

New Project Submission

Form Preview

RTTA New Project Proposal

* indicates a required field

Purpose of form

This form should be submitted if you are seeking funding from the RTTA to support a new project.

If you are seeking to change an existing project's scope, budget, or need to carry over money, you need to submit a variation request. Please return to the Commission's website.

If your proposal is a redevelopment of an existing proposal, you should [contact](#) the Commission for further advice on which form to submit.

If a question is marked required you must complete the question to the best of your ability. Simply inputting an N/A, period or dash does not suffice. If you need guidance in completing your plan, please [contact](#) the RSC, or alternatively, seek assistance from the guide.

Project information

Project details

Project Title *

Must be no more than 250 characters.
This will be the title used in all Budget and formal correspondence. Short and concise is preferred.

Project start (FY) *

Project completion (FY) *

Organisation Name *

Organisation Name

What is the total cost of your project? (excluding GST) *

Must be a dollar amount.

Primary contact details

Primary contact *

First Name

Last Name

This is usually the project manager

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Business case

If your proposal is **equal to, or greater than \$5 million** over the forward estimates, you are required to provide a robust business case.

The template for the business case can be [found here](#).

New Project Submission

Form Preview

Upload your completed business case *

Attach a file:

Understanding your project

What is the nature of your project? *

- | | |
|---|---|
| ☐ Community engagement | ☐ Post-crash response |
| ☐ Education and awareness | ☐ Road safety management |
| ☐ Enforcement | ☐ Skills and capabilities |
| ☐ Evidence and insights | ☐ Other: |
-
- ☐ Infrastructure

What is the problem/rationale for your project? *

Word count:

Must be no more than 500 words.

What is the problem your program is seeking to change? Consider target population, needs/risk factors, what research shows and what evidence exists.

Brief project description

Provide a short description (100 words recommended) of your project - what are you out to do?

What Driving Change priorities does your project align with, and how? *

Word count:

Must be no more than 150 words.

How will your program benefit road safety? *

Word count:

Must be no more than 200 words.

This should consider its impact to road trauma/KSI rates and how it improves the safety of the State's roads

Is your project ICT related? (such as data, creating new platforms, software etc) *

- ☐ Yes
☐ No

ICT related projects

New Project Submission

Form Preview

If your project is related to ICT, including the implementation of new data platforms, software, or anything that relates to the [Digital Strategy for the Western Australian Government](#), you are required to provide evidence you have engaged with the Office of Digital Government.

Please provide a summary of communication and outcome of your discussions with Office of Digital Government. *

--

Please upload evidence (email is fine) that appropriate consultation has occurred with Office of Digital Government *

Attach a file:

--

Mapping out your project

* indicates a required field

Your project

The purpose of this section is to provide a clear map of your intended objectives/aims, deliverables/outputs, and your outcomes for your project.

This should translate directly from your project logic that informs your project evaluation.

If you need help completing this section, [contact the Commission](#).

Project objectives

Project scope

What is your project scope, and your project's limitations? *

--

Please provide in list format

Project inputs

What are your project's inputs?

What resources are you using for the project to function? Consider personnel, expertise, technology, stakeholders and frameworks. If you are co-funded, make sure this is included.

New Project Submission

Form Preview

Activity and output schedule

Activity or output	Metric	Completion
What are the essential actions needed to deliver the project?	What measures are you tracking to ensure delivery?	Provide quarter and year

Outcomes

What are your project's outcomes?

Project logic

As part of your project, you will be required to undertake a project evaluation.

To ensure you have appropriately prepared for this you are required to provide a project/program logic to ensure appropriate planning has been undertaken, with your evaluation plan being provided to the Commission within **three months** of your project commencing.

If you require guidance on preparing one, please refer to the [RTTA section](#) of the Commission website.

Upload a copy of your project logic here *

Attach a file:

--

Risk Management

Project risks

If you require assistance in assessing risk, the State Government, or your internal policies and procedures should be your first resource.

For more generalised assistance, you can find some assistance [here](#), [here](#) and [here](#).

A risk workbook can be found [here](#).

Risk	Impact level	Mitigation strategy

Project budget

* indicates a required field

New Project Submission

Form Preview

Requested funds

Is your project co-funded? *

- ☐ Yes
☐ No

You may be using other sources to co-fund your project. This must be declared (especially if it is a core business function funded by your agency)

Are you asking for new vehicles for your project? *

- ☐ Yes
☐ No

This relates only to government agencies and existing vehicle caps

Are you asking the RTTA to fund FTE (staff) for your project? *

- ☐ Yes
☐ No

Are you asking the RTTA to fund staffing overtime for your project? *

- ☐ Yes
☐ No

This relates only to government agencies and Treasury restricted positions

Co-funded projects

Amount of funding being sourced from other sources *

Must be a dollar amount.

