

Community Initiatives Grant Application Form

Form Preview

Application Guidelines

* indicates a required field

**As the authorising person on behalf of the applying organisation,
I can confirm that the applicant:**

- Has read and understands the Declaration and Acceptance of Grant Terms and Conditions (*Located on last page of application*)
- Has read and understands the [Community Initiatives Grant Application Guidelines](#)
- Is able to demonstrate alignment between their project and the road safety aims of the government of Western Australia
- Does not owe any Acquittal or Evaluation reports or funds to the Road Safety Commission as a result of previous funding or grants (this is not inclusive of ongoing project grants that are not due to be acquitted)
- Is not seeking funding for items that are not in accordance with [Community Initiatives Grant Application Guidelines](#)
- Abides by relevant State and Federal legislation, as applicable; for example, in respect to Working with Children Screening, Criminal Record Checking and Liquor Control
- In relation to Services that comprise or involve “child-related work” (as defined in section 6 of the Working with Children (Criminal Record Checking) Act 2004 (WA), the Contractor agrees to: implement the National Principles for Child Safe Organisations (<https://childsafe.humanrights.gov.au/national-principles/download-national-principles>); provide training to ensure that all Contractor Personnel are aware of and comply with the National Principles for Child Safe Organisations; and provide evidence of compliance with the National Principles for Child Safe Organisations to the Contract Authority or Customer as and when
- Has consulted with the Road Safety Commission [Community Initiatives team](#) to discuss the intended grant purpose

Declaration *

☐ Yes, I agree that the above statements are true and correct

Road Safety Commission Advice

- As the grant applicant I have consulted with a [Road Safety Commission Community Initiatives team member](#) to discuss the intended grant purpose.

Name of Road Safety Commission - Community Initiatives Team Member *

Date of discussion *

Must be a date.

Eligibility

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As stated in the [Community Initiatives Grant Application Guidelines](#) the following are not eligible to receive funding:

- Unincorporated organisations*
- Profit-making organisations*
- Private businesses*
- Research organisations*
- State government agencies*
- Individuals
- Projects that already receive funding from RSC
- Duplicates – the same project wholly funded by or delivery of services by other agencies

** Road Safety Commission may accept applications from appropriate organisations where there is no other suitable organisation to apply. Please contact the [Community Initiatives Team](#) to discuss prior to completing your application*

Do any of the above apply to your organisation/event? *

☐ Yes ☐ No

Is your organisation an incorporated not-for-profit or a Western Australian Local Government? *

☐ Yes ☐ No

Attach your Certificate of Incorporation

Attach a file:

Not required for Local Government for all others a Certificate of Incorporation must be attached.

Has your organisation entered into an auspice/on-granting agreement? *

☐ Yes ☐ No

Will an eligible organisation be delivering the event activities?

Auspice Partner Details

Any auspice/on-granting application requires Road Safety Commission Auspice Partner Agreement to be completed prior to application.

The Auspice Partner Agreement is used to clearly outline the expectations and responsibilities between the Auspice body and delivery partner.

The auspice partner guidelines and agreement template is available for download [here](#)

Please enter the details of the eligible auspice partner who will be delivering the event activities.

Auspice Organisation Name *

Organisation Name

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Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Auspice Primary Address

Address

Auspice Primary Phone Number

Must be an Australian phone number.

Auspice Primary Email

Must be an email address.

Auspice Primary Website

Must be a URL.

Auspice Project Contact *

Title First Name Last Name

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number.

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Auspice Project Contact Primary Email *

Must be an email address.

Upload your Road Safety Commission Auspice Partner Agreement here: *

Attach a file:

Auspice guidelines and Agreement can be found [here](#)

Is this your organisation's first application for funding from the Road Safety Commission? *

☐ Yes ☐ No

If no - please list details

Include grant ID and Project or Event Title

Do you have any outstanding (not yet acquitted) grants from the Road Safety Commission? *

☐ Yes ☐ No

Outstanding acquittal/s details *

Include grant ID and Project or Event Title

Is your project's primary focus fundraising? *

☐ Yes ☐ No

Either for your organisation or on behalf of another organisation or cause

Are your project activities covered under Public Liability Insurance? *

☐ Yes
☐ No

Please upload a copy of your organisation's Public Liability Insurance *

Attach a file:

Organisation Details

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* indicates a required field

Organisation Name *

Organisation Name

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

If your organisation does not have an ABN please contact the Community Initiatives Team

Organisation Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Is no physical address, please detail the general area of main operations

Organisation Primary Website

Must be a URL.

