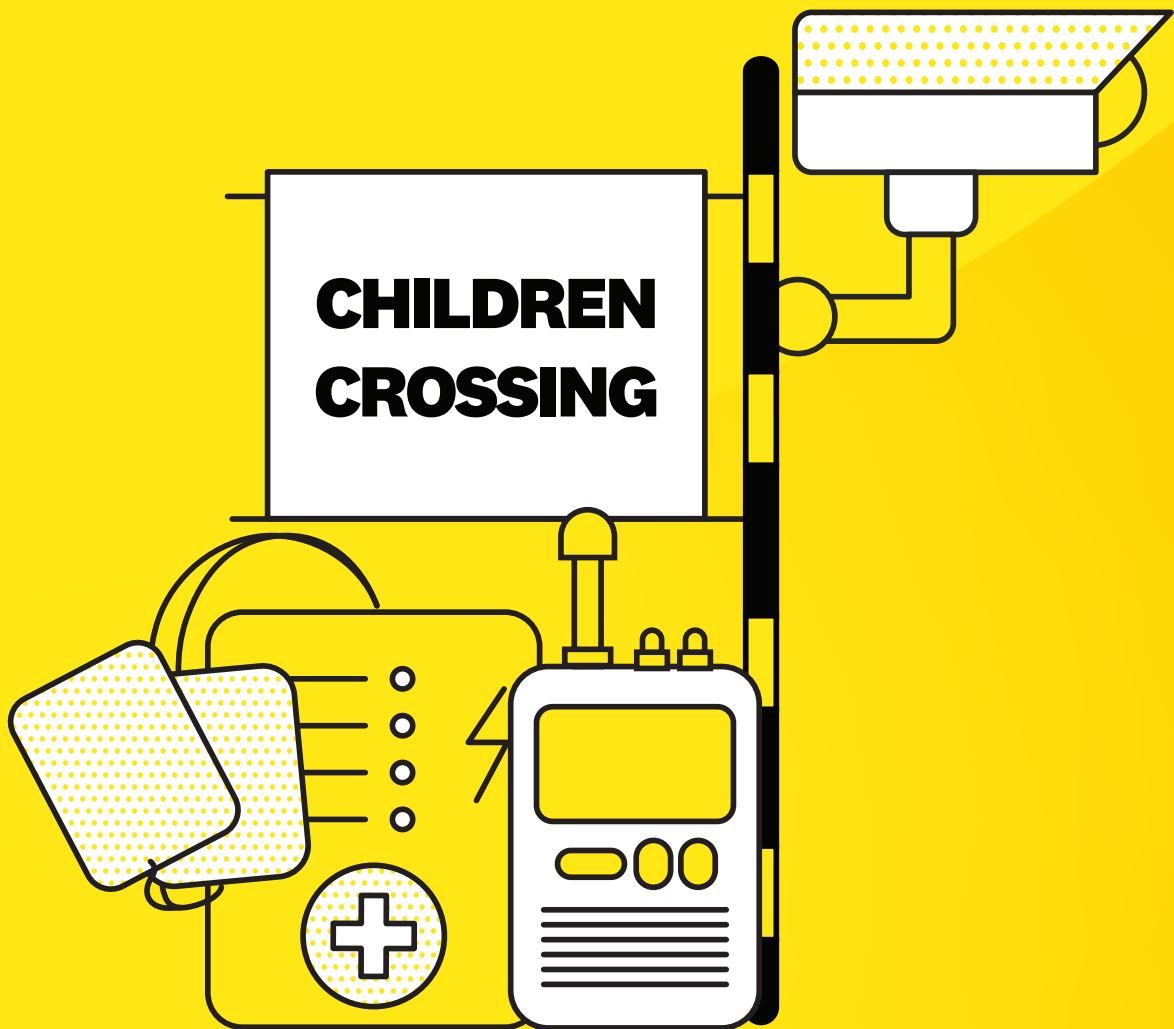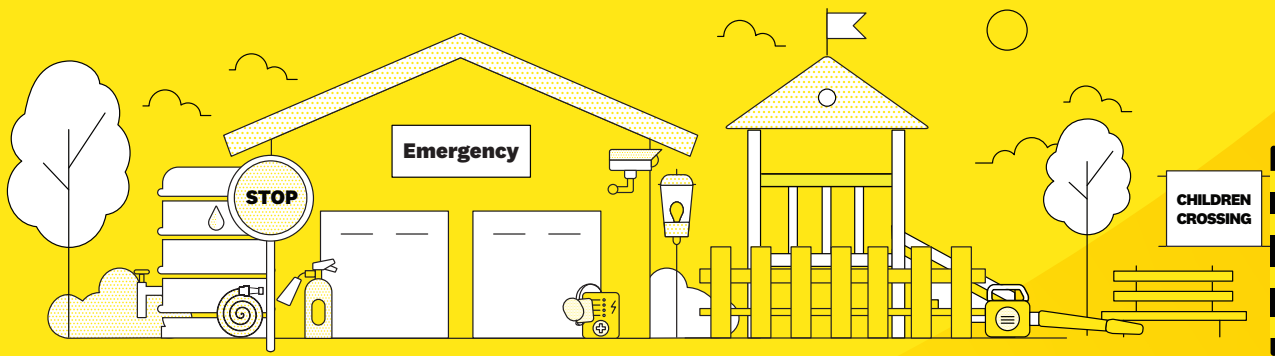# RAA Regional Safety Grants

Application guidelines 2020–2021

CHILDREN CROSSING

RAA Regional Safety Grants
Application guidelines

Contents

Application guidelines

What are RAA's Regional Safety Grants?

