



**Australian Government**

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**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

# NATIONAL ROAD SAFETY ACTION GRANTS PROGRAM

## Guidelines for open non-competitive process

<b>Opening date:</b>	<b>15 January 2024</b>
<b>Program closing date and time:</b>	<b>31 March 2024, 11:00PM AEST</b>
<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications and the Arts</b>
<b>Administering entity</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications and the Arts</b>
<b>Enquiries:</b>	<b>If you have any questions, contact:</b>  <a href="mailto:RoadSafetyActionGrants@infrastructure.gov.au">RoadSafetyActionGrants@infrastructure.gov.au</a>  <b>Questions should be sent no later than 5 working days before the listed closing date of each funding stream</b>
<b>Date guidelines released:</b>	<b>Updated 15 January 2024</b>
<b>Type of Grant opportunity:</b>	<b>Open non-competitive</b>

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# 1. National Road Safety Action Grants Program

**The National Road Safety Action Grants Program (the Program) supports five key areas of activity critical to reduce deaths and serious injuries on Australia's roads (community education and awareness, including workplace safety; vulnerable road users; First Nations road users; technology and innovation; research and data). The Australian Government has committed \$43.6 million over four years from 2022-23 to 2025-26. These guidelines outline the grant opportunity for the rolling, open non-competitive process.**

The Program is one way that the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) meets its Budget Program 2.2 (Road Safety).

The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## Grant opportunity opens

The department publishes the grant guidelines on [GrantConnect](#)



## Applicant completes and submits a grant application

You complete the application form, including all requested documents, and address all of the eligibility and assessment criteria contained within these grant guidelines.



## Assessment of the grant application

The department assesses the grant application against the eligibility and assessment criteria including an overall consideration of value for money and potential road safety benefits.

Members of the department will assess the grant application.



## Grants recommendations to the Minister

The department will provide advice, through the Office of Road Safety, to the Minister on the merits of the grant application.



## Decision of Minister

The Minister considers the grant application and the department's recommendation.



## Grant application outcome

The department will advise you of the outcome of your grant application.



## The grant agreement

The department will enter into a grant agreement with successful grantee/s. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



## Delivery of grant activity

Grantee will undertake the grant activity as set out in your grant agreement. The department will establish the grant by working with you, monitoring your progress of the grant.



## Evaluation of the grant activity and the Program

Grantees are required to evaluate the specific grant activity and provide an evaluation report and audited financial statement as part of your final report. The department will evaluate the National Road Safety Action Grants Program as a whole based on information you provide to the department and that we collect from various sources.

## 2. Introduction

Road safety is everyone's responsibility, it is not solely a transport issue, nor is it solely a government problem. It cuts across the health and social services sectors, law enforcement, education and justice, planning and industry, and through everyday activities – we all use the road.

The overarching objective of the Australian Government is to reduce road trauma and its impacts and make road safety a part of 'business as usual' across all local and state road authorities, as well as fostering a road safety culture across Australian businesses, community organisations and society. This objective is reflected in the National Road Safety Strategy 2021-30 and National Road Safety Action Plan 2023-25, which have been agreed by the Australian, state and territory governments.

These guidelines contain information for the **National Road Safety Action Grants Program** (the Program) grants.

You must read and understand these guidelines before filling out an application.

This document sets out:

- the purpose of the Program and the five key areas of activity
- the eligibility and assessment criteria
- how grant applications are considered and assessed
- how grantees are notified and receive grant payments
- how grant activities will be monitored and evaluated
- responsibilities and expectations in relation to the grant.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department), through the Office of Road Safety, will oversee the Program. Allocation of funds will be progressed through an open, merit-based non-competitive grant opportunity. The funding applications will be assessed against the eligibility criteria and against other applications submitted within the same key focus area.

## 3. About the grants program

The fatality rate on Australia's roads is increasing in recent years. In 2022, 1,193 people died on Australia's roads. Australian governments at all levels are working together with our communities to change the road transport system to prevent deaths and serious injuries towards our shared goal of Vision Zero.

