

Connecting our communities

Community Road Safety Grants Program

Program Guidelines

2024-25



Department
of Transport
and Planning

vicroads.vic.gov.au



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About Community Road Safety Grants Program

The Community Road Safety Grants Program (CRSGP) provides up to \$1.5 million funding each year to empower local communities to prevent serious injuries and reduce the number of lives lost on Victoria's roads.

At its core, road safety is about people. That's why localised community action is pivotal in eliminating death and serious injury on our roads. The CRSGP has been developed to support embedding a culture of road safety within the Victorian community. This is achieved through the notion of a collective responsibility, engaging all road users and communities to be active in this space.

The objectives of this program are for local communities to:

- Embrace a shared responsibility towards road safety
- Deliver programs that align to best practice road safety behaviours
- Support embedding a culture of road safety

The CRSGP offers a variety of programs to support the delivery and achieve the objectives of Victoria's Road Safety Strategy.



Community Road Safety Grants Cycle

- Grants guidelines published 2023
- Grants open and application stage commences
7 February 2024
- Grants close
6 March 2024
- Assessment and recommendations
March to May 2024
- Notification of outcomes (both successful and unsuccessful)
June 2024
- Funding agreement execution
June 2024
- Progress reporting
January 2025
- Final reporting and funds acquittal
July 2025
- Program delivery**
July 2024 to June 2025

Road Safety in Victoria

[Victoria's Road Safety Strategy 2021-2030](#) aims to halve road deaths and reduce serious injuries by 2030 and put us on the path to eliminating road deaths by 2050.

The focus of the strategy is on creating a safe road environment and supporting road users to make safe choices. It aims to:

- Ensure all Victorians are safe and feel safe, on and around our roads
- Halve road deaths and progressively reduce serious injuries by 2030
- Embed a culture of road safety within the Victorian community
- Deliver a suite of initiatives that are achievable and have an impact in the short term, but also prepare the state for the future

The Strategy also acknowledges that road safety is complex, and it takes a collective response across government agencies, our industry partners, and the Victorian community to deliver safer roads. This includes a dedicated focus on the issues we know are driving our state's road trauma: driver behaviour

including speed and distraction, greater support for vulnerable road users and those who use the road as part of their work, addressing unsafe vehicles, high-risk roads and intersections, and greater emphasis on post-crash care.

The Strategy establishes the goals to be achieved by 2030 – building on the Safe System principles, the National Road Safety Strategy and previous Victorian Road Safety Strategies.

The ongoing implementation of initiatives to support road safety outcomes requires a strong partnership approach. The Road Safety Partners include the following major government bodies:

- Department of Health (DH)
- Department of Justice and Community Safety (DJCS)
- Department of Transport and Planning (DTP)
- Transport Accident Commission (TAC)
- Victoria Police

Principles

The following principles guide how we go about achieving our road safety objectives:

- 1 We want **positive outcomes** for all Victorians.
- 2 Our approach to road safety is built around a **safe system approach** that is coordinated and collaborative and includes all the Road Safety Partners of Victoria.
- 3 We will **use all the levers** available to us to address immediate road safety concerns while also preparing for and welcoming **technological advancement** opportunities.
- 4 We will ensure the **data and evidence base** of our initiatives and interventions is **sound and strong**.
- 5 We will take a holistic approach, to **build initiatives** that address all aspects of the system including public health, vehicle safety technology, infrastructure, and behaviour change supported by enforcement practices.
- 6 When developing action plans we will **consider how we adapt to changes** in road safety technology, the **needs** of the Victorian community, and the social and economic environment.

The Safe System

The Safe System road safety model identifies four factors which need to work together to help ensure no one is killed or seriously injured on the roads. These are Safe Roads, Safe Vehicles, Safe Speeds and Safe People.

To prevent people from losing their lives and being injured on our roads we need to have safe people, driving safe vehicles, at safe speeds on safe roads.

The CRSGP is one way we can contribute to improving community road safety across Victoria.



CRSGP and diversity

The CRSGP has proudly supported a range of community road safety programs that have recognised and celebrated the diversity of the Victorian community.

