

Office of Road Safety

National Road Safety Action Grants Program

Application Form

March 2024

The guidance *(Red, Italic)* material is there to assist in the completion of the Application Form.

Please remove the guidance *(Red, Italic)* material in this document upon completion.

If you require assistance completing this form or your response includes large documents, please contact us by email at least five working days before the listed closing date of each funding stream:

RoadSafetyActionGrants@infrastructure.gov.au

About the National Road Safety Action Grants Program

This grant program was announced as part of the [2023-24 Budget](https://minister.infrastructure.gov.au/c-king/media-release/budget-2023-24-strengthening-australias-120-billion-infrastructure-pipeline) to provide non-infrastructure grants to help implement the [National Road Safety Action Plan 2023-25](https://www.roadsafety.gov.au/action-plan/national-road-safety-action-plan-2023-25) with a focus on five key areas of activity.

This program is being delivered across five focus areas:

Community Education and Awareness (applications closed 25 August 2023)

Vulnerable Road Users (applications closed 25 August 2023)

First Nations Road Safety Open 15 January 2024 – Closes 5 May 2024

Technology and Innovation Open 15 January 2024 – Closes 31 March 2024

Research and Data Open 15 January 2024 – Closes 31 March 2024

|  |
| --- |
| **You must submit this completed application form, along with all mandatory supporting documentation to** **RoadSafetyActionGrants@infrastructure.gov.au** **by 11:59pm on the closing date.** |

**Community Education and Awareness, including workplace road safety (applications closed on 25 August 2023)**

The aim of this focus area is to fund:

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

**Vulnerable Road Users (applications closed on 25 August 2023)**

The aim of this focus area 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.

**First Nations Road Safety (Opens 15 January 2024 – Closes 5 May 2024)**

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

Under the National Agreement on Closing the Gap, an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation delivers services, including land and resource management that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

* incorporated under relevant legislation and not-for-profit
* controlled and operated by Aboriginal and/or Torres Strait Islander people
* connected to the community, or communities, in which they deliver the services
* governed by a majority Aboriginal and/or Torres Strait Islander governing body

First Nations community-controlled organisations are able to partner with other organisations and make a joint application, however they must be the main applicant.

The aim of this focus area is to fund projects that:

* deliver local solutions for First Nations communities including but 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.
* support culturally relevant road safety messaging including but not limited to community group activities that improve road safety outcomes or education campaigns.

**Technology and Innovation (Opens 15 January 2024 – Closes 31 March 2024)**

The aim of this funding focus area 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.

**Research and Data (Opens 15 January 2024 – Closes 31 March 2024)**

The aim of this focus area 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 road crash causation and/or prevention methods to lead to a reduction in fatalities and serious injuries.

Before you begin

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) is asking for information about your project proposal so that we may assess value with relevant money for the Australian Government, and commence developing a Grant Agreement should the Australian Government decide to approve funding for the project.

You must read the Program Guidelines prior to submitting your application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

Completing this form

Please note that information requested in this document may be provided to relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in this application. The purpose of this process is to substantiate your claims and/or statements, and to verify the capacity of your organisation to manage Australian Government funds and deliver the project.

Information relating to individuals will be protected under the *Privacy Act 1988*. Requests for access to such information, where rejected by grantees, will be dealt with under the provisions of the *Freedom of Information Act 1982*.

You will need to complete and submit this Application Form and required documentation to support your application. **All questions and required documentation are mandatory unless marked.**

Any template provided as part of the application should be completed fully.

This information enables the department to undertake a value with relevant money assessment and allow the Minister to approve projects for funding under this program. The information provided will also form part of a Grant Agreement should your project be successful. The department will contact applicants if further information is required.

**Missing or unclear information may result in your application not being eligible for consideration.**

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## Section A: Grant funding focus areas

### A.1 Please select which focus area you are applying for

You may apply for more than one focus area. Each request for funding will need a separate Application Form.