The Australian Government is committed to Vision Zero, which is no deaths or serious injuries on public roads by 2050. The [National Road Safety Strategy 2021-30](#) (Strategy), sets out Australia's road safety targets over the next decade – to reduce the annual numbers of fatalities by at least 50% (an estimated reduction in the fatality rate per capita of 55%) by 2030 and to reduce the annual number of serious injuries by at least 30% (an estimated reduction in the serious injury rate per capita of 38%) by 2030 - and includes nine key priorities to reduce the annual number of fatalities and serious injuries. The Strategy continues Australia's commitment to the Safe System approach and to strengthening all elements of our road transport system through improvements under three key themes: Safe Roads, Safe Vehicles and Safe Road Use.

[The National Road Safety Action Plan 2023-25](#) (Action Plan) details the key actions the Australian and state and territory governments will undertake to 2025 in pursuit of the agreed priorities identified in the Strategy. The National Road Safety Action Grants Program (the Program) is a \$43.6 million Australian Government initiative to deliver key non-infrastructure commitments in the Action Plan. There is currently \$37.6 million to be allocated to projects or activities through this Program. A funding commitment of \$6 million has already been made under the Program to the Safe Roads for Safe Cycling (Amy Gillett Foundation) Program from 2022-23 to 2023-24.

The Australian Government is responsible for 46 actions in the Action Plan and this grant program will focus on five key areas of activity critical to the delivery of the Action Plan:

1. Community Education and Awareness, including workplace road safety
2. Vulnerable Road Users
3. First Nations Road Safety
4. Technology and Innovation
5. Research and Data

The Program was announced as part of Program 2.2: Road Safety, as set out in the department’s Infrastructure Portfolio Budget Statement 2023 to implement the Australian Government’s non-infrastructure commitments in the Action Plan. The Program will run over three financial years from 2023-24 to 2025-26.

The department will administer the Program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

<b>Funding Stream Opening Dates</b>	
Community Education and Awareness	applications closed 25 August 2023
Vulnerable Road Users	applications closed 25 August 2023
First Nations Road Safety	Opens 15 January 2024 – Closes 31 March 2024
Technology and Innovation	Opens 15 January 2024 – Closes 31 March 2024
Research and Data	Opens 15 January 2024 – Closes 31 March 2024

Opening dates and application closing dates for funding streams are announced by Ministers and published on <https://www.roadsafety.gov.au> or available from [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au).

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

## 3.1 About the Community Education and Awareness funding stream (including workplace road safety)

### Applications closed 25 August 2023

In order to make a lasting difference to road trauma, long-term cultural change is needed to make road safety 'business as usual' across all local and state/territory road authorities, as well as fostering a road safety culture across Australian businesses, community organisations and society. The social model leverages influence as the key element to bring about change.

Work Health and Safety (WHS) legislation in Australia establishes duties relating to working on or near roads (the road as a workplace), and the use of vehicles for work purposes. People who carry out their work on roads, such as traffic controllers and delivery riders, also face considerable risk to their health and safety due to road related hazards.

The aim of this funding stream is to fund:

- road safety community education, awareness and collaborative campaigns, programs and initiatives
- programs to educate young or disadvantaged drivers in road safety and to support them to gain their licence
- workplace road safety awareness and education campaigns, programs and initiatives.

The intended outcomes of this funding stream are:

- increased awareness, understanding and skills among target populations
- reduction in risky behaviours such as driver distraction, drink or drug driving, etc.
- improved interaction between heavy vehicles and other road users
- improved education among young and disadvantaged drivers
- increased support for young and disadvantaged drivers to gain their licences
- improved workplace road safety
- increased compliance with road safety and WHS laws and policies.

Any outcomes of this grant funding will be reported in the National Road Safety Annual Report delivered in the fourth quarter annually.

## 3.2 About the Vulnerable Road Users funding stream

### Applications closed 25 August 2023

Australia's roads are shared by many types of road users. 'Vulnerable road users' is a term which describes road users who have minimal physical protection, making them more vulnerable in the event of a crash. The probability of death or serious injury for vulnerable road users in a crash increases exponentially with increasing vehicle speed.