It is a goal of the 2024-25 program that all grants consider how proposed initiatives will meet the growing diversity of Victoria and ensure accessibility for all.

Diversity may be considered by many different lenses. Some options that you may wish to consider include:

- Victorians who identify as Aboriginal and Torres Strait Islander
- Multicultural Victorians
- Victorians of diverse abilities

Note: Please refer to Page 19 regarding contacting your local Road Safety Partnerships Coordinator to discuss your approach.

Who is eligible to apply?

To be funded under the CRSGP, organisations must be:

- Incorporated under the Corporations Act 2001 (Cth) or the Associations Incorporations Reform Act 2012 (Vic) and have a current Australian Business Number (ABN) (or have proof you have applied for one) that is not for a commercial entity or individuals
- A Local Government Authority (LGA)
- A School

If your organisation does not meet the above criteria you must nominate an eligible auspice organisation to apply for a grant. Auspice organisations must meet the above criteria and can include LGAs.

You will be required to submit a financial report as part of your application. If you are a LGA, your most recent annual report will suffice.

All organisations who have previously been funded must have met their targets as identified in the 2023-24 progress report or have demonstrated that they will meet these by 30 June 2024.

All organisations in Victoria that provide services or facilities for children or young people under the

age of 18 are required to comply with [Child Safe Standards](#), to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to.

From 1 July 2019, non-government organisations funded by Victorian government departments, Court Services Victoria and Family Safety Victoria (Victorian Government) to deliver services to children will be required to be:

- incorporated separate legal entities that can be sued in their own right in child abuse proceedings
- appropriately insured against child abuse

‘Services to children’ means services provided by a

Note: Please refer to Page 18 regarding Insurance for delivery of services to children.

non-government organisation that is responsible for the supervision of, or authority over, a child. This includes the provision of care, education, services or activities for children. It does not include one-off activities, nor incidental or ad hoc contact with children.

Who is not eligible to apply?

- ✘ Individuals
- ✘ Organisations that are primarily commercial organisations or bodies established for profit-making purposes
- ✘ Victorian State Government departments or agencies (excluding schools)
- ✘ Federal Government departments or agencies



What can be funded?

As the Victorian Government commits to the ambitious target of eliminating death and serious injury from our road, our approach to road safety is built around a safe system approach that is coordinated and collaborative.

As such, programs offered under this grant program have been placed in the following categories:

- Safer Cyclists
- Safer Pedestrians
- Safer Drivers and Passengers
- Safer Motorcyclists
- Safer Vehicles
- Roadside Signage
- Local Road Safety Innovation

Each program has its own objectives and outcomes that align with the overall goal of educating and empowering local communities through effective behavioural change and education programs which help achieve trauma reductions.

What will not be funded

- ✘ Projects that relate to the building of infrastructure initiatives
- ✘ Projects that are already funded by VicRoads/DTP and our road safety partners, such as the TAC
- ✘ Off-road driver training
- ✘ Licence testing appointments and fees
- ✘ Child restraint programs
- ✘ Driver reviver programs
- ✘ Programs that employ the use of fear tactics such as graphic re-enactments, crashed car displays and visits to or by organisations that are based on shock tactics
- ✘ Projects that are primarily involved with fundraising, prizes, competitions, awards or organising conferences and events
- ✘ Interstate and overseas travel, accommodation and sundry expenses (E.g. Myki cards)
- ✘ Purchase of equipment and vehicles, including Variable Messaging Signs (VMS) trailers
- ✘ Costs of products or activities which are the core business of the organisation
- ✘ Costs associated with childcare or similar
- ✘ Purchase of bicycles
- ✘ Purchase of logbooks and/or handbooks



Administration

Project costs need to be clearly broken down within applications. Items such as travel expenses, project coordination or delivery, and interpreter services must be included within the application.

In addition to the project costs, you will be required to detail your administration requirements and associated funding in each eligible program application.