[ ]  Community Education and Awareness, including workplace road safety (applications closed 25 August 2023)

☐ Vulnerable Road Users (applications closed 25 August 2023)

[ ]  First Nations Road Safety

[ ]  Technology and Innovation

[ ]  Research and Data

## Section B: Organisation and contact details

### B.1 Organisation details

This section will help you determine whether your organisation is an entity eligible for funding under this Program. For further information, please refer to Section 5 of the Program Guidelines.

|  |  |
| --- | --- |
| Legal entity name: |  |
| Trading or business name: |  |
| Web/social media address: |  |

|  |
| --- |
| Organisation’s postal address |
| Address: |  |
| State/Territory: |  |
| Postcode: |  |
| Organisation’s street address (leave blank if same as postal address) |
| Address: |  |
| State/Territory: |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Organisation’s ABN:*Your organisation must have an ABN to apply.* |  |
| Organisation’s ACN, if applicable: |  |
| Is the organisation registered for GST: *The organisation must be registered for GST to apply (unless exempt from GST).* | Yes [ ]  | No [ ]  | Exempt [ ]  |
| If exempt, why: |  |

|  |  |  |
| --- | --- | --- |
| Does the organisation have an account with an Australian financial institution?*If not, the organisation is ineligible to apply.* | Yes [ ]  | No [ ]  |
| Financial institution name: |  |
| Location of the financial institution: |  |

|  |
| --- |
| The organisation must be one of the following entity types to apply. *Please indicate your entity* |
| * A company incorporated in Australia
 |[ ]
| * A company incorporated by guarantee
 |[ ]
| * An incorporated trustee on behalf of a trust
 |[ ]
| * An incorporated association
 |[ ]
| * A registered charity or a not-for-profit organisation
 |[ ]
| * A publicly funded research organisation
 |[ ]
| * 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 Torres Strait Islander) Act 2006 (CATSI Act)*](https://www.legislation.gov.au/Series/C2006A00124)
 |[ ]

Within the last five (5) years, has the organisation been subject to an event such as a Government investigation, liquidation, litigation or significant change of financial position?

Yes [ ]  No [ ]

If yes, please note which of the following events occurred and provide detailed below:

* Government Investigation (organisation or related entities)
* Litigation or liquidation proceedings
* Significant (adverse) change of financial position not reflected in Financial Statements provided
* Other particulars likely to adversely affect your capacity to undertake this project (provide details).

|  |
| --- |
|  |

### B.2 Authorised person contact details

This is a person within the organisation who can legally enter the organisation into agreements or contracts, and/or holds the appropriate delegation to disburse the organisation’s funds. In most instances this will be the organisation’s Chief Executive Officer, General Manager or Chief Financial Officer, or equivalent. The Authorised Person’s name and position must be provided.

|  |  |
| --- | --- |
| Title |  |
| Given name |  |
| Family name |  |
| Position title |  |
| Phone number |  |
| Mobile number |  |
| Email |  |

### B.3 Primary Contact details

The Primary Contact is the individual who will act as the representative of your organisation in the maintenance and reporting of the Grant Agreement.

You must provide at least one phone or mobile for the Primary Contact as this is who we will reach out to when we need to speak to someone regarding the grant.

|  |  |
| --- | --- |
| Title |  |
| Given name |  |
| Family name |  |
| Position title |  |
| Phone number |  |
| Mobile number |  |
| Email |  |
| Does the Primary Contact have authorisation to represent the organisation in the above capacity listed in the ‘note’? | Yes [ ]   | No [ ]  |

### B.4 Joint (consortia) application

Joint (consortia) applications are acceptable. The organisation named under section B.1 must be the lead applicant and must be the main driver of the project and eligible to apply. Joint partners must meet all eligibility requirements.

You must attach a letter of support from each of the other organisation(s) involved in the application.