'Vulnerable road users' for this grant opportunity describes a broad category of road users including pedestrians, people with a disability, children under seven, the elderly, road workers, riders of motorcycles, scooters, bicycles and micro mobility devices (such as e-scooters)<sup>2</sup>.

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<sup>2</sup> For full definition see 'vulnerable road user' in the glossary.

The Australian Government has already committed \$6 million through this funding opportunity to the Safe Roads for Safe Cycling (Amy Gillett Foundation) Program from 2022-23 to 2023-24.

The aim of this funding stream is to fund projects that:

- promote safe road use and access for all road users including, but not limited to:
  - initiatives focussed on better sharing the road safely with motorcycles, cyclists, micro mobility devices and heavy vehicles
  - initiatives which focus on pedestrians, especially children, people with a disability and the elderly who are particularly vulnerable to injury or death in a crash
- identify and develop vulnerable road user technologies or research.

The intended outcomes of this funding stream are:

- reduction in the number of vulnerable road user deaths and serious injuries on our roads
- a national approach to vulnerable road user education.

Any outcomes of this grant funding will be reported in the National Road Safety Annual Report delivered in the fourth quarter annually.

### 3.3 About the First Nations Road Safety funding stream

**Funding for this key area of activity is only open to First Nations community-controlled organisations.**

**Application period: 15 January 2024 to 31 March 2024 (refer Section 8.3)**

First Nations peoples bear a higher burden of road trauma, and are nearly three times more likely to die in road crashes than other Australians. In line with governments' commitment to the National Agreement on Closing the Gap, the Australian Government will create partnerships with First Nations peoples, communities and organisations to jointly develop culturally appropriate countermeasures to close the gap for First Nations peoples by improving road safety outcomes.

This grant opportunity is open January 2024 to March 2024 to allow the department time to build trusted relationships with First Nations organisations and communities to co-design a culturally appropriate national approach to community-led road safety initiatives.

The aim of this funding stream is to fund projects that will deliver local solutions for First Nations communities, and also support culturally relevant road safety messaging. Activities could include, but are not limited to, improving access to culturally appropriate road safety education, young driver training activities, support for First Nations peoples to obtain a driver's licence, community group activities that improve road safety outcomes or education campaigns with relevant road safety messages. Subject to consultation, the government intends these projects will:

- improve access to road safety education and awareness for First Nations peoples
- assist government to understand road safety priorities in First Nations communities and tailor solutions to match.

The intended outcomes of this funding stream are:

- reduction in the number of deaths on our roads of First Nations peoples
- reduction in the number of serious injuries of First Nations peoples from road trauma
- higher awareness amongst First Nations peoples of road safety issues.



Any outcomes of this grant funding will be reported in the National Road Safety Annual Report delivered in the fourth quarter annually.

### 3.4 About the Technology and Innovation funding stream

#### **Application period: 15 January 2024 to 31 March 2024 (refer Section 8.3)**

The road safety environment is evolving. New and emerging technologies, such as Connected and Automated Vehicles (CAVs) have the potential to improve transport safety, productivity, accessibility and sustainability. Other developments, such as the emergence and rapid take-up of personal mobility devices such as e-scooters introduce alternate ways to travel, and increase options for multi-modal transport. However, these advancements are also increasing the complexity of the road safety landscape, particularly in how they use and interact with the road and other road users.

The Australian Government is committed to supporting the continued development of new road safety technologies, as well as innovative solutions that meet the road safety challenges arising from new technologies, and overcome human fallibility.

The aim of this funding stream is to:

- examine and conduct research into the effectiveness of new road and vehicle safety technologies.
- fund projects to deliver new road safety technologies, innovations or initiatives.

The intended outcomes of this funding stream are:

- advancements in technologies, innovations or initiatives that lead to a reduction of fatalities or serious injuries on our roads nationally.
- developments in road and vehicle safety technologies and initiatives specific to the Australian context.

Any outcomes of this grant funding will be reported in the National Road Safety Annual Report delivered in the fourth quarter annually.

