

Grant Guidelines

Alberta Traffic Safety Fund

Fall 2018

Introduction

In 2007, Alberta became the first jurisdiction in Canada to introduce a traffic safety plan. Alberta's Traffic Safety Plan (TSP) identifies priority safety challenges and to develop ways for government, enforcement, and community safety stakeholders to work cooperatively together. To build on Alberta's success since the first TSP, Alberta Transportation adopted a bold vision: Zero deaths and serious injuries on Alberta's roads.

Vision Zero will help all of us recognize that transportation-related deaths and serious injuries are neither acceptable nor inevitable. They can be prevented if we all make safety a top priority. Everyone is accountable for transportation safety, and we each need to play our part.

The Alberta Traffic Safety Fund (ATSF) is a key tool to support communities and stakeholders in mobilizing around local traffic safety priorities.

Purpose & Outcome

The purpose of the ATSF is to encourage and enable communities and other traffic safety stakeholders to develop and implement community-based collaborative traffic safety projects. The ATSF aims to build community capacity to identify and address local traffic safety priorities.

We hope that projects funded through the ATSF lead to improved quality of life of Albertans by helping reduce the number of fatal and injury collisions in Alberta.

Fall 2018 Grant Call

The Fall 2018 grant call will be open September 17 to November 15.

Broad reach is the priority theme during the Fall 2018 call. Applications demonstrating impact across a region, through partnership and/or collaboration, to a wide audience, across sectors, etc. will be prioritized when funding decisions are made.

Grant Levels

Small: up to \$10,000

Large: \$10,001 - \$25,000

[Learn more at saferoads.com](http://saferoads.com)

Who Can Apply

An application has a Sponsoring Organization and a Project Organization. The Sponsoring Organization signs the Grant Agreement, receives the grant funds, and is responsible for ensuring the Project Organization completes the project. Only these kinds of legally registered organizations may apply for a grant as a Sponsoring Organization:

- Incorporated as a non-profit society or association with the Government of Alberta
- Non-profit registered charitable organization
- Publicly funded organization not already directly funded by Alberta Transportation (e.g. Schools, Community Support Services, Police Services)
- First Nation or Métis Settlement
- Municipality

If you are legally registered, you may be both the Sponsoring Organization and the Project Organization. If you are not legally registered, you may work with a legally registered Sponsoring Organization. In this case, your organization would be the Project Organization.

What You Can Apply For

The following types of projects are eligible:

- Development and distribution of educational resources
- Development and/or delivery of training, workshops, forums, events
- Development and delivery of awareness materials
- Other (be creative!)

The project must focus on one or more of the following priority traffic safety topics:

- | | |
|---|---|
| • Vision Zero | • New & Young Drivers |
| • Speed | • Medically-at-Risk Drivers |
| • Driver Error (unsafe choices, behaviours) | • Pedestrians |
| • Impairment (alcohol, drugs, distraction, fatigue) | • Cyclists |
| • Occupant Restraints (seatbelts, child safety seats) | • Motorcyclists |
| • Intersections | • Off-Highway Vehicle Users (ATVs, snowmobiles, etc.) |
| • Aggressive Drivers | • Professional Drivers |

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Expense Guidelines

Ineligible Expenses

- Government of Alberta administrative fees (fees for knowledge tests, for example)
- Costs associated with staff training and development
- Covering a deficit budget
- Construction or renovation of facilities
- Capital equipment related to the organization's ongoing operations
- Costs for projects that are already underway or have already taken place