We've been helping South Australian communities for more than 100 years. As a South Aussie organisation with members at the heart, we're committed to giving back to the communities we work in.

Grants Objective

We're proud to offer community groups, schools and not-for-profit organisations in regional SA, the opportunity to apply for funding to support local safety projects, programs or activities.

What projects will be funded?

Applicants can apply for any amount of funding between $500 and $10,000, including GST. When you apply, you'll need to tell us how much funding you need and how it will be spent.

Here are some examples of areas where safety projects would qualify for consideration:

- Road
- Fire
- Children
- Community
- School
- Water
- Personal
- Playground

Before you start an application, you'll need to have a clear idea of your project's goal, and an understanding of the activities you'll need to research and plan when preparing to apply.

Application guidelines

Questions to consider before you apply

Why?

- Why is our community in need of a safety and security project, program or activity?
- Why is the issue a priority?

Who?

- Who is my community?
- Who is at risk without this project, program or activity?
- Who will be involved in the project, program or activity?
- Who else has an existing interest in the proposed project, program or activity?

What?

- What is the project, program or activity trying to achieve?
- What planning is required?
- What skills are required to create the project, program or activity?
- What resources are required?
- What would the consequences be if the project, program or activity were not to go ahead?

How?

- How will the project, program or activity obtain funding?
- How will you engage the community?
- How will you promote the project, program or activity?
- How will you measure the goals for your project?
- How does your project, program or activity complement RAA's existing policies and objectives?

Where?

- Where will you find the information needed to run a successful project, program or activity?
- Where will the project, program or activity be conducted?

When?

- When do you expect the project, program or activity to begin?
- When and how often will the project team meet?
- When will the project, program or activity be completed?

Application guidelines

Who can apply for funding?

Eligibility requirements

Groups that are eligible to apply for funding must be regional* and include:

- not-for-profit organisations
- schools
- community groups

  *see page 6

How to apply for funding?

The online application form is available at **raa.com.au/grants-apply** from Thursday, 1 October 2020 until the closing date, 5pm Friday, 30 October 2020. The application must be completed in full, with no sections left blank.

Please upload your supporting documentation with your application.

We appreciate any quotes, photographs and/or drawings that help explain the proposed project, program or activity.

After we receive your application, RAA's Regional Safety Grants coordinator may ask for more information to help us assess it.

If you have any questions regarding your application, please visit, **raa.com.au/grants** or contact RAA's Regional Safety Grants coordinator by email at **grants@raa.com.au.**

Dates

Applications open from Thursday, 1 October 2020 until 5pm Friday, 30 October 2020.

Applicants who receive funding must complete their project, program or activity by 31 January 2022.

Assessment process and feedback

Completed applications will be assessed by a selection panel in November 2020.

If your application is successful, we'll contact you from Monday, 16 November 2020, using the contact details you've provided. We'll explain the grant reporting requirements, terms and conditions (available on request), and provide you with a tax invoice form for completion (if registered for GST).

Unsuccessful applicants will be notified by registered mail the week beginning Monday, 23 November 2020.

Agreement with RAA

Successful applicants must complete their project, program or activity by January 2022. Reporting will be required throughout the funded period or as agreed with RAA. This includes reporting before, during and after the project takes place. Reporting templates will be provided by RAA.

RAA's decision is final and not all applications will be successful, even when application guidelines have been met in full.

Publicity

Successful applicants must be prepared to participate in publicity, as requested by RAA.

Exclusions

The following are not eligible to apply for funding:

- individuals
- organisations that cannot, if requested, provide satisfactory details on any aspect of their community project, program or activity, including the benefits for a safer community
- community projects, programs or activities currently supported by an RAA competitor and/or conflicting with an existing RAA relationship
- any project, program or activity involving a conflict with RAA public policy, advocacy activities or commercial interests
- religious organisations or activities, except where they involve the provision of recognised community welfare services
- organisations or activities that are considered divisive or discriminatory against any sector of the community
- any community project, program or activity that is considered to pose a potential legal, ethical or environmental risk or breach of accepted community standards
- a political party or any organisation or event associated with a political party
- a project, program or activities based within the following metropolitan council areas will also be excluded:

City of Adelaide
City of Burnside
Campbelltown City Council
City of Charles Sturt

Town of Gawler
City of Holdfast Bay
City of Marion
City of Mitcham
City of Norwood, Payneham and St Peters
City of Onkaparinga
City of Port Adelaide Enfield
City of Playford
City of Prospect
City of Salisbury
City of Tea Tree Gully
City of Unley
Corporation of the Town of Walkerville
City of West Torrens

Community grants aren't available for some requests including:

- projects over $10,000
- sponsorships or scholarships
- commercial ventures
- everyday administration expenses including electricity, rent, telephone, salaries etc
- general fundraising appeals
- funding of past activities, and/or deficit funding requests
- funding for future expenses that should be the responsibility of local councils, or the state or federal government
- projects/programs for which your organisation has previously received a grant from RAA

Application guidelines

Frequently asked questions

Where can I get an RAA Regional Safety Grants application form?