The following items will be funded for not-for-profit/community organisations. You should use these specific items in your application. 'Administration' as a line item will not be accepted. **Administration funding will be capped at 5% per program application.**

- ✓ Book-keeping
- ✓ Stationery
- ✓ Postage
- ✓ Professional development for volunteer members (specific professional development opportunities will need to be detailed)

Administration costs that will not be funded

- ✗ Purchase of office equipment
- ✗ Repairs and maintenance to buildings and office equipment
- ✗ Staff salaries including emergency/relief CRT teachers

Programs available for funding

The following pages provide details of programs that are eligible to be funded through the CRS GP 2024-25.

To enable us to support multiple programs, and communities across the state, funding limits have been allocated to each program. All funding is exclusive of administration costs and GST. Please take note of administration categories that will be eligible for funding.

Supporting Victoria's Road Safety Strategy – Program Alignment

Category	Programs available for funding	Strategic Focus Area
Safer Cyclists 	<ul style="list-style-type: none"> • Adult Bike Ed – Learn to Ride Program • Adult Bike Ed – Information Session for New or Returning Riders • Bike Ed Challenge • Bike Ed Maintenance and Equipment 	<ul style="list-style-type: none"> • Vulnerable and unprotected road users
Safer Drivers and Passengers 	<ul style="list-style-type: none"> • Fatigue Presentation • Looking After Our Mates • Road Safety for New Arrivals • Safe Driver 	<ul style="list-style-type: none"> • Vulnerable and unprotected road users • Supporting and enforcing safer driver behaviour • Removing unsafe vehicles from our roads • Increasing safety for those using the road for work or at work
Safer Pedestrians 	<ul style="list-style-type: none"> • Safe Routes to School • Motorised Mobility Devices • Walk with Care 	<ul style="list-style-type: none"> • Vulnerable and unprotected road users • Increasing safety for those using the road for work or at work
Roadside Signage 	<ul style="list-style-type: none"> • Speed Advisory Messages (SAMS) / Variable Messaging Signs (VMS) 	<ul style="list-style-type: none"> • Vulnerable and unprotected road users • Supporting and enforcing safer driver behaviour • Removing unsafe vehicles from our roads • Increasing safety for those using the road for work or at work
Local Road Safety Innovation 	<ul style="list-style-type: none"> • Safer Cyclists Innovation • Safer Driver and Passengers Innovation • Safer Motorcyclists Innovation • Safer Pedestrians Innovation • Safer Vehicles Innovation 	<ul style="list-style-type: none"> • Vulnerable and unprotected road users • Supporting and enforcing safer driver behaviour • Removing unsafe vehicles from our roads • Improving safety on high speed roads and at intersections and reducing the underlying risk • Increasing safety for those using the road for work or at work • Recognising the importance of post-crash care



Safer Cyclists

Adult Bike Ed – Learn to Ride Program

This 4-hour program uses Department of Transport and Planning developed Bike Ed materials to teach adults to ride. Participants may be new to cycling, or returning riders who want to build confidence.

Program content and materials must be used, however delivery should be tailored to suit the needs of participants, such as beginners, returning riders or Culturally and Linguistically Diverse communities. Delivery options should be discussed with your local Road Safety Partnerships Coordinator.

The training program can also be combined with the Adult Bike Ed – Information Session for New or Returning Riders and delivered over one day or broken into smaller sessions over a number of days.

Available funding: up to \$400 per program (exclusive of administration funding). Catering, venue hire, etc. should be applied for within the administration budget in the application.

Adult Bike Ed – Information Session for New or Returning Riders

This 4-hour session uses Department of Transport and Planning developed Bike Ed information fact sheets to educate and assist adults who may be new to cycling, or returning riders who want to build confidence.

Program content and materials must be used, however delivery should be tailored to suit the needs of participants, such as beginners, returning riders or Culturally and Linguistically Diverse communities. Delivery options should be discussed with your local Road Safety Partnerships Coordinator.

The information sessions can be combined with the Adult Bike Ed – Learn to Ride Program and delivered over one day or broken into smaller sessions over a number of days.

Available funding: up to \$400 per program (exclusive of administration funding). Catering, venue hire, etc should be applied for within the administration budget in the application.