Please provide a summary of what is being funded by other sources.

Clear parameters must be set to ensure impact of RTTA funding can be measured.

Project Budget

This should only capture the funding being requested from the RTTA. If you have funding from other sources, it must be declared above including amount.

If you are seeking funding for longer than four years, please [contact the Commission](#) prior to submitting your application, as the Commission may require further information from you.

Cost type	Year 1	Year 2	Year 3	Year 4	Total
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.

You must provide a detailed budget of what you are planning on spending the funding on. How you upload this is within your control.

Please select one option:

Do you want to *

- ☐ Complete pre-established table
☐ Upload your own excel table

Detailed Budget

New Project Submission

Form Preview

Provide details of all project related costs. Further rows can be added by clicking on the **Add More (+)** sign on the right-hand side of the expenditure statement.

Alternatively, you can upload an expenditure table; however, please ensure you have included the minimum requirements as defined in below table.

This can be uploaded if you select the "upload your own excel table" in the previous question.

Expenditure type	Expenditure Category	Amount
Example - salary, vehicle, travel, asset	Is it capital or recurrent?	Must be a dollar amount.

Detailed Budget

As part of your application you are required to provide a detailed budget that details proposed expenditure across the life of your project.

This should be provided in an excel table and include Expenditure Category (capital and recurrent), Expenditure Type and Amount.

The table does not need to be complex but does need to be detailed.

Detailed expenditure *

Attach a file:

Staffing

Will the new staff affect your agency's FTE cap? *

- ☐ Yes
☐ No

If your agencies FTE cap needs to increase, by how much?

Must be a number.

e.g. 2 new permanent positions

Staffing and resourcing

- Number of positions refers to the number of FTEs required - e.g. you may need 3 CSOs, so the number would be 3. If it is a P/T role, it would be represented as a 0.5 (or equivalent)
- Please place the highest salary amount in the salaries column based on what it will cost due to wage increases. *For example, if you have one L6, the total salary column would be \$137,399. If you had 3x L6 positions, the total column would be \$412,197.*
- Temporary/permanent refers to whether the positions are a permanent appointment, or contract.

Position title	Level	No. positions	Salaries (total)	Temporary/ permanent
		Must be a number.	Must be a dollar amount.	

New Project Submission

Form Preview

Overtime

This section relates only to those programs that are funded specifically for overtime in their funding agreements.

The purpose of this section is to provide forecasts, recognising there is agility required.

Unit	Forecast hours	Forecast cost
		Must be a dollar amount.

New vehicles

If you are requesting new vehicles (and a subsequent rise in vehicle cap) as a government agency, you need to comply with the [State Fleet Policy](#).

Outline the operational requirements that make the vehicles necessary. *

Include what would happen if you did not have access to the vehicles

Provide evidence of vehicle needs and quotes *

Attach a file:

Submission Finalisation

* indicates a required field

Additional documentation

Please upload any additional support documentation you want to provide.

File upload

Attach a file:

Declaration

By submitting this project plan, I declare that: *

- ☐ I declare my organisation and project meet all eligibility requirements.
- ☐ I declare this application has the endorsement from both a Council representative and the Chief Financial Officer (or equivalent) from my organisation (insert details for CFO and attach evidence of endorsement)
- ☐ I understand that if I am seeking partial funding for a project, I will still be required to engage in a monitoring and evaluation process at the Council's discretion, for the entirety of the program to ensure use of money is contributing to the purpose of the fund.

New Project Submission

Form Preview

- ☐ I understand the process following application, including the requirement of submission for an approved project plan, an approved evaluation and monitoring plan, and an approved data collection plan where required.
- ☐ The organisation will provide accurate and timely reports, as per the agreed reporting requirements, including actual spending and progress of the project.
- ☐ I have read and understood the RTTA funding guidelines and certify the application is complete, accurate and all claims have been made truthfully.
- ☐ I acknowledge that funding will only be approved for a maximum of four years, with ongoing funding being evaluated at the conclusion of the four years.
- At least 7 choices must be selected.

Acknowledgement

For your project to be considered it must be signed off by your Chief Finance Officer and a Council Member.

If your agency is not represented by a Council Member, please contact the [Road Safety Commission](#) for advice.

Chief Finance Officer (or equivalent) *

First Name

Last Name

Council Member *

First Name

Last Name

Email *

Must be an email address.

Date endorsed by Council Member *

Must be a date.

Date endorsed by CFO *

Must be a date.

Please attach email (or other correspondence) confirming your CFO and Council Member's approval of the plan. *

Attach a file: