Community Road Safety Grants program

Guidelines for applicants

Round Ten

July 2024

Contents

1 About the grants

Since 2015, Transport for NSW (Transport) has provided grants to community groups and charity/not for profit organisations to support local road safety initiatives. These projects help increase road safety awareness and contribute to moving towards zero fatalities and serious injuries on NSW roads.

The Community Road Safety Grants program (CRSG) will award up to $400,000 in round 10 of the program in 2024/25. Funding is provided from the Community Road Safety Fund. This fund was established in 2013 as a legal requirement to ensure fines from camera detected speeding, red-light and mobile phone use offences are only used for road safety purposes.

The grants program aims to provide community groups across NSW with the opportunity to implement small scale, local projects within their communities that align with the 2026 Road Safety Action Plan. The projects will help increase road safety awareness and understanding and support safer road use through education about safer behaviours that reduce road trauma.

2 Your road safety project

We are looking for local projects that align with the Safe System approach to improving road safety. The Safe System approach is recognised worldwide as a holistic view of the road transport system and how its key parts work together to keep road users safe. Key parts of the system include people, roads, roadsides, the vehicle, and travel speeds. All of these parts have a role to play in helping to keep road users safe.

Your application must be evidence-based with clear links to research or best practice principles. It must identify and address local road safety issues, target a specific group of people and show how it aligns with the current 2026 NSW Road Safety Action Plan. Road trauma statistics are a great place to start. They are available on the Centre for Road Safety website, and can help you identify road safety issues in your local area.

Safe roads

Safe speeds

Towards Zero
death and serious
injury through a
safe system

Safe vehicles

Safe people

Road safety is a shared responsibility.

When safer roads, speeds, people, and vehicles work together, they not only keep us moving, they also keep us safe and protected.

▶ **Safe Systems Approach video**

3 Who is eligible?

We will only fund financially viable NSW community-based and charity/not-for-profit organisations, including:

- Incorporated community associations
- Community trusts
- Registered not-for-profits/charities
- Social enterprises.

National organisations are eligible to apply, however the project **must be implemented in NSW, and must be delivered by an NSW-based office**.

To be funded under the CRSG, your organisation must:

- be incorporated under the Corporations Act 2001 (Cth) or The Associations Incorporation Act 2009 (NSW) (the Act) and the Associations Incorporation Regulation 2016 (NSW)
- have a current Australian Business Number (or have proof you have applied for one) that is not for a commercial entity or an individual.

Additional information

Road infrastructure projects

- If your project impacts on road infrastructure, it will be subject to planning approval by Transport or local councils before the grant can be awarded. This is to ensure that they do not overlap with plans that may already be in place for road infrastructure updates.

- Applications require detailed project plans that demonstrate the need, road safety benefit, and proposed expenditure of the project.

Note: If you are a previous grant recipient and you were not able to meet the requirements of the funding agreement you might be excluded from this round. Please email us for more information.

4 Who is ineligible?

We do not fund the following:

▸ Private businesses

▸ Individuals

▸ Research organisations

▸ Government organisations

▸ Local councils (Transport already funds the Local Government Road Safety Program. Under this program, councils can apply for funding for road user safety projects)

▸ Schools and early childhood services (Transport already funds the Road Safety Education Program to support schools and early childhood services)

▸ Projects that already receive funding or sponsorship from Transport

▸ Organisations that present road safety programs directly to school students or children in early childhood services (Transport already funds the Road Safety Education Program to support schools and early childhood services).

If you are unsure if you are eligible to apply for a grant, please email us to check your eligibility.

5 What funding is available?

There are two categories of grants available.

$5,000 category

▸ Grants up to $5,000 (plus GST) are available for local community road safety projects.

▸ Projects in this category aim to increase road safety awareness in specific community groups or locations.

▸ This category generally includes small community-based education projects such as road rules education, pedestrian safety, or safety awareness for adults about children in vehicles and driveways.

$30,000 category

▸ Grants up to $30,000 (plus GST) are also available.

▸ This category applies to more significant projects that involve a broader reach within the community.

Examples of previous projects can be found at the Centre for Road Safety.

6 What cannot be funded

Funding is **not available** for:

‣ Salary costs of staff to manage the project implementation

‣ Purchase of assets such as vehicles, computers etc.

‣ Buying gifts for volunteers or participants

‣ Projects to deliver off-road driver training

‣ Projects to deliver defensive driver training

‣ Overseas or interstate travel, accommodation and sundry personal expenses related to travel

‣ Costs of products or activities which are the core business of the organisation

‣ Infrastructure already managed by councils or Transport

‣ Projects that already receive funding or sponsorship from Transport

‣ Driving simulators (see Appendix 16.1).

