



OFFICE OF ROAD SAFETY

National Road Safety Action Grants Program

Frequently Asked Questions

January 2024

This document has been created to accompany the National Road Safety Action Grants Program (NRSAGP) Guidelines to address common questions.

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When is the opening date?

The NRSAGP opened on Friday 28 July 2023 and will run over three financial years from 2023-24 to 2025-26.

The Program is being delivered across five focus areas.

Application period:

Community Education and Awareness	(applications closed 25 August 2023)
Vulnerable Road Users	(applications closed 25 August 2023)
First Nations Road Safety	Open 15 January 2024 – Closes 31 March 2024
Technology and Innovation	Open 15 January 2024 – Closes 31 March 2024
Research and Data	Open 15 January 2024 – Closes 31 March 2024

Opening dates and application closing dates for focus areas will be announced by the Assistant Minister for Infrastructure and Transport and published on www.roadsafety.gov.au or available from RoadSafetyActionGrants@infrastructure.gov.au

How long do I have to make an application?

Once a focus area is open on GrantConnect you will have until the closing date to make an application. Applications will close at 11:59pm on the closing date.

There are no provisions for late applications.

How long is the grant opportunity period?

All grant activity must be completed by 31 January 2026, with final reports and financial acquittals provided no later than 30 April 2026. Final payments will be made no later than 30 June 2026.

It will be at your discretion to determine the necessary timeframe you will require to undertake the grant activity and to manage those timeframes accordingly.

Please note, if you have a project or activity that is planned within the next two years and you wish to make an application for funding, you should apply for funding through the relevant focus areas within the application period.

What are 'Focus Areas'?

This Program will focus on five key areas of activity critical to the delivery of [The National Road Safety Action Plan 2023-25](#). These have been developed into separate funding rounds, which will open in rolling application rounds. The focus areas are:

- Community Education and Awareness, including workplace road safety
- Vulnerable Road Users
- First Nations Road Safety
- Technology and Innovation
- Research and Data

When completing your application, you should clearly explain how your proposed grant activity relates to a particular focus area and the intended outcomes outlined in Section 2 of the NRSAGP Guidelines.

How will my application be assessed?

We will review your application against the eligibility criteria to determine if you are eligible for this grant. To be eligible, you must meet all eligibility requirements, including the 30% co-contribution requirement and provide all mandatory documents listed in the application form.

If you are eligible to apply, we will assess your application against the assessment criteria and other applications submitted within the same key focus area. Your application will not be assessed against any applications from the other focus areas.

We will consider your application on how well it meets the criteria, and whether it provides value with relevant money in line with the [Commonwealth Grants Rules and Guidelines](#).

Your application should:

- Detail how the proposed activity outcomes would improve road safety in Australia, as well as how the activity aligned with one or more of the priorities in the National Road Safety Strategy 2021-30 or National Road Safety Action Plan 2023-25
- Explain how the grant activity learnings and outcomes would be shared with other organisations and the community more broadly
- Provide detail and supporting evidence relative to the size, complexity and grant amount requested. The application must provide commentary and evidence demonstrating why and how the application is value for money.

The NRSAGP guidelines provide further detail on the assessment process and eligible expenditure.

If I am unsuccessful applying for one focus area, can I apply for another?

If your proposed activity addresses the objectives and outcomes of more than one key area of activity you may submit multiple applications for each relevant funding stream.

It is important to note that each application will be assessed based on its own merit against the criteria for that funding round.

Can I get assistance in completing my application?

For consistency, fairness, and probity reasons the department cannot assist, comment, or give additional guidance to a potential applicant on how to complete an application form. You should refer to the Program Guidelines and Frequently Asked Questions for relevant information on how to complete your application.

What can I use my grant funding for?

The guidelines provide information on eligible expenditure.

The successful applicant can only spend grant funds on eligible activities as defined in the grant details section of the grant agreement.

To be eligible, expenditure must:

- be incurred by you within the project period;
- be a direct cost of the project; and
- meet the eligible expenditure guidelines.

What is an eligible grant activity?

Eligible grant activities must directly relate to the Program objectives and intended outcomes and can include but are not limited to:

- research and data collection
- innovative approaches to explore a Safe System approach to reducing fatalities and serious injuries on our roads
- exploration of mechanisms to better inform road design to improve safety
- innovative solutions for the protection of vulnerable road users
- collating best practice evidence to inform future road design.

Please note, projects with a primary focus on infrastructure construction/capital works would unlikely be eligible for this funding, as this Program is specifically for non-infrastructure-based projects. However, if your nominated project includes construction/capital works as a component necessary to achieving your project objective and outcome, it may still be eligible for consideration.

What if I have already started my project and spent money on its progress?

Expenditure for grant activity can only be incurred between the start date and completion date for your project for it to be eligible. Any activity undertaken prior to a grant agreement being in place will not be eligible under the grant.

Do I have to make a co-contribution? (in-kind contributions)

Yes, you are required to make a co-contribution towards the grant activity. Contributions can take the form of cash contributions, and/or in-kind contributions, and/or contributions of other material

resources. The level of contributions from your organisation must take into consideration the total cost of the proposed grant activity and the relative contribution of the organisation.

We do not specify the contribution type; however, **it must equate to over 30% of the total activity cost**. If your application does not meet this requirement, it will be deemed not eligible.

In-kind contributions which are included in this percentage of the total activity cost must contribute to project activities within the specified grant period and according to the terms of a grant agreement.

Your organisation's percentage contribution could be a non-financial contribution, such as calculating the value of volunteer hours towards the project activity. It is up to your organisation to determine a value and demonstrate how this would contribute to the total activity cost. We would suggest you include the amount and type of this contribution and how you have calculated the value in your application.

Can the funding be used for overseas travel?

No, funding cannot be used for overseas travel (including conference attendance).

Domestic travel is to be within Australia only. New Zealand is considered overseas, therefore not an eligible travel expenditure.

What is considered an asset?

Assets are defined in your Grant Agreement terms and conditions, an asset is an item/s that can be reasonably attributed to meeting the grant agreement deliverables, such as IT equipment or specialised software.

What if I have an outstanding unacquitted grant administered by the Office of Road Safety?

We ask that you declare this in the application form. The department will then assess the circumstances of your unacquitted Grant Activity, and whether it will affect your eligibility, as part of your application.

Can I submit additional attachments if the application word limits are insufficient?

No, please use only the grant application form to address the assessment criteria.

We also ask that you only attach the requested documents as outlined in the Program Guidelines. We will not consider information that we do not request or that excessively exceeds the word limit.

What information do I include for questions on project management and risk management?

You must demonstrate that you have completed the planning required to deliver the project on time, on budget and to an appropriate standard.

Project Management – you will need to outline how project activities will be carried out, including timeframes and who will be responsible.

The following information should be included:

- confirmation of required approvals, are they in place or being sought
- how goods and services will be procured
- how you will ensure the project is delivered on time, on budget and to the required standards (for example, who will manage the project and what governance arrangements are in place).

Project Risk – you will need to outline the key risks to your project and how these will be mitigated or managed.

Supporting Documentation

Each supporting document should be detailed and written in plain English. Please include explanations where jargon, acronyms or technical terminology is unavoidable, or when the purpose of an item or action may be unclear.

Anything in relation to timelines, deliverables and expenditure should be reasoned and achievable. Please be aware, should your project be awarded Grant Funding, these details will inform the conditions of your Grant Agreement.

Please treat any Letter(s) of Support or Declarations as legal documents. Ensure that any of these are signed by the appropriate Authority within each instance, and that legal and professional standards for this type of document are met.

When will I be notified of the outcome?

It is expected to take several weeks from the application period closing to being able to notify applicants of the outcome of their application.

If you are successful, we will send you via email a letter of offer and you will have 30 days from the date of that offer to execute the Grant Agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement).

Will I be able to make changes to the Grant Agreement after it is executed?

If you discover that the originally agreed to timelines or scope are unachievable, or the budget needs to be reallocated, it may be possible to request a variation to the Grant Agreement. All variation requests will be considered by the department.

What if I don't spend all the funding I am approved for?

At the conclusion of the grant funding period, you will be required to provide a declaration that grant money was spent in accordance with the agreement. If any grant money is not spent, we may seek to identify the reasons for the funds not being spent before determining how it is managed. Under-expenditure is managed under the terms of the Grant Agreement and options include recovering the unspent funds.