Facebook

Must be a URL

Instagram

Must be a URL

LinkedIn

Must be a URL

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Other Social Media

Must be a URL. eg, TikTok, Twitter ect

Logo

Attach a file:



Drag and resize the square to define the area of the image you wish to submit.

Primary Contact Person for Grant

Applicant Project Contact *

Title	First Name	Last Name

This is the person we will correspond with about this grant.

Project Contact Job Position

e.g. Manager, Board Member, Event Coordinator

Project Contact Primary Phone Number *

Must be an Australian phone number.

Project Contact Mobile Phone Number

Must be an Australian phone number.

Project Contact Primary Email *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Secondary Contact Person for Grant

Applicant Secondary Contact

Title	First Name	Last Name

Applicant Secondary Contact Phone Number

Must be an Australian phone number.

Applicant Secondary Contact Email

Must be an email address.

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Project Details

* indicates a required field

Project Title *

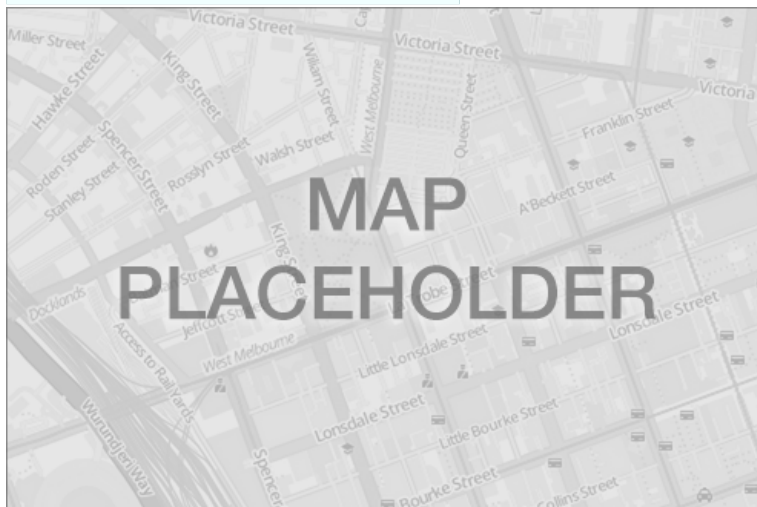
Your title should be short but descriptive

Short project description *

Provide a short description (100 words recommended) of your project - what are you out to do?

Primary Project Address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Enter NA if no physical address for the project is available

Anticipated start date *

Anticipated end date *

Project Activities

Tell us about the activities you will undertake as a part of your project. List one per row.

You can stipulate one location for each activity. If you have one activity taking place in multiple places, you can either list each location as a separate activity (e.g. Workshop #1; Workshop #2, with a specific location attached to each), or you can list one activity with a generalised location (e.g. Workshop Bunbury, Workshop Collie).

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Activity	Location	Will this activity be delivered online?	Explanatory notes
One per row. Add more rows if you want to list additional activities.	Where will your activity occur? Leave blank if location is unknown or not relevant.	Pick one option.	Add notes if you need to provide more context.

Please present your organisation's demonstrated skills and experience to deliver the project and manage identified risks. *

Word count:

Extended Project Details

* indicates a required field

Please select which of the key performance indicators within the Driving Change Strategic Framework your project contributes to and/or delivers against. *

Select all that apply. Driving Change Strategic Framework can be located [here](#)

Please demonstrate how your project aligns with the key performance indicators selected. *

Word count:

Please list or explain how your project might addresses a gap in current road safety awareness and/or initiatives to improve road safety behaviours?

Word count:

Please explain why you believe the activities you propose will create a shift towards the outcomes you seek.

How will the project increase knowledge, change attitudes or behaviours associated with road safety?

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Word count:

Provide evidence (where relevant) of the link between the work you will do and the outcomes you seek.

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes	Alignment with our outcomes	How does your intended outcome link to our outcomes?
What changes do you expect will occur as a result of your project (e.g. Increased awareness of local road hazards)? Please be brief. One per row.	Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

Evaluation Metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our metrics you may be able to report on.

Metric	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Add notes if you need to provide more context.

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Are there other metrics you would like to report on that have not been listed?

