

**GRANTS AVAILABLE TO ALBERTA COMMUNITIES FOR TRAFFIC
SAFETY INITIATIVES**

ALBERTA TRAFFIC SAFETY FUND



Grant Application Form

2011/2012

**Government
of Alberta** ■
Transportation



APPLICATION GUIDELINES

INTRODUCTION

The Alberta Traffic Safety Fund (ATSF) evolved from the work of the Alberta Traffic Safety Foundation that was first incorporated under the Alberta Societies Act as a not-for-profit organization on November 1, 1994 and was dissolved by a motion of the Board in June 2006.

The Alberta Traffic Safety Fund is a collaboration involving Alberta Transportation – Office of Traffic Safety and the Alberta Centre for Injury Control & Research. The introduction of the Alberta Traffic Safety Plan (ATSP) in November 2006 provides new opportunities for communities to be involved in local traffic safety initiatives through supportive strategies outlined in the Plan. The ATSF is a supportive strategy of the Alberta Traffic Safety Plan.

GOAL

The goal of the Alberta Traffic Safety Fund (ATSF) is to improve the quality of life in Alberta through community based, preventative, collaborative and focused traffic safety initiatives that support the strategic direction of the Alberta Traffic Safety Plan.

PURPOSE

The purpose of the fund is to encourage community groups and organizations to develop and implement innovative traffic safety projects that are consistent with the objectives of the Alberta Traffic Safety Plan. The ATSF specifically focuses on supporting small community traffic safety and traffic injury prevention projects where they work best - *at the community level*. The ATSF aims to encourage the building of community capacity through the nature and scope, of the projects that are funded.

WHO CAN APPLY

- Non profit societies, associations, groups, and registered charitable organizations
- Community-based coalitions and networks (e.g. First Nations' councils, Safe Communities coalitions, etc.)
- Publicly funded organizations or institutions excluding those already directly funded by Alberta Transportation (e.g. Schools, Family and Community Support Services, Police Services)

GRANT APPLICATION APPROVAL CRITERIA

Grants will be provided for specific traffic safety projects that are consistent with the overall purpose of the ATSF and the Alberta Traffic Safety Plan.

Proposals should reflect clearly defined anticipated results that relate to local traffic safety problems and support provincial targets as outlined in the Alberta Traffic Safety Plan.

GRANT APPLICATIONS WILL BE ASSESSED ON SUCH CRITERIA AS THE FOLLOWING:

- ◆ **Community Concern or Need** – The proposal clearly identifies and presents evidence of a significant traffic safety need in the community.
- ◆ **Alignment with the Alberta Traffic Safety Plan** – Preferably grant applications will link to a specific strategic action identified in the Alberta Traffic Safety Plan and/or are consistent with provincial ATSP public awareness initiatives.
- ◆ **Based on Evidence** – The project presents credible evidence of the community traffic safety problem addressed, that the strategy to address the problem will be effective; and of community support.
- ◆ **Innovation** – If applicable, the project should present an innovative approach to traffic safety needs. Projects may also replicate successful projects if there is appropriate evidence of previous success.
- ◆ **Builds on Existing Structures** – The project promotes networking, partnership, and coordination.
- ◆ **Financial Support** – The proposal demonstrates the Proposing Organization's ability to share costs for the project and/or provide resources (e.g. volunteers, equipment, donations, in kind contributions, and corporate sponsorship).
- ◆ **Evaluation** – The grant application will include specific measurable results expected, with an evaluation component (**WHAT WE LEARNED**) built into the program.

TYPES OF ELIGIBLE PROJECTS INCLUDE:

1. Developing and implementing traffic safety strategies.

Types of strategies/activities:

- a. **Educational** (e.g. public awareness campaigns or materials that support local or provincial initiatives, school programs, training workshops)
- b. **Technological** (e.g. raising awareness and promoting the use of new technological devices; guidelines for the use of new devices; public awareness and education through review, analysis, and reporting of new devices; initiatives to reduce or remove the threat of injury in community environments)
- c. **Legislative** (e.g. preparation of briefing packages for awareness and education that might include economic, enforcement and traffic safety implications of legislation, policies, laws or regulations)

2. Building or strengthening local involvement in community traffic safety coalitions, action groups, alliances, or networks.

Types of strategies/activities:

Community presentations, coalition member recruitment activities and orientation sessions, organizational meetings, planning sessions, forums, communication tools, promotional materials.

3. Developing or strengthening local information systems that support traffic safety efforts.

Types of strategies/activities:

Systems for collecting, analyzing and sharing local traffic safety/injury data, systems for coordinating and sharing traffic safety program information, needs assessments, community injury profiles, focus groups.