### 3.5 About the Research and Data funding stream

#### **Application period: 15 January 2024 to 31 March 2024 (refer Section 8.3)**

Research is vital to progress the development of new approaches, to pilot and trial real-world new concepts, test innovative ideas and develop best practice models and guidelines.

There is also a critical need to improve national road safety data, and strengthen the evidence base for decisions on the most efficient and effective ways to deliver better road safety outcomes.

The aim of this funding stream is to:

- fund projects that will extend or develop national road safety research and data capabilities.
- collate new, or analyse existing data to identify emerging trends in fatal or serious injury crash causation, types of crashes, vehicle types in crashes or any other innovative uses of data that could lead to a reduction in fatalities or serious injuries nationally.
- examine and conduct research into fatal and serious injury crash causation and/or prevention methods to lead to a reduction in fatalities and serious injuries.

The intended outcomes of this funding stream are:

- improved understanding of emerging and ongoing road safety issues in Australia.
- provide an evidence-base for future road safety policy and investments.

Any outcomes of this grant funding will be reported in the National Road Safety Annual Report delivered in the fourth quarter annually.

## 4. Grant amount and grant period

### 4.1 Grants available

The Australian Government is making \$37.6 million available for allocation to projects or activities through this Program across the five key areas of activity, over three financial years.

This funding is available through an open non-competitive grant process. Applications will be assessed against the eligibility criteria and against the other applications within the same key focus area, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications from different focus areas.

Eligibility under the Program can be found at Section 5.

The Program is funded until 30 June 2026.

<b>Funding available</b>	<b>2022-23 (\$m)</b>	<b>2023-24 (\$m)</b>	<b>2024-25 (\$m)</b>	<b>2025-26 (\$m)</b>	<b>TOTAL (\$m)</b>
National Road Safety Action Grant Program	-	\$7.45	\$15.70	\$14.45	<b>\$37.6</b>
Safe Roads for Safe Cycling Program	\$3.0	\$3.0	-	-	<b>\$6.0</b>
<b>Total</b>	<b>\$3.0</b>	<b>\$10.45</b>	<b>\$15.70</b>	<b>\$14.45</b>	<b>\$43.6</b>

Grants generally range from \$20,000 up to \$1.5 million depending on the scope of the grant activity and its complexity. Smaller or larger grant amounts will also be considered, including amounts over \$1.5 million where warranted, as assessed on a case by case basis.

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

The grant activity will commence following the successful notification of your application and execution of a Grant Agreement. All grant activities must be completed by 31 January 2026 and all reporting, including final reporting, payments and financial acquittals must be completed by 30 June 2026.

To be eligible, you are required to make a funding 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.

We reserve the right to recommend and approve grantee contributions and their budget amounts that are less than the amount requested in the application.

## 4.2 Grant period

The maximum grant period is two-and-a-half years. It is at the grantee discretion to determine the necessary duration for the grant activity and to manage those timeframes accordingly.

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.

## 5. Eligibility criteria

We cannot consider your application if you do not comply with all of the eligibility criteria.

If you receive funding from other government sources for the same purpose you are required to identify the amount of funding received, the period the funding is available, and the reason why additional funding is sought. These details must be included in the Activity Budget section of the application form.

### 5.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of Goods and Services Tax (GST)
- have an account with an Australian financial institution.

You and the activity must be located in Australia, and be one of the following legal entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) proposal with a lead organisation<sup>3</sup>

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<sup>3</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 8.2 'Joint Applications'

- a not-for-profit organisation
- a publicly funded research organisation as defined in the Glossary
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

**We can only accept applications where you can provide:**

- Evidence from your Board (or Chief Executive Officer or equivalent if there is no Board) that the grant activity is supported, that you can complete the grant activity and meet the costs of the grant activity not covered by the grant.
- a completed Accountant Declaration form that confirms:
  - you can fund your share of the grant activity costs; and
  - your organisation will be financially stable throughout the duration of the grant activity.