The letter of support must 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 project

• The roles/responsibilities the partner organisation will undertake, and the resources it will contribute (if any)

• Details of a nominated management level contact officer

• Authorisation to act on behalf of that organisation where applicable.

|  |  |
| --- | --- |
| Title |  |
| Given name |  |
| Family name |  |
| Position title |  |
| Phone number |  |
| Mobile number |  |
| Email |  |

*Replicate table to provide details of each partner organisation*

### B.5 Trust information

Trustees of property trusts may only apply where the trustee is an incorporated trustee on behalf of a trust with responsibility for a community asset or property.

|  |  |  |
| --- | --- | --- |
| Is this application a trustee application? | Yes [ ]  | No [ ]  |
| **If yes, please provide the following trust information:** |
| Is the trustee application through the organisation listed in section B.1? | Yes [ ]  | No [ ]  |
| **TRUST INFORMATION** |
| ABN of trust |  |
| Legal entity name of the trust |  |
| Trading name of trust: |  |
| Is the trust registered for GST | Yes [ ]  | No [ ]  | Exempt [ ]  |
| If exempt from GST, why? |  |

## Section C: Eligibility

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

### C.1 Project objectives

Does your project align with the objectives outlined in the [National Road Safety Strategy 2021-30](https://www.roadsafety.gov.au/nrss) and the [National Road Safety Action Plan 2023-25](https://www.roadsafety.gov.au/action-plan/national-road-safety-action-plan-2023-25)?

Yes [ ]  No [ ]

Please select which of the following ***National Road Safety Strategy 2021-30*** priorities your Project will address. *You may select more than one.*

[ ]  Infrastructure planning & investment ☐ Vehicle safety

[ ]  Aboriginal and Torres Strait Islander people [ ]  Regional road safety

[ ]  Heavy vehicle safety [ ]  Vulnerable road users

[ ]  Remote road safety [ ]  Workplace road safety

[ ]  Risky road use

**Your application must provide a clear explanation of how the proposed grant activity directly relates to the funding stream objectives and intended outcomes outlined in Section 2 of the Program Guidelines.**

### C.2 Previous funding

Has your organisation previously received grant funding from the Australian Government through the Office of Road Safety?

 Yes [ ]  No [ ]

If yes, provide details.

|  |
| --- |
| *Please list name of the program the grant was funded through (e.g. Road Safety Innovation Fund/Road Safety Awareness and Enablers Fund/Driver Reviver Site Upgrades/one-off ad-hoc) and title of your project.*  |

Does your organisation have any outstanding unacquitted grants administered by the Office of Road Safety or the department?

 Yes [ ]  No [ ]

If yes, provide details.

|  |
| --- |
| *Please list the name of the program (e.g. Road Safety Innovation Fund/Road Safety Awareness and Enablers/Driver Reviver Site Upgrades/one-off ad-hoc) and title of your project. If the funding was not administered by the Office of Road Safety, please provide details and your point of contact within the department (e.g. email address).*  |

### C.3 Grant requirements

Do you agree that all data and research obtained through the activity will be made available to the Australian Government?

Yes [ ]  No [ ]

Can you complete and provide all mandatory attachments outlined in the Program Guidelines?

Yes [ ]  No [ ]

Will the project receive co-contributions equal to or greater than 30% of the total activity cost?

 Yes [ ]  No [ ]

First Nations Road Safety applications:

Is your organisation a First Nations community-controlled organisation?

Yes [ ]  No [ ]

### C.4 Location of project

The delivery and operation of the project must be within Australia. If not, your project is not eligible for funding.

Is the project location within Australia? Yes [ ]  No [ ]

Provide details of the location/s of where the project will be delivered from.

|  |
| --- |
| Please provide as much detail as possible, e.g. town/city/local government area/state or territory. |

## Section D: Project details

### D.1 Project title and description

If your application is successful, the details you provide here will be published on [GrantConnect](https://help.grants.gov.au/) and [www.roadsafety.gov.au](http://www.roadsafety.gov.au)

|  |
| --- |
| **Project Title**  |
| *Provide a short, succinct project title – maximum 250-character limit.*  |
| **Project Description**  |
| *Provide a short, succinct project description.* *Make sure it is both descriptive and easy to understand – maximum 2500-character limit.* |

### D.2 Project duration

If your application is successful, the details you provide here will be published on [GrantConnect](https://help.grants.gov.au/) and [www.roadsafety.gov.au](http://www.roadsafety.gov.au)

The project estimated commencement date may be altered to a commencement or execution date within the Grant Agreement. The project scheduled completion date must be the expected date that the project activities will be completed, allowing time for delays.

