Event Application guidelines and examples of supporting policies

To further encourage community groups to participate in road safety, the Government of Western Australia's Road Safety Community Grants Program is providing grants of up to $1000 for events. Successful applicants will be supplied with a road safety message with relevant information and suggestions for supporting policies.

These guidelines should be read in conjunction with the Road Safety Community Grants Event application form.

All applications will be assessed on their individual merit.

Timing:

Applications must be received at least three months prior to the event and are assessed bimonthly. Applications close on the first Friday of February, April, June, August, October and December.

Grant amount:

As a guide, grant amount is dependent on the number of attendees and the number of supporting activities/policies.

<100 to 500 participants up to $420.00
500 - >2000 participants up to $1,000.00

Criteria:

- There should be no other conflicting road safety messages at the event.
- Number of expected participants (this will, in part, determine funding amount).
- Successful applicants must agree to put up signage and return the signs after the event. Where possible a supporting policy should be implemented (see page 2 for examples).
- List other road safety activities planned which could include brochures, quizzes, etc. (this will also determine the funding amount).
- Must be a not-for-profit group/organisation.
- Limit of one application, per event, per year.
- Funding must be used exclusively for the event and not in any part be used for fundraising.
- If the event is for fundraising please attach a small outline/budget detailing how the funds raised will be used.
- Does not include funding for workforce development.
- Your organisation must have an ABN number.

Evaluation and Aquittal:

Successful applicants will be required to submit a report within one month of the event, including:

- Number of attendees
- Associated media
- Photo of signage in place
- Policies implemented
- Financial acquittal

Invoicing and Funding:

If your grant application is successful you are required to:

- Complete a Main Roads Supplier Form and submit an invoice within one month of the notification of a successful grant application. (The Supplier Form will be sent to you if your application is successful).
- Applicants will be required to sign and submit a Declaration and Acceptance - Grant Terms and Conditions form within one month of the notification of a successful grant application.

All grant applications are exclusive of GST.

Supporting policies for event grants:
(refer page 3 of Event Grant Application)

Below are some examples of road safety supporting policies that could be included in your application for an event grant.

Drink Driving

- Implementation of a responsible service of alcohol policy
- Serve only low strength alcohol
- Free water available
- Food available
- Implementation of the Skipper program
- Promotion of alternative forms of transport
- Provision for participants to stay overnight (i.e. camping areas)

Fatigue

- Event finishes at a reasonable time (i.e. before midnight)
- Provision for participants to stay overnight (i.e. camping areas)

Safer Vehicles

- Implementation of a workplace road safety policy. There are resources and information available on the Office of Road Safety website http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Users/Workplaces-Partners
- Promote the selection of ANCAP ratings and 5 star assessment ratings of vehicles

These supporting polices are approved by the Road Safety Community Grants Committee. You may develop your own supporting polices for approval by the Community Road Safety Grants Committee through the application process.

Using rewards and incentives in Community Road Safety Grants application policy:

- Events where the rewarding of a prize (through a competition), is the primary or only objective will not be funded.
- Events where the giving away of gifts, lottery tickets, fuel vouchers, etc. is the primary or only objective will not be funded.
- Events that have included the use of incentives and rewards as a supporting strategy to a mix of other strategies including environmental, promotional and educational strategies, will be funded, but only where the cost of the incentive/reward is 25% or less of the total project budget.
- Events where the public is rewarded for doing something that they should legally already be doing such as wearing a seatbelt or driving to the speed limit are judged on their merit.
- Events where the rewarding of prizes for completing an evaluation survey or quiz will be funded as long as the cost of that prize does not exceed more than 25% of the total project budget.
- Events where the prize or incentive is the total cost of the project but the project application includes a mix of other appropriate strategies (environmental, promotional and educational) which do not have a financial cost (as the cost is either provided as in-kind support or does not cost anything to implement) will be funded.

Banner and Signage:

It is a requirement to either display a banner provided by the Office of Road Safety or produce a banner yourselves as per the guidelines on the Office of Road Safety website.

How to apply:

- Complete application form - available on website **www.ors.wa.gov.au**
- Send the completed application form to:

  Road Safety Community Grants Officer
  Office of Road Safety
  Main Roads WA
  PO Box 6202
  East Perth WA 6892

  Email: roadsafety.grants@mainroads.wa.gov.au