If your application includes any of the above, it will not be assessed.

7   How will my application be assessed?

The process is open and transparent to ensure that all applications are assessed fairly.

If your application meets the **eligibility criteria** as outlined in Section 4, it will be assessed by a panel using a competitive, merit-based process.

Your application will be assessed against the **selection criteria** that is set out in section 7.1. It will be scored and ranked by the Assessment Panel.

Projects that best address the criteria, offer best value and opportunities for improving road safety in local communities will be more competitive in the assessment process.

Your application will be evaluated by the Assessment Panel. This panel will include road safety subject matter experts from within Transport and other NSW Government agencies. The panel decision is final.

We can answer questions throughout the application process, please email or call us on (02) 8265 7372 if you require assistance.

7.1   Selection criteria

All applications will be assessed against the following selection criteria:

1. **Demonstrated road safety need for the project**

   a. What is the local need for your project and how does your project address this need?

   b. What road safety outcomes will your project have for your local community?

   c. What current competitors are there to your project? How will your project differ from these projects and provide a positive road safety outcome for the community?

2. **Contribution to improving local community road safety**

   a. How will your project improve road safety? Please provide as much detail as possible

   b. How will your project change road safety behaviours and attitudes within the community?

   c. Which area(s) of the Safe Systems Approach (Safe People, Safe Speeds, Safe Roads and/or Safe Vehicles) will your project target?
   Note: Your project can target more than one area.

   d. Explain the rationale/evidence base to support your project or how your project demonstrates best practice approach to road safety or community education (see Appendix 16.2 for more information).

3. **Organisational capacity to support project delivery**

   a. Provide details of your internal resources and capacity to deliver in the time frames provided

   b. Include information on budget planning, organisation structure and any additional support external to your organisation that you may receive.
   Note: As per guidelines section 6 — salaries and consultants will not be funded.

4. **Value for money**

   a. Provide details on how your project will relate to potential road safety benefits

   b. Provide a detailed budget on how the funds will be allocated to the project
   If claiming administration costs, you will need to include a detailed breakdown such as, bookkeeping, stationery, postage, fuel, phone calls and internet reimbursements. A line item for "administration costs" will not be accepted
   Any budget claims for catering needs to demonstrate how the cost will support the implementation of your project and benefit the project outcome

   c. Disclose any in-kind and co-contributions you may receive during the delivery of this project.

5. **Project monitoring and evaluation**

   a. How will the intended project outcomes be achieved?

   b. Describe how you will collect results and/or evidence to measure whether the activities have met the project objectives.

8 What is the application process?

Grant applications open 5 August 2024

▸ Applicants check guidelines and their eligibility, and prepare their submissions

▸ Applications are submitted via SmaryGrants online portal system

▸ Grant applications close **4pm Monday 16 September 2024**

Eligibility

▸ Applications are checked for eligibility

▸ Ineligible applicants are notified

Assessment

▸ Eligible applications are assessed by panel

▸ Determination is made

▸ Assessment Panel recommendations endorsed

Notification

▸ Announcement of successful and unsuccessful grants are made via email from SmaryGrants online portal

Funding Accepted

▸ Successful applicants accept funding via signed letter of offer or funding agreement

▸ Projects commence after payment or initial payment

▸ Subsequent payments are made upon project milestones being met and reported

Approvals

▸ Advertisement promotional & marketing materials are reviewed for approval
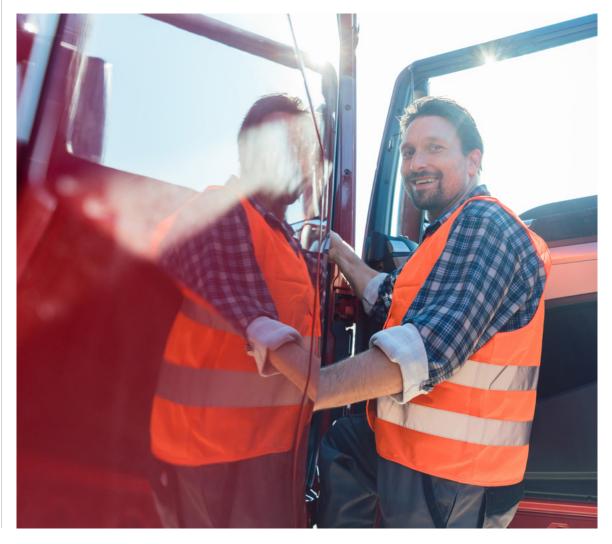
Reporting

▸ Completion of two interim reports during the project

▸ Final report and acquittal are due to Transport within 30 days of project completion

9 How do I apply?

Applications will only be accepted via the SmartyGrants online portal. A link to the portal is on the CRSG webpage.

▶ Applications **must be submitted via this portal**. Any applications received outside of this portal will not be accepted

▶ Applications **must address ALL selection criteria**. Failure to do so will adversely impact the assessment of your application

▶ Ensure ALL supporting documents are attached. Failure to do so will adversely impact the assessment of your application

▶ Late applications will not be considered. Please check the closing date and time

▶ Email or call us on (02) 8265 7372 at least five days prior to the closing date, if you have questions about assessment criteria.

10 How is my application assessed?

▸ Your application is checked for eligibility against the eligibility criteria. See section 4 for the eligibility criteria

▸ If your application **does not meet the eligibility criteria** as set out in section 4, it will not progress for assessment by the panel. Ineligible applicants will be notified by email

▸ If your application meets the eligibility criteria, it will move on to be evaluated by the Assessment Panel

▸ The Assessment Panel will assess each eligible application against the selection criteria as outlined in section 7.1. The panel scores each application against each criterion

▸ To be competitive in the process, your application must ensure all questions are fully answered and fully address each selection criteria

▸ Decisions made by the panel are final. Applications will be ranked according to the selection criteria, and the outcome of the assessment by the panel is final.

Please note:

▸ A limited amount of funding is allocated each year to support the CRSG. Not all projects are funded. The grant money is a one-off funding arrangement for a specific project

▸ This is a competitive process, based on the selection criteria. A project funded in one round, may not receive funding in subsequent rounds.

11 How will I be notified about my application?

11.1 Receipt of application

▸ You will receive a confirmation email to acknowledge that your application has been received. This is an automated response from the SmaryGrants portal.

▸ Look for an email from service@smartygrants.com.au. You may need to check your junk mail. Do not reply to this email. Send all emails to our grants team.

11.2 Unsuccessful applications

▸ If your application is unsuccessful, you will be notified via email from the SmaryGrants portal.

▸ The Assessment Panel decision is final.

11.3 Successful applications

▸ If your application is successful, you will be notified via email from SmaryGrants portal.

▸ You will have 14 business days to accept the offer of funding and agree to the terms and conditions.

12 What happens if my application is successful?

If your application is successful, your organisation will need to enter into an agreement with Transport.

Grants up to $5,000

Letter of offer and acceptance

▸ You will receive a letter of offer from Transport. This outlines the terms and conditions of the funding.

▸ An authorised representative from your organisation will need to accept, sign, and return the letter of offer.

Grants up to $30,000

Funding agreement

▸ You will receive a funding agreement from Transport.

▸ The funding agreement sets out the roles and responsibilities your organisation has as a service provider, details a schedule of milestones as per your project plan, and provides milestone payments in advance based on project reporting.

▸ An authorised representative from your organisation and witness will need to accept, sign, and return the letter of offer.

12.1 Funding

The agreement between Transport and your organisation will set out how your funding will be allocated.

Grants up to $5,000

▸ These will be paid at the commencement of the project following the grantee accepting the funding offer.

Grants up to $30,000

▸ These will be paid based on milestones identified in the project plan.

▸ To start the project, between 80 and 100% will be paid on commencement. This is to assist with the initial outlay of costs. The percentage will depend on previous grant funding in this program.

▸ Regular reporting will be required for further payments.

All funds must be fully expended by the end of November, unless an extension has been sought in writing and approved by Transport.

13 What are my organisation's obligations?

Successful applicants will be required to:

- Disclose information to Transport on other funding partners of your grant project, if applicable

- Confirm a final schedule of project milestones and reporting dates relative to project activities, to be included in your funding agreement

- Execute a grant agreement that sets out terms and conditions associated with the grant

- Provide evidence of the following insurance coverage:
  - Public liability insurance: $20 million per occurrence
  - Professional indemnity insurance: adequate and appropriate level of coverage for the proposed project as determined by the Recipient following an assessment of the risks associated with the proposed project
  - Workers' compensation insurance as required by Law; and
  - Motor vehicle insurance: $20 million in respect of property damage and third-party bodily injury at all times that vehicles are used in the conduct of the project.