The project must be completed no later than 31 January 2026 as specified in the Program Guidelines.

|  |
| --- |
| **Project Duration** |
| Estimated commencement date: | Click or tap to enter a date. | Scheduled completion date: | Click or tap to enter a date. |

### D.3 Industry collaboration

Do you plan to collaborate with any industry stakeholders as part of the Grant Activity? Yes [ ]  No [ ]

If yes, please provide details of these stakeholders.

|  |
| --- |
| *Please include as much detail as possible (e.g. name of stakeholder, contact person, location, contact details).* *Also, include details on why you are collaborating with the industry stakeholder.*  |

## Section E: Assessment criterion

### E.1 Criterion

You must address each of the assessment criteria to be eligible.

We will assess your application based on the weighting given to each criterion. You must answer each sub-criterion meaningfully in the text of your criterion response. The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

Attachments such as the Project Management Plan will also be assessed, but it is not sufficient to merely refer to these documents.

We will consider your application on how well it meets the criteria, and whether it provides value with relevant money in line with the [Commonwealth Grants Rules and Guidelines.](https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines) Please provide commentary and evidence demonstrating why and how the application is value for money.

Your application should clearly:

* State how the activity aligns with one or more of the priorities in the National Road Safety Strategy 2021-30 or National Road Safety Action Plan 2023-25.
* Detail how the proposed activity outcomes would improve road safety in Australia
* Explain how the grant activity learnings and outcomes would be shared with other organisations and the community more broadly.
* Provide detail and supporting evidence relative to the size, complexity and grant amount requested.

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

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

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

|  |
| --- |
| **Criterion 1. Need and Outcomes – 30% weighting** **Describe why the activity is needed, which funding focus area 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](https://www.roadsafety.gov.au/nrss) or [National Road Safety Action Plan 2023-25](https://www.roadsafety.gov.au/action-plan/national-road-safety-action-plan-2023-25).  |
| *(max. 600 words)**The nine priorities in the National Road Safety Strategy 2021-30 (pp. 15-19) include: Infrastructure planning and investment; Regional road safety; Remote road safety; Vehicle safety; Heavy vehicle safety; Workplace road safety; Aboriginal and Torres Strait Islander people; Vulnerable road users; Risky road use.* *In the National Road Safety Action Plan 2023-25 they are listed at pages 14-23.* |
| **Sub-Criterion 1.2**List the outcome(s) the activity is expected to deliver, e.g. research/journal article, website, product, event, other etc.  |
| *(max. 600 words)**Use dot points for clarity.*  |
| **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. |
| *(max. 600 words)**Use dot points for clarity.*  |

|  |
| --- |
| **Criterion 2. Method – 50% weighting** **Describe your method to implement the Program.** *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. |
| *(max. 600 words)* |
| **Sub-Criterion 2.2**Describe how you will share grant activity learnings and outcomes with other organisations and the community more broadly. |
| *(max. 600 words)**Examples include: websites, webinars, school/community/townhall presentations, conference presentations, roadshows, journal articles, etc.* |
| **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. |
| *(max. 600 words)* |
| **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. |
| *(max. 600 words)* |

|  |
| --- |
| **Criterion 3. Organisational Capacity and Sustainability – 20% weighting****Describe your organisational capability and capacity to deliver the Program.**  |
| **Sub-Criterion 3.1**Provide evidence that your organisation has the expertise and capacity to successfully deliver and evaluate the Program and its activities. |
| *(max. 400 words)* |
| **Sub-Criterion 3.2** Explain the relevant experience and qualifications of key personnel and their role in managing the activities. |
| *(max. 400 words)* |

##

## Section F: Project funding

### F.1 Funding amount sought

You must enter the total amount of funding you are requesting. We will add GST to this where applicable.

|  |
| --- |
| $ |

### F.2 Project budget

You must attach a detailed project budget in the provided spreadsheet (NRSAGP Budget Template).

