



## Road Safety Trust – Guidance to Grant Applicants

This guidance should be read together with our Grants Policy which clearly sets out the guidelines for funding and how bids to the Trust will be assessed.

The Road Safety Trust (RST) is not prescriptive about the kinds of road safety projects to which it may offer grant support. It is, however, committed to supporting above all projects that are innovative and will enhance the knowledge and practice of the road safety community. It is unlikely to fund projects that seek to continue core activity by the applicant organisation or that have previously been funded by statutory bodies.

Successful bids are likely to arise from a wide range of applications that are in accord with its grants policy and with its charitable objectives. Education, enforcement and/or engineering approaches are likely to underpin successful applications. Bids might therefore propose to trial the impacts of new street layouts and/or features, roads signing, roads policing initiatives or offender education schemes or for the trials of tools likely to lead to the enhancement of road safety.

The differing nature of proposals means that there is no standard application form. However, applicants should include the following headings in their applications:

- Research and/or project objectives.
- Project deliverables
- Road safety benefits to the road user community
- Project methodology including ethical and privacy issues
- Proposed methods and timetable for evaluation of the achievement of the project's objectives and impact
- Knowledge of the relevant literature or practice
- Project structure and management, including a clear timetable for the project
- Experience of the project team
- Innovation
- Partnership working
- Plans for dissemination and/or publication
- Next steps - e.g. further development, replication of results, roll-out or the potential for sustainability.
- Financial aspects, including a clear breakdown of costs and the proportion of total cost requested from the Trust

The annexe to this document provides further guidance and details of the type of information that might be included under each heading.

**Eligible Costs:** A budget for the total cost of the project should be provided, indicating the source of other funding. Requests for 100% of project costs will not be supported. Costs should be clearly set out with overheads and indirect costs shown separately and not included elsewhere such as in salary costs or rates. Grants are for project costs rather than core funding. We do not normally expect to pay overheads or indirect costs but in some cases may pay a proportion of these.

Normal applications should amount to no more than 5 sides of A4 (11-point type) with appendices as necessary. The application should identify the accountable body for the project and main contact and provide full contact details. CVs should be submitted for all (or at the very least key) team personnel of up to one page highlighting relevant publications if appropriate.

For longer or more complex projects, a GANTT chart should be included, showing planned start and end dates of all project elements. For other applications, there should be a clear indication of which tasks will be undertaken by specific members of the team and how long these will take. The Trust is not prescriptive in this aspect, anticipating that the nature of the proposal will determine how much information will be provided by applicants.

Payment will be made upon satisfactory progress of the project and at key milestones. Applicants should identify such milestones in their application and indicate a preferred payment timetable.

A table outlining the risks to the project, their likelihood and potential impact and proposed mitigation measures should be included as an appendix to the application.

If relevant, privacy and ethical issues should be considered identifying clear procedures in regard to access to and confidentiality and safekeeping of datasets and personal details, and access to intended participants.

Applications will be accepted on-line from 8 March 2017.

The Trust is committed to the publication of all research projects or project reports to which it makes a financial contribution. Should grant holders fail to achieve publication of the outcomes of the project, the Trust retains the right to publish the work on its website to ensure dissemination. Any project will also be expected to be disseminated via a Plain English summary document that will be widely available.

The Trust will liaise with successful bidders throughout the project to monitor progress of the work and to ensure that funds allocated are achieving value for money.

Data Protection. In submitting your application for funding, you are confirming that you have the agreement of any individuals identified within it for the Road Safety Trust to hold their personal data while the project is assessed for funding and following any agreement to fund. The Trust will use this information only for the purposes of assessing your application and of managing or monitoring any grant awarded and related administration or research purposes. The Trust is a data controller and is registered with the Information Commissioner's Office as required under the Data Protection Act 1998. The Trust will only process any personal data in accordance with the Trust's registration and current data protection legislation. The Trust will expect that you, as the applicant, are responsible for ensuring compliance with data protection legislation and registration as necessary while any project undertaken by you is under way.

## Annexe - Additional Guidance for Applicants

**In completing an application, it may be helpful to be aware of key qualities and information that the Trustees will be looking for to increase the likelihood of funding by the RST.**

Broadly speaking our projects fall into three categories (i) the development of practical measures to reduce road casualties (ii) research or (iii) a combination of both. The type of information provided under some headings may be different depending on the nature of the project.

### **Research and/or Project objectives**

**Is there a clear statement of road safety objectives linked to the charitable objectives of the Road Safety Trust?** What exactly will your project aim to achieve? What are its prime purposes? Does it specify what the road safety benefits will be to the United Kingdom public either through (i) the development of practical measures directly to reduce road casualties, or (ii) adding to and disseminating road safety knowledge likely to lead to future casualty reduction. Does it specify which road user groups will benefit and what the value of the project will be?

### **Project deliverables and Road Safety benefits to the road user community**

**What deliverables will the project produce?** These may be in the form of written reports of research results, their interpretation and implications, at different stages of the project's life and perhaps for different audiences and target groups (stakeholders). They may include presentational events to add to or disseminate road safety knowledge linked with the project; and/or online products to promote road safety. Where a practical measure is being developed, project outputs may include a road safety intervention that is ready for delivery.

Does the application state how achievement of the outcomes and their likely impact will promote the charitable objectives of the RST? What will the profession learn from the outcomes of the project? How will the learning be encouraged? (Maybe this last point could be under dissemination/publicity?)

