

Provincial Traffic Safety Fund

Grant Program Guidelines

Introduction

In 2013, the Government of Saskatchewan formed an all-party Special Committee on Traffic Safety that conducted extensive public consultations directed at enhancing road safety in Saskatchewan. Based on that consultation, the committee recommended that SGI implement a photo speed enforcement (PSE) pilot program. In response, government announced a two-year PSE pilot program in November 2013.

The PSE pilot program began in select high-speed locations and school zones in December 2014 (with a three-month warning period before live ticketing began), and ended in March 2017.

The primary objectives of the PSE pilot program were to deter speeding, and to reduce speed-related collisions and resulting injuries and deaths. The overarching goal was “zero speeding tickets, zero crashes.” An evaluation of the PSE pilot showed that the number of speeding violations went down in both high-speed locations and school zones, resulting in fewer collisions and injuries. Survey results also showed public support for the program.

On Sept. 17, 2018, the provincial government announced the PSE program would continue and be expanded under the governance of a new multi-agency committee. The PSE committee will review applications for new PSE deployment and decide what high-risk areas around the province could benefit from this speed management solution. The committee will also oversee allocation of money from a new Provincial Traffic Safety Fund, made up of net revenue from PSE tickets. Municipalities throughout the province will be able to apply for a grant to undertake traffic safety initiatives, even if there is no PSE in their municipality.

In January 2019, the Provincial Traffic Safety Grant Program will accept applications to be adjudicated twice a year.

Program Funding

Traffic safety initiatives, including projects, equipment, programs and public awareness must focus on one or more of the following priority areas:

- impaired driving (alcohol, drugs)
- distracted driving (cellphone, fatigue)
- occupant protection (seatbelts)
- intersection safety
- road-way based solutions
- speed management (excluding camera equipment for PSE programs)
- aggressive driving
- vulnerable road users (pedestrians, motorcyclists, cyclists)
- medically-at-risk drivers

Grant funding will provide up to \$100,000 per project.

Projects completed within a 12-month period or less are recommended, however projects that extend beyond 12 months may be considered.

Program Purpose and Objectives

Purpose

- To stimulate and support local, collaborative action that will increase traffic safety awareness and reduce the frequency and severity of traffic injuries and fatalities within Saskatchewan

Objectives

- To build and strengthen the capacity to develop, deliver and evaluate focused initiatives that increase traffic safety awareness and reduce the incidents of traffic injuries
- To encourage municipalities to share traffic safety evaluation results with other locations

Eligibility Requirements

Eligible Applicants

Applicants must represent one of the following:

- a municipality (urban or rural)
- law enforcement
- Indigenous land or territory

Eligible Expenses

Direct project costs – Funding can be used for direct costs associated with the development, construction and delivery of projects, programs and public awareness. Costs such as phone, postage etc., along with costs for renting needed equipment or space are discouraged in favour of obtaining in-kind donations.

Capital equipment costs – Capital equipment will be considered only if necessary to the project and if renting or in-kind donations are not feasible or reasonable options.

Personnel – Funding may be used to support contract fees, salaries and benefits for personnel necessary for development, implementation, delivery and evaluation of the project. Funds cannot be used to replace the salaries or portions of salaries of existing employees already being paid from other sources.

Final report – Reasonable costs associated to completing the final project report should be included in the overall budget.

Grants will not cover or subsidize the following costs:

- salaries or overtime funding for law enforcement
- health care delivery services
- profit making activities or business ventures
- administrative functions or core operations which are normally part of the regular ongoing business of an organization, agency, network, coalition or program (i.e., rent, utilities, sharing the cost of an ongoing staff position)
- constructing or renovating facilities
- program or project expenses that have already been started, are ongoing or completed
- deficit budgets from other projects of the organization's operations
- capital equipment not integral to the project
- camera equipment for PSE programs
- expenses related to conducting research, studies, surveys, consultation, or safety audits

Surplus Funds

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

1. Return the surplus funds
2. Use the surplus funds for another purpose, with approval from the PSE Committee (new application form required)

Application Assessment Criteria

Each application will be reviewed by the PSE Committee and assessed on its individual merit. Subject matter experts may be called in to act as advisors.

Applications must include a well-defined action plan, as well as specific, measurable, achievable, relevant and timely traffic safety objectives.

The PSE Committee will consider the following criteria when assessing the application:

- traffic safety focus
- cost-effective and cost-shared (in-kind)
- potential to be repeated or expanded in the future
- could serve as a potential model for other municipalities
- conflicts of interest
- address a demonstrated need in the municipality
- does not duplicate existing municipal or provincial programs or resources

Obligations and Expectations

Any changes or alterations from the original proposal must be submitted within five business days from the original email request to the Traffic Safety Program Administrator for approval by the PSE Committee (including budget, work plan and timelines).

When providing recognition for any grant money received, for example in a media release, newsletter, community sign, etc., please acknowledge the Government of Saskatchewan as the fund provider.

Projects exceeding six months in duration must submit a status report to the Traffic Safety Program Administrator six months into the project. Progress reports require the following information:

- project expenditures
- timeline
- percentage of work completed
- other information, as requested by the PSE Committee

Grant recipients are encouraged to share information about their funded projects with other municipalities, including project outcomes, lessons learned, and the potential for replicating or adapting the project as a model for others. The Traffic Safety Grant Administrator reserves the right to share information and reports about funded projects.

Grant recipients that are non-compliant or non-responsive about meeting reporting obligations, after notification and fair warning, will be asked to return remaining grant funds. In these instances, future funding will not be considered.