Bike Ed Challenge

This event aims to showcase the skills learnt by participants of the Bike Ed program. Often selected students of nearby schools will come together and compete against one another, displaying the skills they have learnt during Bike Ed.

Available funding: Up to \$1,000 (exclusive of administration funding) per challenge, limited to \$6,000 per applicant.

Note: Program Facilitators must be Bike Ed Instructor trained to be eligible to deliver the Adult Bike Ed Learn to Ride Program.



Bike Ed Maintenance and Equipment

Funding is provided for the registration of Bike Ed trailers, maintenance of existing bikes, trailers and the purchase of replacement Bike Ed equipment.

Trailers and bikes must be in a roadworthy condition for conducting Bike Ed training.

Available funding: \$65 per bike and \$1,000 per trailer.

This includes trailer maintenance for existing trailers and the purchase of replacement equipment including helmets, cones and balance beams. A maximum of 30 bikes can be maintained per applicant, capped at \$1,950.

All funding is exclusive of GST.

Bike Ed Instructor, Introductory and Refresher Training

Bike Ed Instructor, Introductory and Refresher Training accreditation for school-based cycling programs has been transitioned from the grants program and is now offered fully subsidised through an [‘Expression of Interest’](#) process. This change will enable greater flexibility through year-round applications and a streamlined process for applications and reporting.



Safer Pedestrians

Safe Routes to School

Safe Routes to School supports a range of education and behavioural change projects to improve road safety around pick up and drop off times, create safe routes to school and encourage active travel to school. Successful Safe Routes to School projects:

- Demonstrate an integrated approach and use a mix of improvements – engineering, education, engagement and enforcement – to improve road safety and increase active travel to school
- Use a mix of improvements – engineering, education, engagement and enforcement – to improve road safety and increase active travel to school
- Establish a partnership that is ongoing between the school and local council
- Work with students and the school community to design and implement locally relevant actions
- Monitor and evaluate changes in road safety to encourage active travel to school

Safe Routes to School does not fund traffic management infrastructure improvements.

Please ensure you visit and read the [VicRoads website](#) before preparing your application to access:

- more information about the Safe Routes to School approach
- resources to help you design, deliver and evaluate your project
- tips for preparing an application

Available funding: Maximum \$6,000 per school (exclusive of administration funding). Capped at \$24,000.00 per applicant.

Motorised Mobility Devices

This 1-hour road safety awareness presentation covers information and advice about the use of motorised mobility devices (MMD), procurement considerations, road rules and other safety information.

The presentation is for those who currently have or are looking to access a motorised mobility device for themselves or someone they support. It is based on the MMD downloadable fact sheets that guide consumers through the self-assessment and safety process.

Participants will also gain an understanding of strategies for MMD choice and use that will promote safe and acceptable use. Includes links to resources and additional information.

Participants will gain an understanding of how to choose a suitable MMD, strategies that will ensure safe and acceptable use, and where to access more resources and information.

Available funding: \$200 per session (exclusive of administration funding). This includes presentation, catering and venue hire.

Walk with Care

This 1-hour road safety awareness presentation is for older pedestrians. The presentation covers benefits of walking, how age-related changes affect safety, pedestrian trauma, tips to enhance safety when out walking and where to get more information.

Participants will gain an understanding of strategies that support safe walking as we age. Includes links to resources and additional information.

Available funding: \$200 per session (exclusive of administration funding). This includes presentation, catering and venue hire.

All funding is exclusive of GST.



Safer Drivers and Passengers

Fatigue Presentation

This 45-minute presentation provides information on how fatigue can increase the likelihood of a crash and strategies to help avoid driving whilst tired.

Available funding: \$200 per session (exclusive of administration funding). This includes presentation, catering and venue hire.

Looking After Our Mates

A 45-minute presentation to be delivered to sporting and recreational clubs and year 12 students, or equivalent. The program's objective is to educate young people about the effects of alcohol and drug driving. It encourages young people to separate drinking, drugs and driving.

Available funding: \$200 per session (exclusive of administration funding). This includes presentation, catering and venue hire.