## 5.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or project partner organisation, included on the National Redress Scheme's website ([www.nationalredress.gov.au](http://www.nationalredress.gov.au)) on the list of [Institutions that have not joined or signified their intent to join the Scheme | National Redress Scheme](#)
- an individual
- unincorporated association
- overseas resident/organisation
- any organisation not included in Section 5.1
- any organisation with an outstanding unacquitted grant administered by the Office of Road Safety within the department, unless prior approval is obtained.

## 5.3 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant activity must maintain any relevant accreditations and qualifications as required by law and relevant industry standards.

# 6. What the grant funding can be used for

## 6.1 Eligible grant activities

To be eligible your grant activity must:

- directly relate to the objectives and intended outcomes outlined in Section 2 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.
- consistent with Section 3.1, confirm eligible contributions from you or other organisations. We do not specify the type of contribution; however, it must equate to above 30% of the total activity cost; and
- agree that data and research obtained through the activity must be made available to the Australian Government.

## 6.2 Eligible expenditure

You can only spend the grant funding on eligible expenditure you have incurred on eligible grant activities. Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give guidance on eligible expenditure if required.

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of the grant activity as per the grant agreement
- the portion of operating and administration expenses directly related to the grant activity as per the grant agreement (such as telephone usage costs, postage, stationery and printing)
- travel/accommodation costs directly linked to the activity as per the grant agreement
- assets as defined in the grant agreement terms and conditions that can be reasonably attributed to meeting the grant agreement deliverables, such as IT equipment or specialised software
- data acquisition, supporting evidence, and reporting requirements
- evaluation of the funded grant activity to demonstrate delivery of outcomes

The successful applicant can only spend grant funds on eligible activities as defined in the grant details section of the grant agreement. Administration costs ordinarily should not exceed 10% of the total grant value, unless the grantee can provide a rationale detailing the need for higher administration costs.

You must incur the expenditure on your grant activity between the start date and end or completion date for your grant activity for costs to be eligible.

## 6.3 What the grant funding cannot be used for

You cannot use the grant for the following activities:

- 'business as usual' costs (including wages and/or major capital expenditure) not directly related to the grant activity
- activities designed to market or promote existing products or technologies
- relocation costs
- major construction/capital works or the purchase of land
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent not related to the grant activity (business as usual costs)
- overseas travel (including conference attendance)
- activities for which other Australian, state, territory or local government bodies have primary responsibility
- grant activities that receive regular ongoing funding by other Australian, state or territory, or local government programs.

## 7. The assessment criteria

You must address all of the following assessment criteria in the grant application form. We will assess your application based on the weighting of each criterion.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

You must answer each sub-criterion meaningfully in the text of your criterion response. Attachments such as the Project Management Plan will also be assessed, but it is not sufficient to merely refer to these documents.

Please bear in mind that a key principle behind our decision-making is value with relevant money. You should provide commentary and evidence in your responses showing why and how your application provides value with relevant money for the Commonwealth.

The compulsory grant application form includes character limits – up to 600 words per sub-criterion.

### **Criterion 1. Need and Outcomes – 30% weighting**

*Describe why the activity is needed, which funding stream the activity addresses and the outcomes it is expected to deliver.*

*We are looking for a clearly articulated vision of the activity and it should demonstrate excellence in creative thinking, including evidence of research and development, innovation and quality.*

- Sub-Criterion 1.1.** Describe and outline how the grant activity will improve road safety in Australia in accordance with the key activity area you are applying for, as well as outlining the proposal's alignment with one or more of the priorities in the National Road Safety Strategy 2021-30 or Action Plan 2023-25.
- Sub-Criterion 1.2.** List the outcome(s) the activity is expected to deliver, e.g. research/journal article, website, product, event etc.
- Sub-Criterion 1.3.** Cite evidence (e.g. research, reports, studies) which clearly supports how the grant activity will contribute to the reduction of road trauma in Australia.