Refer to the Program Guidelines for the requirements of budget and guidance on eligible expenditure.

### F.3 Co-contributions

Add as many lines as required. One contributor per line.

Types of co-contributions: Your contribution; Other Commonwealth government grants; Other non-Commonwealth government grants; Other non-government contribution.

The level of co-contributions from your organisation must equate to over 30% of the total project activity cost.

i.e.

 total project activity cost x 0.30 = minimum 30% contribution required

 total project activity cost = grant funding + contributions

Please provide the following information for all other sources of funding:

| **Name of Contributor** | **Type of Contribution** | **Description**  | **Value** |
| --- | --- | --- | --- |
| *e.g. Grantee Contribution* | *e.g. Cash or In-Kind* | *e.g. Staff Wages* | $ |
|  |  |  | $ |
|  |  |  | $  |

### F.4 Other Government funding

|  |  |  |
| --- | --- | --- |
| Are you receiving any other Government Funding for the same purpose or similar for the Project? | Yes [ ]  | No [ ]  |
| ***If Yes, please provide details:*** |

|  |  |
| --- | --- |
| Grant Program Name |  |
| Jurisdiction (state/territory/Australian Government) |  |
| Grant Amount (excl GST) |  |
| Grant Period |  |
| Why is additional funding being sought from the Program? |  |

### F.5 Overrun costs (funding shortfalls)

Provide details of the arrangements in place to provide for any cost overruns or funding shortfalls should they occur.

|  |
| --- |
|  |

### F.6 Key personnel renumeration

Provide details of how the grant funding will cover the renumeration of Key Personnel.

|  |
| --- |
|  |

### F.7 Commencement of project

Are there any parts of the project that have already commenced? Yes [ ]  No [ ]

If Yes, please provide details.

|  |
| --- |
| *Please note that any project activity commenced prior to execution of a Grant Agreement is not eligible for funding under this Program.*  |

### F.8 Required supporting information checklist

All items listed below are mandatory documents.

Your email application must attach the Application Form and supporting documentation as separate documents in either doc(x) or PDF. Do not include links to file sharing services or cloud workspaces.

[ ]  Project Management Plan

☐ Risk Management Plan

[ ]  Detailed Project Budget

[ ]  Letter of support, on your organisation’s letterhead

[ ]  If applying as a Trustee on behalf of a Trust, a signed trust deed and any subsequent variations

[ ]  If applying as a joint (consortia) application, a Letter of support– see section B

[ ]  Applicant declarations (Section G)

[ ]  An accountant declaration (this forms part of your evidence that your organisation is financially stable and can fund its portion of the grant activity)

## Section G: Applicant declaration and signature

You must complete each declaration below:

* Privacy and confidentiality provisions
* Application declaration
* Declaration of Conflict of Interest – Part I - No known conflict
* Declaration of Conflict of Interest – Part II - Disclosure of Interest
* Statement of Compliance
* Accountant Declaration Form (must be completed by a qualified accountant)

### G.1 Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Infrastructure Transport, Regional Development, Communications and the Arts (the department) will use the information I provide in accordance with the following:

* [Australian Government Public Data Policy Statement](https://pmc.gov.au/resource-centre/public-data/australian-government-public-data-policy-statement)
* Commonwealth Grants Rules and Guidelines
* applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other Government Agencies:

1. for purposes directly related to administering the Program, including governance, research; and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department’s accounts payable software system.

I understand that information that is deemed ‘confidential’ in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department’s website, unless otherwise prohibited by law.

[ ]  **By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.**

### G.2 Applicant declaration

I declare that I have read and understood the Program guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that this application and any associated future expenditure has been endorsed by the applicant’s Board or person with authority to commit the funding.

I declare that I will comply with, and require that any subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth).

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of the Program, has undertaken and passed, a working with children check, as required under relevant state or territory legislation.

I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I understand that I need to declare to the department in writing any perceived or existing conflict of interest that may arise in relation to this proposal.

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the proposal process, consult with other government agencies, including state and territory government agencies, about the applicant’s claims and may also engage external technical or financial advisors to advise on information provided in the application.