Road Safety for New Arrivals

This program is designed to support newly arrived migrants and people from Culturally and Linguistically Diverse backgrounds who are over 21 years of age. The objective is to increase their road safety knowledge, awareness and skills.

This program comprises of:

- Five core sessions, each delivered over 2 hours
- Professional paid driving lessons for participants

Available funding: Maximum \$5,000 for project costs per program (exclusive of administration funding), and additional funding to provide up to two professional driving lessons per program participant.

Safe Driver

This is a 1-hour road safety awareness presentation for older drivers. This program covers information including how to keep older drivers safe and mobile, road rules, potential impacts of medical conditions, disability and medication on safe driving and strategies for safe mobility.

Participants will gain an understanding of issues that impact safe driving as we age. Includes links to resources and additional information.

Available funding: \$200 per session (exclusive of administration funding). This includes presentation, catering and venue hire.

All funding is exclusive of GST.





Roadside Signage

Speed Advisory Messages (SAMS) / Variable Messaging Signs (VMS)

To hire, transport and maintain Speed Advisory Trailers and Variable Messaging Signs in agreed locations. Programs should support our road safety partner's statewide and local campaigns by communicating approved road safety messages and speed awareness campaigns for the benefit of the community.

Available funding: Maximum \$10,000 per applicant (exclusive of administration funding).



Local Road Safety Innovation

The Local Road Safety Innovation categories allow organisations to apply for a program to target a specific road user group e.g. motorcyclists, pedestrians etc.

Examples of innovations include training programs or events that focus on raising awareness about road safety.

The five categories that can be applied for are:

- Safer Cyclists Innovation
- Safer Drivers and Passengers Innovation
- Safer Motorcyclists Innovation
- Safer Pedestrians Innovation
- Safer Vehicles Innovation

Applicants are encouraged to seek advice from their local Road Safety Partnerships Coordinator to assist with their innovation application/s.

Funding of up to \$10,000 for specific project costs (exclusive of administration costs) is available to deliver a program per intervention category per application.

Applicants may apply for more than one innovation category however, applications that cover multiple programs under the one innovation category, will require a separate application form for each program/project.

Safer Cyclists Innovation

Building a culture of safety for cyclists throughout Victoria.

The Safer Cyclists Innovation category allows organisations to apply for programs or innovation that focus on raising awareness of and educating target populations about safe cycling. The funds can also target other road users about sharing the road with cyclists. A focus on the promotion of key road rules and advisory messages (such as share the road, cycling safely near trucks, and the forthcoming minimum passing distance rules); development of education programs for specific target groups (adolescents and adults, such as women, CALD and other hard to reach groups); and using current guidelines and resources to develop community programs and events; all fit into this category.

Safer Drivers and Passengers Innovation

Building a culture of safer driver behaviour and increasing passenger safety.

Deliver targeted programs, interventions or initiatives that lead to improved driver behaviour and the appropriate and correct fitting of seatbelts by all passengers. Community-based interventions that align with the following objectives will be given priority:

- promote the need for drivers to separate their alcohol and or drug use from driving and support local police drink/drug driving operations
- improve driver compliance with adhering to speed, and removing distractions (mobile phone use)
- promote the dangers of driving while tired (fatigue) and action that drivers need to take, to not drive while impaired
- support the increased wearing of seatbelts

Safer Motorcyclists Innovation

Building a culture of safety for all motorcyclists throughout Victoria, both on and off road.

Deliver programs or interventions that promote the purchase of motorcycles with newer safety features, as well as initiatives that encourage riders to wear the safest protective motorcycle clothing.

Training programs, educational activities, or events that focus on improving the skills, behaviours and attitudes of riders are also a priority – both in preventing crashes and providing post-crash care. Initiatives that are targeted toward other road users to raise awareness of motorcyclists are also highly regarded.

Safer Pedestrians Innovation

Building a culture of safety for pedestrians throughout Victoria.

Deliver road safety projects that promote safer walking behaviour, particularly when crossing roads, walking in areas which lack safe pedestrian infrastructure, access to public transport, and areas where there are high traffic volumes.