Application Process

Grant applications will be assigned a project number. To request a project number and an application form, email the Traffic Safety Program Administrator at trafficsafety@sgi.sk.ca or call 1-844-TLK-2SGI (1-844-855-2744) ext. 6042. Ensure the project number is included on your application form, any supplemental materials and all future communication regarding your project.

Grant application dates

Call for applications	Jan. 1	July 1
Application deadline	March 30	Sept. 30
Application assessment	May 30	Nov. 30
Grants awarded	June 30	Dec. 30

A decision may take up to eight weeks after the grant deadline. For approved projects it can take up to a further two weeks to receive payment or be informed of the payment schedule. Each applicant will be notified in writing by the Traffic Safety Program Administrator on the outcome of the request for funding.

Send grant applications by mail or email:

PSE Program - Provincial Traffic Safety Fund

SGI Traffic Safety Promotion

5104 Donnelly Cres.
P.O. Box 1580
Regina, SK
S4X 4C9
trafficsafety@sgi.sk.ca

Final Report and Project Evaluation of Traffic Safety Fund Projects

All approved projects require a final report from the principal applicant within three months after project completion. The final report should list and briefly explain how the project goals and objectives were met as defined in the original application. It can be emailed to the Traffic Safety Program Administrator at trafficsafety@sgi.sk.ca. A copy of the final report template will be enclosed with the project payment.

There will also be a comprehensive project evaluation conducted by SGI in collaboration with the successful applicant approximately three years after the project has been completed. This evaluation will rely on data, research, and the use of cost-benefit analysis in addition to other statistical methods.

An evaluation framework is available on request from the Traffic Safety Program Administrator at trafficsafety@sgi.sk.ca.

Provincial Traffic Safety Fund

Grant Program Application

Project number: _____

Please refer to the Provincial Traffic Safety Fund Grant Program Guidelines before completing this application.

Section 1: Project identification	
a. Project title	b. Project location (i.e. municipality, region)
c. Project duration (including planning, development, implementation and final project report) Proposed start date	Expected completion date
d. Total amount requested	

Section 2: Applicant information	
a. Sponsoring organization applying for funding (this organization must meet the eligibility criteria, and if funded, assumes responsibility for the project and funds)	
Organization name	
Mailing address	Street address (if different)
Phone number	Email address
b. Principal applicant (person who signs the application on behalf of the sponsoring organization and cheque will be sent to if approved)	
Name	Title/department
Organization	Mailing address
Phone number	Email address
c. Project primary contact (person who will be actively involved in managing or overseeing the project – Traffic Safety Program Administrator will use this person as the main contact throughout the project)	
<input type="checkbox"/> Same as principal applicant above, or:	
Name	Title/department
Organization	Mailing address
Phone number	Email address

d. Project secondary contact	
Name	Title/department
Organization	Mailing address
Phone number	Email address

Section 3: Project information

a. Project title (must match title provided in Section 1 a)

b. Situation/issue – explain the situation or issue this project will address. Provide statistics and other information that demonstrates the extent of the situation/issue and why it needs to be addressed. Do not include information in this section about how you plan to address the issue.

c. Project type (check all that apply)

Engineering

Education

Enforcement

d. Project goals and objectives – describe the objectives and expected results of the project. Objectives and benefits should be quantitative (measurable) and/or qualitative. What is the degree of confidence that these goals will be achieved?

e. Project description – describe how you plan to address the situation/issue identified in section 3b (strategies) and what you will actually do (tasks/activities). Provide a schedule of timelines and major activities or tasks related to planning, carrying out and reporting on the project and who is responsible for each major activity or task. Also, describe where there may be uncertainty related to this idea and the assumptions being made which need to be validated during planning.

f. Project resources – list any positions that will be employed, contracted, seconded or consulted as subject matter experts for the project and provide a position summary statement for each.

g. Project risks – describe any known risks which will need to be managed effectively for the project to succeed.

Risk description	Mitigation plan

Section 4: Budget

a. Proposed budget – provide a proposed budget and information about any financial or in-kind support being sought or already committed to the project.

Budget item	Amount from fund	Amount from other	Total
1.			\$0.00
2.			\$0.00
3.			\$0.00
4.			\$0.00
5.			\$0.00
6.			\$0.00
7.			\$0.00
8.			\$0.00
9.			\$0.00
10.			\$0.00
11.			\$0.00
12.			\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

b. Breakdown and explanation of budget items – explain the various budget items and amounts in relation to the project activities. Specify any contributions, whether financial or in-kind, made by the applicant or any other contributor.

Section 5: Final report

Three months after project completion a final report will be required listing and briefly explaining how the project goals and objectives have been met as defined in section 3d.

Section 6: Information sharing

Describe how the project sponsors/partners will share information about the project with other municipalities and organizations who may benefit from it.

Section 7: Declaration and signature

I declare that I am submitting this proposal with the full authority to legally bind the sponsoring organization and that I am making this application with the full knowledge, consent and support of the sponsoring organization I represent as named in section 2a of this application; and that all the information I have submitted in this application is accurate and complete. I agree that if the application is accepted and the project is approved for funding, the sponsoring organization and I, as the principal applicant, will be responsible for any provided funding and use of these funds will adhere to the Provincial Traffic Safety Fund Grant Program Guidelines and as described herein.

Name and title of principal applicant (must match principal applicant in section 2b)

Sponsoring organization (must match section 2a)

Signature

Witness

Date