## **Criterion 2. Method – 50% weighting**

*Describe your method to implement the activity.*

*You will need to show a strong understanding of the processes required to develop a program.*

- Sub-Criterion 2.1.** Provide an outline of your methodology that is rigorous, evidence based and must include a monitoring and evaluation process.
- Sub-Criterion 2.2.** Describe how you will share grant activity learnings and outcomes with other organisations and the community more broadly.
- Sub-Criterion 2.3.** Provide a summary of the timeline for the activity including any key activities or milestones and describe how, where and when you intend to carry out the activities; **and** provide a detailed Project Management Plan as a separate attachment.
- Sub-Criterion 2.4.** Provide an overview of the risk assessment for the activity and outline how risks will be mitigated here; **and** provide a more detailed Risk Management Plan as a separate attachment.

## **Criterion 3. Organisational Capacity and Sustainability – 20% weighting**

*Describe your organisational capability and capacity to deliver the activity.*

- Sub-Criterion 3.1.** Provide evidence that your organisation has the expertise and capacity to successfully deliver and evaluate the Program and its activities.
- Sub-Criterion 3.2.** Explain the relevant experience and qualifications of key personnel and their role in managing the activities.

## **8. How to apply**

Before applying, you must read and understand these Guidelines.

The application form and Guidelines can be found at [GrantConnect](#). [GrantConnect](#) is the authoritative source for grants information and by registering on this website, you will be automatically notified of any changes.

To apply you must:

- complete the application form which is available from GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application and attachments to [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au) by the closing time.

You are responsible for ensuring that your application is complete and accurate and does not contain false and misleading information. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). We will investigate any false or misleading information and may exclude your application from further consideration if confirmed.

If you find an error in your application after submitting it, please contact us immediately via email to [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au). Please note that we are not obligated to accept any additional information from you to correct your application after the closing time.

Unless there is an error, you cannot change your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process contact us at [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au).

## 8.1 Attachments to the application

We require the following documents with your application:

- a completed application form
- a project management plan
- a risk management plan
- a detailed budget, particularly in relation to administrative costs
- a letter of support, on your organisation's letterhead, from your organisation's Board, CEO or equivalent, clearly stating support for the grant activity
- an accountant declaration (this forms part of your evidence that your organisation is financially stable and can fund its portion of the grant activity)
- signed trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.
- If applying as a joint (consortia) application, a Letter of support– see section 8.2

You **must** attach all supporting documentation and the application form as **separate** documents in your email application.



You should only attach requested documents. We will not consider information in attachments that we do not request.

## 8.2 Joint (consortia) applications

We recognise that some organisations may want to work collaboratively as a group to deliver grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the grant application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

All members of the of the proposed group must comply with Section 5 Eligibility Criteria.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## 8.3 Timing of funding stream processes

You must submit an application between the published opening and closing dates. We will not consider any applications received after the closing time unless the application is late as a consequence of our mishandling.

As this is a rolling Program, we will be staggering when applications for each funding stream can be submitted.

If funding is not fully allocated, additional future funding rounds may be announced in the future at the discretion of the Australian Government. However, this is not guaranteed and all organisations are encouraged to prepare submissions in accordance with the below timeframes.

Expected timing for each funding stream:

Upon announcement from the Minister and publication on [GrantConnect](#) and [roadsafety.gov.au](#), funding streams will be open until 11:59PM on the application closing date. The assessment of submissions, project approvals and notification of successful projects is anticipated to take a maximum of 8 weeks in total. Grant Agreements will be negotiated and executed within 30 days of notification of approval.

The Grant Activity start date will commence following execution of the Grant Agreement. The Grant Activity end date is 31 January 2026.

## 8.4 Questions during the application process

If you have any questions during the application period, please email [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au). The Office of Road Safety will respond to e-mailed questions within three business days.

## 9. The grant selection process

### 9.1 Assessment of grant applications

The department will review your application against the eligibility criteria (see Section 5). The application will then be assessed against the assessment criteria (see Section 7). Your application will be considered on its merits, based on:

- how well it meets the criteria
- the expected potential road safety benefits
- the key principle of achieving value with relevant money.<sup>4</sup>

When assessing the extent to which the application represents value with relevant money, we will consider:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes and objectives
- how the grant activity will target groups or individuals.

### 9.2 Who will assess applications?

Department Grant Assessment Panels will assess your application on its merit and make a recommendation to the Minister on if the Grant application should be awarded a grant.

