

Road Safety Grants Program Guidelines

Overview

Road Safety is everyone's responsibility. The Northern Territory (NT) 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.

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

The Road Safety Grants program (the Program) aims to provide funding to community groups to develop and implement projects that target local road safety concerns, encourage greater community involvement in road safety to empower people and build capacity in the community.

The Program will fund community projects which are 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.

Road Safety Grants of **up to \$15 000** are available for activities and events occurring within 12 months of the application.

Applications seeking significantly more funding for larger scale/more complex initiatives will be assessed and considered on a case-by-case basis.

Who can apply for the grants?

The Program is open to all not-for-profit organisations, local governments, schools and sporting or community groups that have their main place of business in the NT.

Organisations must be incorporated under either the *Associations Act 2003* (NT), *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth), or *Corporations Act 2001* (Cwlth).

Non-compliant or insolvent organisations are ineligible and cannot act as an Administering Body.

Organisations include but are not limited to sporting organisations, scout groups, community art centres, service clubs, educational institutions, and local councils and youth groups.

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

What projects can be funded?

Funding is only available for clearly identified road safety initiatives which can be completed and acquitted within a specified time frame (maximum 12 months).

All grants should be clearly linked to at least one of the following road safety priority areas:

- Pedestrian safety

- Motorcycle safety
- Remote/rural road safety
- Speeding
- Alcohol and drugs.

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 similar issues
- contact the DLI Road Safety team.

Project ideas

- Promotional activities that raise awareness and promote safe road user behaviours. Examples include: signage, advertising, stickers, poster competitions, banners or variable message sign projects.
- Educational activities and other resources that foster safe road user behaviours. Examples include: brochures, short films, social media projects, competitions, quizzes, displays, child restraints or road safety 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 events, or bicycle safety programs.
- 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, Street Smart High or Children's Week. Examples include: child restraint checks and workplace/community/school road safety days, transport for schools to attend key road safety events or road safety centres.

Funds cannot be made available for:

- road engineering, infrastructure or capital works projects (including regulatory signage)
- 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)
- events/projects/initiatives that are not based in the NT

- retrospective funding for projects, functions or services that have already started or were 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 (excluding speaker fees for relevant road safety experts)
- events that involve gambling, unlawful activity or the consumption of alcohol (excluding road safety promotion at events)
- projects that duplicate existing services available to the community
- deficit budgets
- other items that the panel assess as not meeting the aims/objectives of the grants.

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

How to apply for a grant

- Review the Road Safety Grants Program Guidelines.
- Review the Grant Acquittal section.
- Complete the Grant Application Form on the [GrantsNT website](#).
All applications must be lodged before the advertised closing date.

Assessment

The Road Safety Grants Assessment Panel may seek input from other NT Government agencies and considers all funding applications received. The Road Safety Grants Assessment Panel make recommendations to the Chief Executive, DLI who will ultimately determine if an application will receive funding.

Your application will be assessed against the guidelines to ensure it:

- meets the eligibility requirements
- aligns with the road safety priority areas
- seeks funding for an activity, purpose or permitted project
- contains quotes - preference is given to quotes from the NT
- represents value for money
- appropriately addresses the identified community road safety issues
- demonstrates planning, including identifying outcomes
- has support from local community.

Other factors that will be taken into consideration include:

- how much funding your organisation has already received from the current and previous iterations of the Program
- other applications that have been submitted in that round
- whether your organisation has the capacity to deliver the project
- evidence of sound financial management
- how much funding your organisation already receives from other sources
- how much funding is available in the round
- whether there is more suitable funding available through an alternative grants program.

Once an outcome has been determined for your application, a member from the Road Safety Grants Assessment Panel will email the contact listed in your application.

Funding conditions

Payment of grant monies is subject to the following conditions:

- The organising body will use the funds for the approved project as detailed.
- 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 Road Safety Grants Assessment Panel is to be notified and either unexpended funds shall be repaid or a variation of purpose proposed. Variations cannot be executed after the original funding agreement has expired.
- Organisations that have fully met the terms and deliverables of their funding agreement will be allowed to use unspent funds for a similar alternative purpose consistent with the original project or grant program's priorities.
- The organising body will provide a financial acquittal of grant funding within four months from the end of the grant period or at an agreed date.
- The organising body must have adequate public liability insurance.
- The organising body indemnifies the NT Government against all claims, liabilities, suits or actions and loss or damages whatsoever 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 the grant agreement between the NT Government and the organising body.
- Grant recipients will be responsible for promoting and advertising the activity, which must acknowledge NT Government sponsorship. The appropriate logos will be provided for this purpose.
- The organising body agrees to the use of information provided in the application of the grant for the purpose of promoting the Program. Information may be distributed via press releases, Road Safety calendar of events and other government publications and websites.
- 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.
- Grants from the Program do not include GST.

Funding agreement and payment

Following notification of a successful application, the organising body will be forwarded a formal funding notification, funding agreement and vendor forms (for new vendors) to be completed and returned to DLI within one month of receipt.

When submitting the signed funding agreement and completed vendor forms, it is expected that the organising body also provides an invoice for payment. Payment cannot be made until this completed documentation is received.

Please note that if you are a sponsored body, it is the sponsoring body (also known as the administering organisation) that must complete the payment details form as the recipient of the funding. The sponsoring body is also required to co-sign the funding agreement.

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

Acquittal

Grants must be spent within 12 months from receipt of funding or an agreed date. The acquittal report must be submitted within four months from the end of the grant period or at 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.

The acquittal form provided by DLI must be signed by an authorised office bearer of the receiving organisation, and must provide:

- a brief written report and/or associated materials detailing or demonstrating the results of the funded project; and
- a detailed income and expenditure statement specifically related to the funded project.

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

Withdrawal of approval

The NT Government or DLI 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 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 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: roadsafety.nt.gov.au

Phone: 1800 720 144 (toll free) or (08) 8924 7019

Email: road.safety@nt.gov.au