

GUIDELINES
Community Road Safety Workforce Development Grants
Form A

Participation in a conference, workshop, forum or course that will benefit the progression of the Towards Zero strategy

FORM A - Financial assistance for individuals to *participate in* a conference, workshop, forum or course that will benefit the progression of the *Towards Zero* strategy across Western Australia;

FORM B – Financial assistance for people to *conduct* an approved regional or local conference/forum/workshop, course or training that progresses the *Towards Zero* WA road safety strategy across Western Australia

Workforce Development Grants

The Community Road Safety Grants Program has allocated funds to provide financial assistance for individuals to *participate in* a conference, workshop, forum or course that will benefit the progression of the *Towards Zero* strategy across Western Australia. It is envisioned that this assistance will improve the capacity of individuals to increase their knowledge of road safety and/or ability to plan, implement and evaluate road safety projects.

Upon the completion of the workforce development, successful applicants will be expected to share the knowledge gained to positively contribute to road safety initiatives within their community.

Who can apply?

- Local Governments
- RoadWise Committees
- Health organisations
- Schools
- Service clubs
- Youth development groups
- Organisations or groups that encourage active community participation in the planning and implementation of road safety programs
- Government agencies with demonstrated community support
- Professional associations with relevance to road safety
- Individuals

Workforce Development Grants Form A can cover the following:

- Registration fees
- Travel, accommodation and meal expenses
 - Conditions include:
 - Where the workforce development is not offered locally and travel is required the applicant to apply for allowances to cover expenses.
 - Meal expenses are limited to \$20 for breakfast, \$30 for lunch and \$40 for dinner (excluding alcohol).
 - Please note: Total expenses must be not more than \$2000.

All applications must show evidence that the candidate has approached their own organisation/employer and has been denied for funding. Evidence and reasons why the funding was not approved must be attached to the application.

Volunteer, community and not for profit organisations/ groups

- Application for coverage of total cost permitted.

Local Governments

- Application for a proportion of the total cost permitted in conjunction with cost sharing with your organisation.

Preference will be given to applications that:

- Relate to the safe system approach and outline safe system outcomes
- Show evidence that the applicant will not be able to attend without financial assistance.
- Include justification of/about why your agency is not willing to provide financial assistance.
- Demonstrates that the applicant currently works or contributes to road safety initiatives in a volunteer or professional capacity.
- Demonstrate that by undertaking workforce development the applicant is in a position to actively contribute to road safety efforts in their community.
- Demonstrate the benefits to the applicants' community through their attendance.

Successful applicants will be required to:

- Complete a report one month following the workforce development. The report will outline how the individual has used their acquired knowledge and new skills to plan future activities/initiatives.
- Complete an acquittal and provide copies of relevant receipts one month following the workforce development date.

Projects will not receive funding if:

- The workforce development is replacing your agency's responsibility for professional development.
- The agency or organisation that the candidate is associated with has current outstanding grant evaluations and/or acquittals.
- The agency or organisation has a statutory responsibility for the application initiatives or
- They can be funded through Black Spot funding, road funding, the Police STEP Program, Country Pathways Grants Scheme or Road Safety Council Research Advisory Group Funding.

What is the application process?

- All applications must be submitted using the *Application Form - Community Road Safety Workforce Development Grant Form A*.
- Application forms must be received at least **three months** prior to the date of the intended workforce development.
- Applicants must provide their curriculum vitae with their application.
- Applicants must provide information about the workforce development with their application.

- Applications must include approval and signature of the CEO or responsible officer.
- Each application will be assessed on merit.
- Successful applicants will receive funds on presentation of a tax invoice.

How to apply:

- Complete application form – available on the RoadWise Program website www.roadwise.asn.au or by contacting RoadWise on 9213 2066
- Attach all required information about the workforce development.
- Send application and supporting materials to:
Community Road Safety Grants Officer
RoadWise Program
PO Box 1544
WEST PERTH WA 6872
Email: roadwise@walga.asn.au

Applications close on the first Friday of each month.

TOWARDS ZERO



getting there together