External experts/advisors may be asked to provide advice and expertise in assessing the application. Each expert/advisor, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.

The assessment panel may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment panel may also consider information about you or your application that is available through the normal course of business.

### 9.3 Who will approve grants?

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<sup>4</sup> See glossary for an explanation of 'value with relevant money'.

Only the Minister has authority to approve the grant considering the recommendations of the assessment panel and the availability of grant funds for the purposes of the Program.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions taken by the Minister in relation to approved or not-approved grants and their approved terms and conditions.

## 10. Notification of application outcomes

The Office of Road Safety will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant activity) in any future grant opportunities under the Program. You should include new or more information to address any feedback received regarding why your previous application was unsuccessful.

### 10.1 Feedback on your application

If you are unsuccessful, you may request feedback via the Road Safety Grants inbox [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au) within four weeks of being advised of the outcome. We will provide feedback within one month of your request.

## 11. Successful grant applications

### 11.1 The grant agreement

Successful applicants must enter into a legally binding grant agreement with the Commonwealth. The department uses the standard grant agreement template for this Program. Each grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed and you will not be reimbursed for costs outside of the grant agreement dates. If you choose to start your grant activity before you have an executed grant agreement, you do so at your own risk. You must not start any approved activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the grant agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

#### **Standard grant agreement**

You will have 30 days from the date of a written offer to execute the grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Minister.

## 11.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments subject to the Commonwealth's approval of the delivery of performance milestones, according to an agreed schedule, as set out in the grant agreement.

## 11.3 Grants payments and GST

If you are registered for the [GST](#), where applicable, you will be required to add GST to your Grant payment and issue the department with an invoice that meets the requirements for a [tax invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>5</sup> We do not provide advice on your particular taxation circumstances.

## 12. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) **Error! Hyperlink reference not valid.** website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

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<sup>5</sup> <https://www.ato.gov.au/>

## 13. How we monitor your grant activity

### 13.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events or media opportunities relating to your grant and provide an opportunity for the Minister or their representative to attend. This information must be received four weeks prior to the event or media opportunity where possible, or as early as possible.

### 13.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against the agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant
- evaluation of the activity.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

#### **Progress reports**

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

Grant payments, other than an initial payment upon execution of the grant agreement, if applicable, will be dependent on our acceptance of your progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

### **Ad-hoc reports**

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

### **Evaluation of activity**

When you complete the grant activity, you must submit an evaluation report.

Your evaluation report can be undertaken by internal staff, an external provider or a mixture of both. Analysis should aim to be both rigorous and unbiased, and address the key evaluation questions robustly.

The evaluation must consist of:

- Background and rationale
  - Background to the activity, why was it initiated? What its objectives were and the broader context in which the activity operates.
  - Rationale as to why the activity would benefit road safety and how the activity would contribute to achieving the purpose of the Australian Government's grant opportunity? What were you hoping to change and what results did you expect?
  - Link response to the Strategy and Action Plan where appropriate.
- Process
  - Outline how the activity was delivered – was the activity implemented as planned? Were there any ongoing issues with the project (e.g. weather, supply chain, vandalism, uptake/buy-in from stakeholders).
- Effectiveness
  - Did you achieve the outcomes as stated in the agreement, e.g. Did your project work? Identify any unintended consequences (good or bad).
- Efficiency
  - Assess value-for-money of the activity.
- Findings/lessons learned
  - What was achieved? What would you do differently next time?

- What do you think would be the 'next-step' in the activity if it were to progress?
- Outcomes
  - Outline a before and after the activity statement
  - Short-term impact – what were the immediate effects of the activity
  - Can you illustrate a link between your grant and a reduction in fatal and serious injuries?

Your evaluation report must be submitted within 45 days of completion in the format provided in the grant agreement.

### 13.3 Financial declaration

We may ask you to provide either:

- a declaration that the grant funding was spent in accordance with the grant agreement and to report on any underspends of the grant funding; or
- an independently audited financial acquittal report, if concerns arise during the grant period. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

The type of report we ask for will depend on factors such as the funding amount of the grant, level of risk and costs of compliance.