- Forward a tax invoice to Transport for each instalment of your grant, plus GST if applicable (for larger grants of up to $30,000)

- Seek prior approval from Transport to alter proposed outputs, objectives, timeframe, or budget changes of the project

- Comply with all conditions contained in the funding agreement

- Provide progress report(s) where requested and a final report in accordance with your funding agreement with Transport, this includes photos, videos, and a journey of your project where possible

- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available

- Acknowledgement and publicity guidelines provided by Transport must be adhered to as outlined in the funding agreement.

13.1 Development of project content

Transport must approve any public-facing information and materials developed as part of your project.

This needs to be submitted for approval **prior to proceeding to content production**. Approvals take up to 14 business days.

This includes, but not limited to:

▸ Scripts for videos, radio, social media
▸ Media releases
▸ Promotion material such as posters, flyers
▸ Training and participant materials.

All materials must have the Transport **'Supported by' NSW Government Waratah and Towards Zero logo in-line with the brand guidelines supplied by Transport**.

13.2 Reporting

Transport will monitor the progress of projects.

Interim evaluations will be required to ensure projects remain on track and are meeting the objectives.

'Interim Report' and 'Project Completion' templates will be supplied.

Organisations failing to provide these reports will not be eligible for future funding.

14 Privacy

Transport uses the information you supply for processing and assessing your application. While Transport does not release your application as a matter of policy, under the *Government Information (Public Access) Act 2009* or other lawful requirement, we may be required to do so. Transport may use the information you supply to us for the purpose of evaluating the grant programs.

Summary information on successful projects will be published on the Centre for Road Safety website and used in promotional activity.

15 Helpful application hints

15.1 2026 Road Safety Action Plan

You should familiarise yourself with the 2026 NSW Road Safety Action Plan.

This plan sets out five priority areas and targeted actions for achieving the NSW Government's State Priority to reduce fatalities by 50 per cent by end 2030. The plan also positions NSW to work towards the longer-term goal of zero trauma on the state's road network.

The five priority areas in the plan are as follows:

▸ **Creating safer country roads and urban places** — Reducing fatalities on country roads and injuries in urban environments are key areas of focus in this Plan

▸ **Enhancing road safety in local communities** — By focusing on road safety as a joint responsibility, we can work in partnership to build a safety culture and accelerate innovative solutions to move Towards Zero

▸ **Increasing the safety of light vehicles, heavy vehicles and protective equipment** — Improvements in the safety of vehicles and protective equipment have been shown to make a big difference to your safety in a crash

▸ **Making safer choices on our roads** — Sharing the road with others means taking responsibility through safer decisions and choices when driving

▸ **Ensuring the safety of vulnerable and other at risk road users** — Despite the reduction in trauma over the last four decades, some groups remain at a greater risk of becoming a fatality or being seriously injured.

Your application should indicate how your project will address at least one of these priority areas.

15.2 Road trauma statistics

Take a look at road trauma statistics on the Centre for Road Safety website. These are a great place to find out about road safety issues in local areas.

15.3 Evidence

Use data as evidence to support the need for your project. Provide an indication of how many people you believe it can impact, reach, and/or educate. Think about how you will measure or report on this.

15.4 Keep up to date

Check out Transport's current road safety initiatives. These can help inform you when writing your application and delivering your project.

15.5 What have others done?

Check out what other grant recipients have done for inspiration and ideas. Are you duplicating something that already exists?

16 Appendix

16.1 Driving simulators

The Centre for Road Safety has considered the value of driving simulators and research has found that simulator technology has not yet advanced to the point where it can reliably be used for driver training or as a substitute for practical on-road driving experience.

One of the most comprehensive reviews of literature into the effectiveness of driving simulators as a training and assessment tool suggests that while simulators provide some advantages, they are outweighed by the lack of evidence of transferability of simulated experiences to on-road driving.

Issues include limitations in peripheral vision, speed and depth perception and a general lack of realism. Translating the simulator experience to practical driving is challenging, particularly in developing the higher order hazard perceptions skills that drivers need to respond safely to different road conditions and situations. Many people also report nausea, similar to seasickness, when using a simulator. While driving simulators are potentially useful in learning procedural skills without crash risk, this lack of perceived risk during their learning phase may influence future behaviour and attitudes in real road environments.

16.2 Best practice or evidence-base

The Centre for Road Safety encourage applicants to visit the Centre for Road Safety for information on the latest road safety trends and evidence-base to support the implementation of local road safety projects. Local councils may also be able to provide local insights into road safety to assist in building an evidence base for the community project.

Projects with an education component are encouraged to outline an understanding or alignment with best-practice education principles to support the success of the project. Organisations such as Adult Learning Australia provide insights into best-practice adult education.