- ☐ Yes
☐ No

Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Type of metric	Explanatory notes
One per row. Add more rows if you want to list additional metrics.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number and % of participants reporting increased awareness of safe pedestrian and cycling behaviours after intervention').	Add notes if you need to provide more context.

Road Safety Behaviour Focus

* indicates a required field

This grant round can incorporate a general road safety focus from the list below or National Road Safety Week.

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- Please select **ONE** of the below or
- Select **OTHER** and a note to which **National Road Safety Week** theme you will be focusing on.

Road Safety Behaviour Focus *

- ☐ Impaired driving (drink / drug driving)
- ☐ Speeding
- ☐ Restraints (seat belts / protective equipment / child car restraints and clothing)
- ☐ Distractions (mobile phone use etc...)
- ☐ Fatigue
- ☐ Safer vehicles (ANCAP ratings etc...)
- ☐ Safer roads (road conditions)
- ☐ Vulnerable road users (pedestrians, motorcyclists, cyclists)
- ☐ Other:

Promotion of chosen [road safety behaviour message](#) and acknowledgement of Government support is a key requirement of Community Grants.

What advertising, marketing, educational and promotional elements will your organisation use to promote the road safety message to raise awareness and/or change behaviour?

- Advertising Flyers / Program
- Website and Social Media*
- Television / Radio / Newspaper
- Other methods; Example - Workshops/ Forums/ Events / P/A Announcements

**Please specify intended mentions and posts of the road safety message. Please seek guidance from [Community Initiatives Team](#) on appropriate use of messaging and tagging.*

Category

Other: 	
Other: 	
Other: 	

Please note all advertising material will need to be sent to the Community Initiatives Team for approval prior to publication and distribution.

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In accordance with the grant application [guidelines](#), you are required to provide visual evidence (eg. photos, scanned copies or screenshots) of the promotional elements outlined in your application as part of your evaluation.

Please List Key Messages

Word count:

Must be no more than 500 words.

Consider who is your target audience, what is the key road safety intended purpose of this , what you will do (i.e. the activities you will perform), and what change you expect to result from your activities (i.e. outcomes).

Road Safety Message Banner *

- ☐ Banner supplied by the Road Safety Commission.
- ☐ Banner/signage purchased by the event organiser. Up to an additional \$300 may be available by the Road Safety Community Grants Program if the organisation agrees to purchase its own banner to be used at future events

Please consider banner placement for optimum message promotion. For example, place a drink driving banner within close vicinity to the car park and or beverage stand.

You are required to provide visual evidence (eg. photos) of the placement of this signage at your event as part of your grant evaluation and documentation.

Is your preferred postal address different to the organisation address previously provided? *

- ☐ Yes
- ☐ No

Please nominate the postal address you would like the banner to be sent to. *

Address

Road Safety Commission Media Relations Team

The Road Safety Commission Media Relations Team at times select successful grant applications to support securing local media opportunities to assist with getting the word out and promoting the organisation's event and connected road safety messaging.

The Community Initiatives team will remain your primary contact for anything relating to the event delivery/details or grant agreement. The media team will be available to support with media outreach opportunities only.

This is an optional opportunity only and has no impact towards the assessment of your grant application.

Do you give permission for your contact details to be shared with the Media Relations Team, should your successful application be selected for media support? *

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☐ Yes

☐ No

This is an optional opportunity only and has no impact towards the assessment of your grant application.

Project Reach

* indicates a required field

Expected number of people this project will reach: *

Must be a number.

How did you determine this number? *

Word count:

This can be based on previous similar events or projects held in the community.

Target Groups

Please specify the primary and secondary target group for the project

Primary target group *

Those at risk (for example, young males drink driving)

Secondary target group

Influencers (for example, girlfriends / partners / mothers / mates)

Demographic of Participants

Gender - What do you estimate the ratio split of participants?

Male (%)

Must be a number.
Must be a number and no more than 100.

Female (%)

Must be a number.
Must be a number and no more than 100.

Non-Binary/Other (%)

Must be a number.
No more than 100.