LIMITS TO FUNDING

Grants are not to be used for the following:

- ◆ to construct or renovate facilities
- ◆ to repair or replace equipment
- ◆ to offset specific ongoing operational and administrative costs, e.g. rent, salaries, utilities (An administrative surcharge of 10% of the grant amount requested is allowable.)
- ◆ to undertake business ventures
- ◆ to support projects that are already underway, or have already taken place, or to duplicate programs already in place
- ◆ to cover a deficit budget
- ◆ to provide professional development for salaried employees
- ◆ hosting or hospitality
- ◆ research projects (Research that is a component of a larger traffic safety initiative **may** be considered)
- ◆ capital equipment (Note: Capital equipment purchases will be considered only if integral to the project and if renting or in-kind donations are not feasible or reasonable options. Please check with the Grant Program Coordinator.)

MAXIMUM GRANTS AVAILABLE

The ATSF larger grant maximum is \$17,000. Note: Support from community and other funding sources (in kind or financial) **are expected** and should be reflected in the budget. If approved, grants must be used only for the purposes described in the grant application.

A grant of up to \$5,000 is available for smaller traffic safety projects or for specific components of larger projects. Projects must be completed within a year of receiving funding. Applications for smaller grants will be accepted and reviewed on an ongoing first-come, first-served basis.

LARGER GRANT APPLICATION DEADLINES

SUBMISSION DEADLINES are: June 15, October 14 and February 15.

Smaller grant applications for under \$5,000 may be submitted at any time.

Applicants are required to contact the Grant Program Coordinator prior to applying for either grant to discuss eligibility and to determine if project ideas conform to fund guidelines. For projects over \$5,000 you need to consult with the Grant Program Coordinator at least two weeks before submission in order to receive a consultation number that you will enter on the application form. Early consultation is advised.

Please contact the Alberta Traffic Safety Fund Grant Program Coordinator, Mandy Fisher @ (780) 492-0887 or e-mail: mandy.fisher@ualberta.ca for a consultation and to obtain the current grant application form and guidelines.

CONSULTATION DEADLINES for grants over \$5,000 are: June 1, October 3 and February 1 respectively.

REGIONAL TRAFFIC SAFETY CONSULTANTS

Currently there are 16 Regional Traffic Safety Consultants (RTSC's) in Alberta who are supporting the Community Mobilization Strategy of the Alberta Traffic Safety Plan. The RTSC's are key stakeholders in traffic safety. Once eligibility for an ATSF grant is confirmed, applicants are expected to advise their Regional Traffic Safety Consultant about the planned project.

Larger ATSF projects are required to extend an invitation to the Regional Traffic Safety Consultant to be involved in the project as a collaborator or adviser. This must be done as early as possible in the planning process. Applicants should confirm contact with the Regional Traffic Safety Consultant has been made on the application form.

To assist applicants with this process, the Grant Program Coordinator will provide the name and address of the applicant's Regional Traffic Safety Consultant.

PARTNERSHIP LOGO

Successful applicants may request permission to use the Alberta Traffic Safety Fund logo for promotional materials.

ALBERTA TRAFFIC SAFETY FUND 2011-2012

GRANT APPLICATION – COVER SHEET

For ACICR use: Date received: _____ Project #: _____

Project Title:

Name of Sponsoring Organization (to whom the cheque will be made out and will ensure fiscal responsibility):

Principal Applicant/Title (representative of the sponsoring organization):

Project Contact Person/Title
(If different from Principal Applicant):

Address: City: P.C.

Phone: Fax: Cell:

Email Address: Website:

Project Location:

Timelines: Project Start Date: Project End Date:

Final Project Report Deadline:
(Six weeks after the project completion.)

Amount Requested: Consultation Number:

Signature: _____

Principal Applicant: Date:

Eligibility: What is the structural status of your organization (e.g. non-profit society, registered charitable organization; publicly funded institution)?

Description of the Sponsoring Organization: If the Sponsoring Organization does not have a website, please attach a one-page description of the organization that includes its mandate, mission, key activities, and the geographical area it serves.

SECTION A – PROJECT DESCRIPTION

- ❖ **Traffic Safety Problem:** specifically identify the traffic safety problem you will address. Include evidence that this is a problem in your community (statistics, reports, news articles, anecdotes).

- ❖ **Target group:** Identify the target population and the estimated number of people who could benefit from the project. Explain how you will inform the target group about your project. Comment on whether anyone from the target group will be involved in the planning or delivery of the project.

- ❖ **Implementation/Action Plan:** Describe the action plan for implementing the project. What is going to happen? Who will be involved? Provide evidence that supports why you think this strategy will achieve the results you expect (cite similar research studies; prior experience, previously evaluated projects). A project timeline is also helpful.