The online application form is available at **raa.com.au/grants-apply** from Thursday, 1 October 2020 until the closing date, 5pm Friday, 30 October 2020.

How do I submit my application form?

The online application is to be completed at **raa.com.au/grants-apply**. Please ensure you've followed the application checklist on page 8 of this document.

How much funding can I apply for?

Each applicant can apply for any amount of funding between $500 and $10,000, including GST. When you apply, you'll need to tell us how much funding you need and how it will be spent.

How will I know my application has been successful?

Successful applicants will be notified from Monday, 16 November 2020, using the contact details provided in your application.

A letter will be sent to unsuccessful applicants the week beginning Monday, 23 November 2020.

Will I be able to reapply for the same project next year?

If your application was unsuccessful in previous years, you can still reapply the following year.

You can't reapply if your project received funding in the previous year, unless your application includes a new feature to support and build upon the previous project.

How do I know if I am in 'regional' South Australia?

'Regional' South Australia, as recognised by the Local Government Association of South Australia, includes all areas outside the metropolitan councils listed in this document under the section 'Exclusions' on page 6.

Need more information or have questions about your application?

Please contact RAA's Regional Safety Grants coordinator by email at **grants@raa.com.au** or call us on **(08) 8202 4600**.

Application guidelines

RAA Regional Safety Grants – application form checklist

Before submitting your application please ensure it meets the guidelines.

☐ Before you begin the online application, ensure you have a digital copy of any supporting documentation (e.g. quotes).

☐ You're not an excluded applicant (page 6).

☐ Your application identifies a safety requirement in your local community and seeks to meet the grant objective (page 3).

☐ You can produce research conducted by your community which supports the need for your proposed project.

☐ You have completed each question on the application form.

☐ You have included relevant financial, organisational and evaluation requirements for the project.

☐ You have included attachments such as photographs and/or drawings that are integral to the explanation of the project.

Application guidelines

Online application form

You'll need the information shown below to complete your application. Please have this information ready before you start the application process online.

Applicant details

Name of organisation ACN/ABN
Postal address
Phone
Fax
Website
Contact number

Key personnel

If the key personnel contact leaves the project, the organisation must advise RAA of their replacement as soon as possible.

Project details

Date of application
Project name
Level of funding sought ($500-$10,000)
Project start date
Project completion date
Project contact
Position
Phone
Email

This project is:

A new or existing initiative.

Are you aware of any similar initiatives?

If 'yes', please list them.

Organisation's background
(maximum 50 words)

Describe your organisation and its current activities, and outline how the current programs and achievements of your organisation benefit the community.

Organisation personnel

List the paid staff and/or volunteers working for your organisation.

Description of the community safety project you are seeking funding for
(maximum 300 words)

- What is the main purpose of the project – why is the project needed and how will it help the local community?
- What are the outcomes and benefits you aim to achieve?
- What makes this project different to similar work being carried out by other organisations (if applicable)?
- Explain how the project would continue and achieve its desired result once the RAA grant funds have been used (if applicable).

Who is the project's target audience?

Please identify the primary target audience for this project by:
1. demographic profile, age, gender/s;
2. other characteristics;
3. reach – provide an accurate insight into how many people this project will reach.

Has any funding for this project been received previously, and/or is funding being requested from other sources?

If the answer is 'yes', please outline the outcome of the request(s).

Partner organisations

Detail any partner organisations involved with the project.

Budget

Provide an itemised budget (income and expenditure) for the project, including where RAA's grant would be applied.

Please provide:
Supplier
Item
Cost
Total cost
GST
Total funding from other sources
Funding amount requested from RAA

Application guidelines

Provide an outline of your promotional plan

Include how you plan to promote your project to the target audience and the broader community, and how RAA would be promoted as a funding partner.

Integration with RAA

How will you promote the grant, and involve our staff and members in your project?

How might the project meet the grant's objectives?

Provide any safety research or market research findings, statistical data, media coverage or other relevant information.

Evaluation methods

Explain who will be coordinating the project, and how the effectiveness and benefits of your project will be measured, monitored and reported.

Referees

Nominate two individuals or organisations (including name, title and contact numbers), willing to speak or write in support of your application to confirm the authenticity of the proposed project.

Please include:

Name
Organisation
Position title
Contact number

RAA grants awareness

How did you hear about RAA Regional Safety Grants?

If your grant application is successful, you will be required to enter into a contract with RAA.

Is this okay?

Will you be including supporting documents to further explain the project?

If 'yes', please upload documents with the online application form.

Notes

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Motor | **Home** | **Travel**

We're here to help

Get in touch by emailing **grants@raa.com.au**
or visit **raa.com.au/safetygrants**

▶RAA