applications against the Towards Zero Road Safety Grants Program assessment criteria.

Should an application be successful, some of the information provided may be used for the purpose of promoting and reporting on the Towards Zero Road Safety Grants Program. Information may be distributed via press releases, Road Safety Calendar of Events and other Government publications and websites.

For more information

Visit: towardszero.nt.gov.au
Phone: 1800 720 144 (toll free)
(08) 8924 7305
Email: roadsafety@nt.gov.au