- ❖ **What We Learned (For projects that have previously received ATSF funding for the same or similar initiative):** Describe the key lessons learned from the previous initiative and how the lessons will be applied to this initiative.

- ❖ **Results:** Based on the implementation plan, what measurable results do you expect to achieve over the course of this project? What methods/strategies will be used to gather data on the project? **This section should outline HOW you will assess the success of the project.**

- ❖ **Documenting the Findings:** Describe what you will do to analyze the project's results and to determine **what was learned** from the actions taken. *{Project Evaluation is a step-by-step process of collecting, recording and organizing information about project results, including short-term outputs (immediate results of activities, or project deliverables), and immediate and longer-term project outcomes (changes in behavior, practice or policy resulting from the project).}* Describe your plan to document and share the results of your project. Please also outline who will receive the project report.

SECTION C: PROPOSED BUDGET

Please include any explanations necessary for the ATSF Grant Review Committee to understand the budget entries.

| # | BUDGET ITEM | AMOUNT REQUIRED AND ITEM DETAIL |
|----|--|---------------------------------|
| 1 | Project Wages | |
| 2 | Honoraria | |
| 3 | Supplies and Materials | |
| 4 | Printing / Copying | |
| 5 | Promotion / Advertising | |
| 6 | Contract Payments | |
| 7 | Travel | |
| 8 | Assessment and Dissemination of Results | |
| 9 | Project Administrative Overhead Costs (budgets may include up to 10% of the grant total for administration) | |
| 10 | Other Expenses | |
| 11 | | |
| | | |
| | TOTAL | |

PROVIDE FURTHER DETAILS OF SIGNIFICANT BUDGET ITEMS:

| |
|--|
| |
|--|

BUDGET – TOTAL REVENUES

**Support from your community and/or from other funding sources is encouraged. Total financial revenues should only include contributions of cash (i.e. sponsorships, donations, fund raising proceeds, other grants or subsidies).

| | SOURCE | PLANNED FINANCIAL REVENUES** |
|---|-----------------------|-------------------------------------|
| 1 | ATSF Grant | |
| 2 | | |
| 3 | | |
| 4 | | |
| | TOTAL REVENUES | |

BUDGET – IN-KIND SUPPORT

**In-kind revenue is all other contributions to the project, including equipment, facilities, good and services for which no cash payment is required.

| | SOURCE | ESTIMATED VALUE OF PLANNED IN-KIND SUPPORT** |
|---|---|---|
| 1 | Volunteer time (Include the estimated number of volunteers and the time they will contribute x the estimated hourly rate) | |
| 2 | | |
| 3 | | |
| 4 | | |
| | TOTAL | |

Note: Independent Sector Research has calculated the value of volunteer time throughout the U.S. since 1980. In 2009 the values ranged from a high of \$32.74 to a low of \$11.06. The average of all states in 2009 was **\$20.85/hr.**

Reference: http://www.independentsector.org/programs/research/volunteer_time.html

SECTION D: SUBMISSION DECLARATION

I/we have:

- Read and adhered to the ATSF grant application guidelines.
- Contacted the Grant Program Coordinator to discuss eligibility and obtained a “consultation number.”
- Ensured all project collaborators and partners are aware of this application for ATSF funding.
- Ensured that the Regional Traffic Safety Consultant has been informed about this project grant application.
- Ensured all sections of the application form have been completed including signatures and the inclusion of necessary attachments (i.e. letters of support, evaluation tools, etc.).
- Submitted the required number of stapled, hole-punched hard copies of the application and attachments by post. (See details below).
- Sent an electronic copy of the application (MS Word) to the Grant Program Coordinator via email.

Our proposed project:

- Will be carried out in Alberta.
- Will be completed no later than one year from the date of grant approval (unless otherwise approved by the Grant Program Coordinator)

Have you applied for an ATSF grant previously? Yes: No:

If so, what was the title and date of the project?

If known, please include the project or consultation number assigned to the project:

GRANT APPLICATIONS UP TO \$5,000 – mail 4 stapled, 3-hole punched and signed copies and an electronic copy (in MS Word) of your completed application to:

Alberta Traffic Safety Fund
University of Alberta
Alberta Centre for Injury Control & Research
School of Public Health
4075 Research Transition Facility
8308 – 114 Street
Edmonton, Alberta T6G 2E1
mandy.fisher@ualberta.ca

GRANT APPLICATIONS OVER \$5,000 UP TO \$17,000 – mail 9 stapled, 3-hole punched and signed copies and an electronic copy (in MS Word) of your completed application to the above address.