



LOCAL  
GOVERNMENT  
GRANTS



Transport  
Accident  
Commission

## PRE- APPLICATION TIPS

The following are recommended to be completed prior to submitting an application:

### **1. Read and understand the [2021 Local Government Grant Program Guidelines](#).**

Make sure you have reviewed the program guidelines and understand:

- The 2021 program focus
- The appropriate category of funding for your project (i.g. analysis or infrastructure)
- Conditions of funding (i.e. 1:1 funding requirement for all Infrastructure grants).
- LGAs are limited to one application per category (i.e. one analysis and/or one infrastructure grant application).
- Grant program timelines, including project delivery timeframe conditions
- The assessment process and assessment criteria
- Requirements of successful applications. Review the [TAC Standard Funding Agreement Terms and Conditions](#) and understand the funding agreement process, progress reporting requirements and payment schedule.

### **2. Prioritise Safe System engineering and principles:**

You must demonstrate alignment to best practice road safety principles (i.e. Safe System principles).

Here are some links to assist with understanding Safe System engineering principles:

- [VicRoads Safe System Assessment Guidelines](#)
- [Austroads \(2016\) Safe System Assessment Framework](#)

### **3. Show alignment with the Victorian Road Safety Strategy 2021-2030.**

Think cyclist and pedestrian safety projects that are consistent with the [Victorian Road Safety Strategy 2021 - 2030](#).

### **4. Look for INNOVATIVE ways to keep costs down**

Applications who look to keep costs down through innovative measures will be prioritised

- Prioritise low cost road safety solutions, where possible
- Consider materials, design choice, implementation process, integration with other projects

### **5. Submit concept designs and drawings on maps**

To ensure the full project scope and exact location can be determined, all designs **must** be submitted on maps, for both Infrastructure and Analysis projects.

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## **6. Provide a detailed budget**

To assess value for money and fully understand the project scope, a detailed cost estimate and project budget must be provided.

- Include an itemised project budget breakdown
- Attach quotes from contractors and/or suppliers
- Staff costs will **not** be covered in this program

## **7. Attend the Grants Webinar**

Participants are strongly encouraged to attend the grants webinar on **Friday 25<sup>th</sup> June**. Program overview, application tips and technical recommendations will be provided. More info [here](#).

## **8. Collect data and evidence to support your application**

You will need to clearly articulate the local road safety issue affecting your community, demonstrate the need and any support for your project.

Below are a few types a data to consider:

- Crash data (i.e. Crash stats)
- Risk based data (i.e. traffic counts, pedestrian/cyclist numbers, vehicle numbers, existing conditions of roads)
- Safety audits, risk assessments, consultant reports, research reports, customer requests etc.
- Community support (i.e. letters or support, evidence of community engagement, council strategies and/or plans to engage the community)
- Upload any attachments to justify your project

Here are some tools to assist with collecting data:

- [TAC's statistics page](#) is a great place to start when looking for Victorian road trauma statistics.
- [VicRoads](#) provides a range of crash and pedestrian statistics for accurate and timely analysis of road safety programs and to assist in the development of new road safety initiatives.
- [Victoria's open data directory](#) provides central access to a broad range of data sets, plus the Department of Justice and Regulations Road Safety Camera Network data.

## **9. Take up the pre – application technical support**

We strongly recommend you take up the 30 minutes of pre application support in the early stages of your application, to ensure any non-Safe System outcomes can be identified and corrected.

Contact the Road Safety Programs team at [lgagrants@tac.vic.gov.au](mailto:lgagrants@tac.vic.gov.au) if you would like to take up this offer.

## **10. Ask questions**

We are here to assist, so email any questions to the Road Safety Programs team at [lgagrants@tac.vic.gov.au](mailto:lgagrants@tac.vic.gov.au).

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