### 13.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by emailing [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au).

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### 13.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

### 13.6 Record keeping

We may also request access and inspect the records you are required to keep under the grant agreement. You are expected to comply with record keeping, reporting and acquittal requirements as set out in the grant agreement.

### 13.7 Departmental evaluation

Evaluation is a critical part of the policy cycle. Done well, evaluation provides the opportunity to learn from successes and failures to improve the design of future interventions by government. It does this by going beyond assessing whether policy objectives and value for money were achieved to identify best practice processes for decision-making, policy and program design.

A strong evaluation culture is essential. Sharing lessons learned from evaluations and integrating them into policy making frameworks enhances the ability of the department, and the Australian Public Service more broadly, to deliver high quality interventions on behalf of government.

We will evaluate the Program to measure how well the outcomes and objectives have been achieved. This may occur during or after implementation and may occur multiple times to assess processes or the achievement of outcomes.

Evaluations may be undertaken by an internal team or external consultants depending on the scope, complexity and sensitivity of the evaluation.

We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the Program was in achieving its outcomes.

We may contact you up to two years after you finish your grant for more information to assist with this evaluation.

## 13.8 Acknowledgement

If you make a public statement about the grant activity funded under the Program, we require you to acknowledge the grant by using the following:

‘The [*insert your grant activity name*] was funded by the Australian Government through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.’

The Commonwealth logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

[*insert your grant activity name*] – an Australian Government initiative

## 14. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on [GrantConnect](#).

### 14.1 Enquiries and feedback

If you have any complaints or feedback relating to this Grant opportunity, please advise the [Department of Infrastructure, Transport, Regional Development, Communications and the Arts feedback and complaints service](#). All complaints about a grant process must be provided in writing.

If you have questions about any grant decisions made for this grant opportunity, please inform us in writing at [RoadSafetyActionGrants@infrastructure.gov.au](mailto:RoadSafetyActionGrants@infrastructure.gov.au).



If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 14.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer, or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

## 14.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this Grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) **Error! Hyperlink reference**

**not valid.** as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything which if done by the department would breach an Australian Privacy Principle as defined in the Act.

## 14.4 Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive; and
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the assessment panel and other Commonwealth employees and contractors to help us manage the Program or activity effectively
- employees and contractors of the department so we can research, assess, monitor and analyse the Program and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in Program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

## 14.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:       **Freedom of Information Coordinator**  
Department of Infrastructure, Transport, Regional Development, Communications  
and the Arts  
GPO Box 594  
CANBERRA ACT 2601

Tel: (02) 6274 6495  
Fax: (02) 6275 1347

By email:      [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of applications.
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
FSI	fatal and serious injury/ies

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Infrastructure Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Minister	Minister responsible for Road Safety
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS Programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS Programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS Program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

<sup>6</sup> Relevant money is defined in the PGPA Act.-See Section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See Section 105, Rules in relation to other CRF money.

Term	Definition
Publicly Funded Research Organisation (PFRO)	research that is funded by the public through recognised Australian research institutions
safe system principles/approach	<a href="#">Fact sheet: Vision Zero and the Safe System   National Road Safety Strategy</a>
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with relevant money	<p>is a judgement based on the Grant application representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each application including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the Grant Activity application and activities;</li> <li>• fitness for purpose of the application in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the Grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>
vulnerable road user	<p>'Vulnerable road users' describes road users who have minimal physical protection, making them more vulnerable in the event of a crash. The probability of death or serious injury for vulnerable road users in a crash increases exponentially with increasing vehicle speed.</p> <p>In the Strategy and Action Plan a 'vulnerable road user' is described as a broad category of road users including:</p> <ul style="list-style-type: none"> <li>• pedestrians</li> <li>• children under seven</li> <li>• the elderly (when not in a vehicle), e.g. as a pedestrian or user of a personal mobility device</li> <li>• road workers = people who carry out their work on roads such as traffic controllers</li> <li>• riders of motorcycles, scooters, bicycles and e-scooters.</li> </ul>