### **Project methodology (by this we mean project method, means and strategies) including ethical and privacy issues.**

All projects are expected to explain the project methods, means and strategies. These are some examples of what we are looking for:

**For projects which are developing practical measures (whether through engineering, enforcement or education) - are the project methods, means and strategies clear?** Is there a sound reason for these? Are the methods, means and strategies likely to achieve the project's objectives well thought through? For example, if your project involves participants, how many will you need and how will you ensure they are recruited and supported. Similarly, for any road safety issue you are looking at (e.g. road layout, technology, signalling, driver behaviour), is it clear how you will obtain and analyse sufficient information? Are there any foreseeable difficulties with regard to accessing data and information or recruiting participants and any fall-back positions?

**For research projects - Are the proposed methodology and strategies to achieve the objectives clear?** Is there a sound rationale for these? Are the planned research methodologies and strategies likely to achieve the project's objectives? Is it clear which method is aimed to achieve which objective? Are the proposed samples (e.g. of road users, documents, databases, online sources) clearly specified? Is the procedure to realise these samples clear? Are there any foreseeable difficulties with regard to accessing these samples, and any fall-back positions?

**Are issues of privacy and ethicality clearly addressed?** The Trustees would like to be made aware of any potential issues regarding the *privacy* of participants and information provided by or concerning them, as well as of any other informational sources used. Any risks and mitigation management plans for

these should be fully discussed. Similarly, any potential *ethical* considerations and mitigations of any risk need discussion. Where another body, such as an organisation's Research Ethics group, will need to grant approval before the project can proceed, the specific matters that such a group are likely to address should be clearly outlined to the Trustees. Discussion of privacy and ethical issues may appear in an Appendix.

### **Proposed methods and timetable for evaluation of achievement of the project's objectives and impact**

**Are clear details given of the proposed means to evaluate the achievement of the project's objectives and impact?** What plans are there to assess whether the project has achieved what it set out to do? An outline of the expected measures, means or strategies to evaluate the accomplishment of the outcomes should be included.

Details of organisations who provide support, particularly to the voluntary sector, on Evaluation are included at the end of this document.

### **Knowledge of the relevant literature or practice**

**Does it set the project in an appropriate road safety context?** Some evaluation of the current state of knowledge and literature with regard to the topic covered will be expected. For research projects this will include mention of relevant research, with references where available, outlining gaps in present knowledge and provision. If the application is for the development of practical measures or interventions, knowledge should be shown of relevant literature (where available), current provision and any gaps as well as an understanding of how the proposal develops or adds to learning about the approach.

### **Project Structure and Timetable**

**Is good planning evident throughout all stages?** It will help the Trustees to have a clear timetable, perhaps in tabular form or a Gantt chart for more complex projects, to see how the project will unfold. Milestones for the completion of different stages (where applicable) will also assist. Any potential risks to the delay or completion of the project should be addressed perhaps in tabular form, together with proposed mitigation

### **What expertise does the project team have to deliver the project's outcomes?**

**Please include relevant experience and expertise of key team members in the application body.** One page CVs including any relevant publications as an appendix will be useful for more complex applications, at the discretion of the applicants. Trustees will find it useful to see how well team roles are defined, and the expected extent of input and involvement of each team member. It will be helpful to see how quality control of the outputs will be handled, and who will be responsible for day to day project arrangements. Any internal and/or external oversight arrangements should be mentioned, especially for more complex projects. For some projects, the establishment of stakeholder groups to inform the project should also be identified.

### **Innovation**

**Innovative ideas with much potential road safety benefit are particularly sought by the Trust in as much clear detail as possible.** Please note that plans to replicate or roll-out existing practice, research initiatives or projects are unlikely to be funded unless with a significant innovative element. Projects that are capable of wider application, roll-out or further development on completion are encouraged. The programme is not designed to cover the *delivery* costs of existing schemes but could cover the costs of *evaluating* an existing programme.

### **Partnership working**

**Although not an essential criterion, many projects may be strengthened by partnership working.** Where the project includes partners, their role and contribution should be clear. This could include expertise, evaluation support, financial contributions, support with recruiting participants or providing a road user perspective for a particular target group.

### **Plans for dissemination and/or publication.**

**How will the outcomes of the project be shared?** An outline of plans to share the results and outcomes with different stakeholders should be given. Details of likely publications and their proposed placement including any online placement will be useful. What will the profession learn from the outcomes of the project? How will the learning be encouraged?

### **What probable or possible next steps are envisaged for the outcomes of the project?**

**It will be good to include details of any plans for the potential sustainability of the project outcomes.** This could include any planned further development or wider applicability of the outcomes where appropriate, or any likely replication or roll-out.

### **Is a full, clear breakdown given of costs to be incurred through delivering the project?**

Staff input, overheads for the project (as the Trust in most cases will not pay for the overheads of the applying organisation), milestones for payment, value for money, other funding sources. Any volunteer or community involvement should also be included. In kind contributions can be included in the project costs.

### **Organisations providing support on Evaluation and Impact**

ROSPA – have produced a guide to evaluating Road Safety Education, Training and Promotion activities including a useful tool-kit. <http://www.roadsafetyevaluation.com>

NCVO Charities Evaluation Services - provides free tools and guidance on evaluation, learning and impact measurement. [www.ncvo.org.uk](http://www.ncvo.org.uk)

Inspiring Impact – provide a set of free tools and resources designed to help non-profit making organisations with impact measurement. [www.inspiringimpact.org](http://www.inspiringimpact.org)

New Philanthropy Capital - a think tank and consultant to the charity sector. [www.thinkpc.org](http://www.thinkpc.org)

Pro Bono Economics - matches volunteer economists with organisations looking to improve their impact and value. [www.probonoeconomics.com](http://www.probonoeconomics.com)