Projects should also encourage safe active transport in their local community. Targeted projects towards the more vulnerable pedestrians such as older pedestrians (over 65 years) and younger pedestrians (under 18 years) will be given priority.

Safer Vehicles Innovation

Educating drivers throughout Victoria on vehicle safety technology and the importance of driving a safer vehicle.

Deliver targeted programs, interventions or initiatives that promote the purchase of safer vehicles to drivers.

Examples of interventions include training programs or events that focus on raising awareness of the importance of vehicle safety and improving vehicle safety knowledge.

Targeted programs toward vulnerable drivers such as younger drivers (18 – 24 years) or older drivers (over 75 years) will be given priority.

All funding is exclusive of GST.



Assessment

Applications that meet the eligibility criteria will be assessed using a competitive, merit-based selection process. An open and transparent assessment process ensures all applications are assessed fairly. Projects that offer the best public value are selected for delivery. It is strongly encouraged that you contact your local Road Safety Partnerships Coordinator before submitting your application to ensure eligibility and to ensure your application includes the right level of detail.

Applications will be assessed against the following criteria:

Assessment Criteria	Description
1 Demonstrated road safety need for the program	The application shows evidence of why the program is required in your local community. Refer to community evidence and support, research reports or other evidence to respond to this assessment criteria.
2 Contribution to improving local community road safety	The program application clearly shows how the initiative will improve road safety knowledge, attitudes and behaviour of the community. It should align with the intended outcomes of this grant program (refer to page 3).
3 Organisational capacity to support program delivery	The application details who will manage the delivery of the program. It will need to clearly show resources and capacity to complete the program during committed timeframes.
4 Value for money	The program application demonstrates a strong value for money by matching a realistic budget with potential road safety benefits. Program deliverables, project and administration costs as well as in-kind and co-contributions will be considered when assessing this criterion.
5 Project monitoring and evaluation	The program application demonstrates the provision of a methodology that will determine whether the intended outcomes have been achieved, and collect data and evidence to measure whether the activities have met the grant objectives. An evaluation guide will be provided to assist applicants with this.

Assessment stages and timeline

Assessment Stage	Timeline
1 Eligibility assessment – Each application is reviewed for its eligibility against the CRS GP.	February – March
2 Individual application assessment – Each application is reviewed and assessed against appropriate assessment criteria.	March – Early April
3 Recommendation – Application assessments are compiled, and a final recommendation is submitted to the Minister for Roads and Road Safety for sign off/approval.	May



Notification

Applicants will be notified of their application outcome via their local Road Safety Partnerships Coordinator.

Applicants can expect to be notified via email in June 2024.

Should you wish to dispute the outcome of your application you must do so, in writing, within one week of receiving notification. The Department of Transport and Planning commits to resolving all disputes within two weeks of being notified.

Delivery timeframe

Projects funded under this grant program must be delivered between 1 July 2024 and 30 June 2025.

How to apply

Applications are to be submitted online via SmartyGrants, our online grants management system using the following link: vicroads.smartygrants.com.au/2425Grants

If you have previously applied for the Community Road Safety Grants programs you can use the same login details for SmartyGrants. If you have forgotten your password, you can reactivate this on the website.

All applicants, new or returning, will be required to submit a pre-eligibility form before completing relevant program application form/s. The pre-eligibility form will be used to assess your eligibility for the CRS GP. It will also provide you with the opportunity to select the program application form/s you would like to apply for and complete.

Upon approval of your pre-eligibility application form, the program-specific application forms will be added to your SmartyGrants account within **two business days**. You will receive a notification via SmartyGrants.

Please note, the pre-eligibility form is not the program application form. Applicants will still need to fill in and submit the relevant program application form/s.

Applications forms, will be accepted from **9.00am Wednesday 7 February 2024 until 3.00pm Wednesday 6 March 2024**.

Late applications will not be accepted.

You will be able to preview program application forms before the CRS GP opening. If required, you can access copies of these through your local Road Safety Partnerships Coordinator.