Age - Please indicate in the boxes below which of the following age groups you expect to target with this project

Under 15 years of age (%)

16 - 24 (%)

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25 - 40 (%)

41 - 65 (%)

65 and over (%)

Please indicate which of the following groups you expect to target with this project:

Do you expect this project to target Aboriginal participants? *

- ☐ Yes - Primarily
- ☐ Yes
- ☐ No
- ☐ Unknown

Do you expect this project to target participants with a disability? *

- ☐ Yes - Primarily
- ☐ Yes
- ☐ No
- ☐ Unknown

Do you expect this project to target CaLD participants? *

- ☐ Yes - Primarily
- ☐ Yes
- ☐ No
- ☐ Unknown

CaLD - Culturally and Linguistically Diverse

If known, please list the cultural groups that may be targeted.

Road Safety Community Grants Budget

*** indicates a required field**

BANNER PURCHASE

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Based on your previous selection, up to an additional \$300 may be funded by the Road Safety Community Initiatives Grants Program for this project and for use at future events and opportunities. **Please include the banner in the budget table below.**

The design for this banner must be approved by the Community Initiatives Team prior to printing. Upon request Road Safety Commission may provide artwork that can be cobranded.

Road Safety Community Grants Itemised Budget

Please note a maximum of \$25,000 excl GST can be requested for a Project Grant.

GST is added *after* approval of grant applications - please do not include GST in your budget.

Please refer to the [Community Initiatives Grant Application Guidelines](#) for a list of items* that will not be funded.

****Particularly; Existing, ongoing or recurrent organisational costs (e.g. salaries, fees and lease, services or rental payments) unless clearly identified as integral elements of program delivery.***

If you require further clarification, please contact the [Road Safety Commission Community Initiatives](#) Team. You must adhere to your organisation's purchasing policy and retain copies of the quotes. You must have copies readily available should the community road safety grants committee request them.

*Click the **Add More** button to add more lines

Description of Expenditure Item / Service	Amount excl GST	Comments
Expenditure Description	Must be a dollar amount and no more than 25000.	Briefly explain why this item or service is required.

In-Kind Contribution

Outline any in kind contributions, this includes contributions from the applying organisation.

Funding Sources (In Amount excl GST -Kind)	Expenditure Items	Confirmed
	\$	
	\$	
Contributions from the applying organisation.	E.g. coordinator fees, catering, volunteer hours.	

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Alternate Funding Sources

Outline all other inputs you will need in order to successfully carry out this project. This includes any other grants or partnerships that will contribute financially to the project.

Funding Sources (Direct)	Amount excl GST	Expenditure Items	Confirmed
	\$		
	\$		
Contributions from any other grants or partnerships.		E.g. materials, marketing, admin costs, venue hire, coordinator fees.	

Total cost of project

As a guide the grant amount is dependent on the scope of the road safety promotion, number of people engaged and the inclusion of supporting activities/policies.

Total amount requested *

\$

What is the total financial support you are requesting in this application?

Total project cost *

This number/amount is calculated.
What is the total budgeted cost (dollars) of your project?

Declaration and Feedback

* indicates a required field

Declaration and Acceptance

Before submitting this application, please ensure the delegated authority for your organisation supports this event, is informed that an application for funding is being submitted and as the authorised authority accept the Declaration and Acceptance conditions below.

The delegated authority is usually the Principal, Chair, President or Chief Executive Officer

If the Grantee accepts the [Grant Terms and Conditions](#), a Duly Authorised Person must complete their name, position, contact details and check the acceptance below.

I, the below named and identified delegate, do hereby agree to the terms and conditions set out herewith.

Please provide details of your organisation's delegated authority below.

*

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Title First Name Last Name

Must be a senior staff member, board member or appropriately authorised volunteer.

Position *

Position held in organisation (e.g. CEO, Treasurer)

Email *

Phone Number *

Must be a valid Australian phone number.

Date *

Must be a date.

By submitting this application I declare the following: * *

- ☐ I have the delegated authority to complete this declaration
- ☐ The information and statements made within this application are true and correct.
- ☐ I have read the Grant Terms and Conditions and Guidelines

At least 3 choices must be selected.

Please upload any supporting documents or materials you wish the Road Safety Commission Community Initiatives Grants Committee to review

Attach a file:

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- ☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide us with your suggestions for any improvements and/or additions to the application process/form that you think we should consider.

Ineligible Application

Thank you for your time and interest in applying for a Road Safety Commission Community Project Grant.

Unfortunately, based on your responses from Page 2 it has been identified that your organisation or event may be ineligible under the [Community Initiatives Grant Application Guidelines](#).

If you think there has been a mistake or you'd like to discuss further, please [contact the Community Initiatives Team](#).