Limited Expenses

- Requests for funding for educational resources (kits, brochures, study guides, etc.) and for promotional items (pens, bags, keychains, etc.) must be reasonable and must be accompanied by a plan to use the items during an event, campaign, or other safety initiative.
- Requests for funding for safety equipment (helmets, booster seats, etc.) must be reasonable and must be accompanied by a plan to use the equipment during an event, campaign, or other safety initiative.
- Requests for funding for permanent equipment (such as speed boards) must be reasonable and must be accompanied by a plan for how the equipment will be used as part of a broader educational, awareness, or other safety initiative, as well as a plan for how ongoing costs will be managed (e.g. insurance costs, battery replacements, storage, maintenance, etc.). It should be clear how purchasing the permanent equipment will contribute to the sustainability of the grant project.
- Requests for funding for speaker, consultant or trainer fees, for honoraria, or for conference/forum registrations must be reasonable and must be accompanied by a plan for how the speaker/consultant/trainer will be engaged in a safety initiative or how knowledge from the conference/forum will be put to use or shared.
- Hospitality directly related to the grant project may make up a maximum of 20% of the requested funds.
- Ongoing operational costs (e.g. rent, salaries, utilities, etc.) directly related to the grant project may make up a maximum of 20% of the requested funds and may not be used to create an ongoing staff position.

Matching Contributions

If the Sponsoring or Project Organization is a municipality or publicly funded organization, the applicant is required to demonstrate at least 50% of requested grant funds in Project Contributions.

Surplus Funds

Should the grant recipient not spend all awarded grant funds, they may be required to either

1. return the surplus funds, or
2. use the surplus funds for another purpose, as approved by the Office of Traffic Safety.

In this case, the grant recipient should contact the Grant Manager at atsf@saferoads.com for direction and approval.

Learn more at saferoads.com

How to Apply

1. Registration

Create a user account to gain access to the online grant application platform at www.albertagrants.ca/atsf.

- Applications are only accepted online. If you do not have access to a computer or internet, consider asking if the Sponsoring Organization has a work station available or using a computer at your local library.
- Remember your user name and password so that you can sign in to your application. You will need it to sign in at the end of your project to complete your final report and if you apply for another grant in the future.
- TIP: Consider using a shared/organization email address rather than a personal email address so that more than one person has access to work on the application and final report. Make sure at least one other person knows the login information in case the person who originally applies is not available.

2. Eligibility

Only eligible organizations and projects may be funded through the ATSF (see above sections).

- Once you have registered, click on Eligibility in the top menu.
- Read the instructions.
- Fill in the required information in each section and submit.
- If you are eligible, you will gain access to the rest of the application.

3. Application

- Once you are eligible, click on Apply in the top menu.
- Read the instructions.
- Fill in the required information in each section and submit.
- Complete your application by the deadline for the current grant call. Applications that have not been completed by the deadline will be withdrawn from consideration.
- *NOTE: The availability of grant funding is subject to change. If funds are no longer available, notification will be posted, current applicants will be notified, and no further applications will be accepted.*

Assessment

Applications are assessed by a team of assessors against a number of criteria. Assessment criteria include:

- Alignment with a priority traffic safety topic
- Community need and support for the project
- Effectiveness of the project strategy and implementation plan
- Whether the project is sustainable and/or can be replicated by others
- Value demonstrated in the project budget
- Whether the Project Organization has received an ATSF grant in the past 5 years

Learn more at saferoads.com

Decision

A decision may take 12-16 weeks after the grant call closes. Once a decision has been made, it can take up to a further four weeks to receive payment.

Funds cannot be granted for a project that is already underway or that has already occurred, so the end date of your project should be at least five months later than the date the grant call closes to account for the time it takes for decisions and payments to be made.

Applications with end dates within the decision/payment window will be withdrawn from consideration.

ATSF Logo

Use of the ATSF logo is required on materials and during events produced with grant funds. Upon approval, successful applicants will be provided with the logo and guidelines for how to use it. Please contact the Grant Manger at atsf@saferoads.com with further questions about the ATSF logo.

Project Report

Grant recipients are required to complete a final report within six weeks of the end of their funded project.

- Sign in to the online grant platform at www.albertagrants.ca/atsf.
- Select your project from the list.
- Click on Project Report in the top menu.
- Click through each item on the left menu and fill in the required information.
- Submit the report.

Contact Us

Contact the Grant Manager at atsf@saferoads.com if you have further questions about the ATSF.