For any technical difficulties with SmartyGrants, please contact the helpline on (03) 9320 6888 or email service@smartygrants.com.au. This helpline is available from 9:00am to 5:00pm Monday to Friday.

Helpful hints:

When creating a password, you will need to include numbers as well as letters. It is highly recommended that you save your application regularly.

After a period of inactivity, SmartyGrants could time out and you may lose your work.

You don't have to complete your application all in one sitting. You can save it and return to it at a later stage.

Grant Management Responsibilities

Funding agreement

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

- A set of terms and conditions which are fixed and non-negotiable
- Reporting requirements
- Funding Allocation and Payment Schedule
- A detailed Project Plan (delivery schedule)

Local Road Safety Partnerships Coordinator will work with successful applicants to execute the Program Funding Agreement.

Reporting and payments

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

- **Progress Report: Due 24 January 2025**
- **Final Report: Upon completion of delivery and no later than 25 July 2025**

This will include a financial acquittal, which will request evidence of expenditure.

Payment is pre-determined based on the program and amount of funding delivered. Standard payment amounts:

- Payment 1: 50 per cent of total approved funding. Payment made upon execution of Program Funding Agreement.
- Payment 2: 50 per cent of total approved funding. Payment made upon acceptance of Progress Report.

To assist in the completion of your reports, you are required to capture performance measures. This could include pre and post surveys if you are delivering education sessions, photos from events/sessions, feedback from participants or speed counts if using SAMS or VMS.

Please discuss the most appropriate evaluation method with your local Road Safety Partnerships Coordinator before submitting your application.

Project monitoring and support

Your local Road Safety Partnerships Coordinator will monitor your project throughout the year. This may include progress meetings, program observations as required.

Publicising grants

Successful applicants will be required to cooperate with DTP when publicising any sort of grant publicity. All publicity enquiries and responses must be discussed with your local Road Safety Partnerships Coordinator.

It is important that the CRSGP is acknowledged in all program materials, publications, speeches, websites and communications. Ask your local Road Safety Partnerships Coordinator for the appropriate logos to use.

Insurance

Successful applicants will automatically receive the following insurance:

- Public Liability
- Professional indemnity
- General Property
- Voluntary workers

Successful applicants who will be delivering a service to children or young people under the age of 18 will also automatically receive child abuse insurance.

Child abuse insurance must meet certain minimum standards in order to meet the new insurance requirement.

Please review the ['Victorian funding requirements for services to children fact sheet'](#) for more information.

Note: Applicants will need to advise how many members are aged over 75 years in your application. This is for insurance policy purposes and will not affect the outcome of your application.

Application Checklist

Task	Completed
Read these guidelines together with the Road Safety Strategy, and the Victorian funding requirements for services to children fact sheet. Links provided.	
Check your eligibility.	
Contact your local Road Safety Partnerships Coordinator for support and guidance.	
Complete and submit the pre-eligibility form.	
Draft program application form/s.	
Have a person unfamiliar with your program read your application.	
You, and a person with authority to commit your organisation to the project, has reviewed the application form.	
Submit application.	

Contact Information

For further information or clarification on these guidelines, please contact your local Road Safety Partnerships Coordinator:

Region	Office location	Contact	Phone number	Email address
Barwon South West	Geelong	Sally Swankie	0436 685 576	sally.swankie@roads.vic.gov.au
Gippsland	Traralgon	Alana Riess	0438 213 015	alana.riess@roads.vic.gov.au
Grampians	Ballarat	Di Nevett	0418 364 013	di.nevett@roads.vic.gov.au
Greater Metro	Ringwood	Margaret Walpole	0439 646 370	margaret.walpole@roads.vic.gov.au
Hume	Benalla	Robynne Johnson	0418 368 046	robynne.m.johnson@roads.vic.gov.au
Inner Metro	Sunshine	Amanda Venda	0436 669 817	amanda.venda@roads.vic.gov.au
Loddon Mallee	Bendigo	Bec Maskell	0436 690 001	bec.maskell@roads.vic.gov.au

Metro and regional boundaries