The department is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:

* Departmental databases and records, including information related to previous funding provided to my organization;
* Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
* State, Territory or Local Government agencies;
* Law enforcement agencies;
* Credit reference agencies;
* Courts or Tribunals; and
* Any other appropriate organization, information source or person as reasonably required to perform background checks.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action.

I note such action may include:

* excluding the proposal from further consideration
* withdrawing an offer of funding
* using the information contained in the application for a fraud investigation that would be consistent with the Australian Government’s Investigations Standard and Fraud Control Guidelines and for management purposes; and/or
* terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

**I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this proposal.**

To the best of my knowledge, I have disclosed (Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application Form or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this Application Form.

I approve the information in this application being communicated to the department in electronic form.

[ ]  **By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.**

|  |  |
| --- | --- |
| **Name of Signatory** |  |
| **Position of Signatory** |  |
| **Email of Signatory** |  |
| **Date** |  |
| **Signature** |  |

### G.3 Declaration Of Conflict Of Interest – Part I

**Part I – No Known Conflict**

I …………………………………………………………. confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the application or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this a*pplication*.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the organisation have an actual, apparent or potential conflict of interest, then I will:

1. Immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) in writing of that Conflict and of the steps taken to resolve or otherwise deal with the Conflict
2. Make full disclosure to the department of all relevant information relating to the Conflict
3. Take such steps as the Department may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the department may seek to terminate any Funding Agreement established in relation to a project which relates to this *application*.

**Signature** **Signature of Witness**

Name (printed): Name of witness (printed):

Date (dd/mm/yyyy): Date (dd/mm/yyyy):

### G.4 Declaration Of Conflict Of Interest – Part II

**Part II - Disclosure of Interest**

I disclose the following interests:

|  |
| --- |
|  |

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

1. Immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) in writing of that Conflict and of the steps proposed to take to resolve or otherwise deal with the Conflict
2. Make full disclosure to the department of all relevant information relating to the Conflict
3. Take such steps as the department may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the Terms noted above, the department may seek to terminate any Funding Agreement established in relation to a project which relates to this application.

**Signature** **Signature of Witness**

Name (printed): Name of Witness (printed):

Date (dd/mm/yyyy): Date (dd/mm/yyyy):

### G.5 Statement of Compliance

I , ,

Make the following statement for the benefit of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department):

Having made diligent inquiries, I have reasonable grounds to believe the organisation itself, and staff working with children and vulnerable people on behalf of my organisation in relation to the department’s Grant Agreement:

* Comply with relevant legislation relating to requirements for working with children and vulnerable people in the jurisdiction in which they work
* Have complied with relevant legislation in their jurisdictions relating to mandatory reporting or suspected child and vulnerable people abuse and neglect as required or otherwise defined by state or territory legislation.

I undertake to ensure that all staff will continue to comply with this requirement for the duration of the Grant Agreement with the department.

**Signature**

Name (printed):

Date (dd/mm/yyyy):



### Accountant Declaration Form

National Road Safety Action Grants Program

|  |  |  |
| --- | --- | --- |
| Applicant Name | Applicant ABN | Focus Area |
|  |  |  |
|  |
| Name of the person making this declaration |  |
| Position and Organisation of the person making this declaration |  |
| Qualification | [ ]  Chartered Accountant[ ]  Certified Practicing Accountant[ ]  CPA Australia[ ]  Chartered Accountants Australia and New Zealand[ ]  Institute of Public Accountants |
| Membership Number |  |

I declare that:

[ ]  On the basis of the evidence [Applicant Name] has supplied to me, I consider that [Applicant Name]

* is able to fund its share of the cost of the proposed project from the following source of funding - [insert sources of funding].
* will be financially stable throughout the duration of the grant activity.

[ ]  This opinion is based on the applicant’s share being [insert amount] which is the total project cost of [insert amount] (excluding any ineligible expenditure), less the grant amount sought of [insert amount] [including/ excluding GST].

The applicant is part of a consolidated group for tax purposes. Yes [ ]  No [ ]

Accountant Signature:

**Signed on this [date] day of [month], 2024**