



# Ride to Zero

## Motorcycle Ride to Zero Grants Funding Guidelines – Round 2



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# Motorcycle Safety in Queensland

For many Queenslanders, motorcycling is a preferred choice of transport and an enjoyable recreational activity. To help ensure both an enjoyable and safe ride, riders need to employ safe riding skills and on-road behaviours. This includes a heightened awareness of the road, the conditions and potential hazards.

Compared to driving a car, riding a motorcycle is a highly technical activity where skills can be continually improved and refined. Voluntary post-licence training courses are valuable to riders to improve and refresh their safe riding skills and on-road behaviours. These courses can help keep riders safe by improving the skills of experienced riders or refreshing the skills of riders returning to their motorcycles after a long period off their bikes.

The Motorcycle Ride to Zero Grants (R2Z Grants) is designed to help local not-for-profit organisations including motorcycle clubs and groups provide opportunities for riders to undertake subsidised post-licence training courses. Providing opportunities for riders to undertake these courses will support them to enjoy their riding whilst staying safe on Queensland roads.

## Motorcycle Ride to Zero Grants

### Objective

To provide opportunities for motorcycle riders to undertake subsidised post-licence training courses to improve their safe riding skills and on-road behaviours.

### Thinking of applying?

Your grant must deliver a subsidised post-licence training course to riders that educates them on safe riding skills and on-road behaviours. Your course must meet the requirements outlined in these funding guidelines and be delivered by a qualified rider trainer.

### What is a post-licence training course?

A post-licence training course is a motorcycle training course for riders holding a current open, provisional or probationary RE or R licence and does not form part of Queensland's motorcycle licensing requirements.

For example, Q-Ride training and assessment courses are not considered a post-licence training course as it forms part of Queensland's motorcycle licensing requirements.

### Who can apply?

If you are an incorporated, not-for-profit organisation or government entity that meets the eligibility requirements in these guidelines you can make an application for a R2Z Grant.

For motorcycle clubs and groups that are not incorporated, you may partner with an eligible organisation to make an application for a R2Z Grant.

You will also need to work with a supplier to deliver your post-licence training course. The supplier will need to deliver your training through a qualified rider trainer that meets the requirements in these funding guidelines.

### Funding limit

One-off funding is available to support up to 100 motorcycle riders with subsidised participant fees to attend a post-licence training course.

### Timeframes

**Round open:** 9:00am, 6 September 2024.

**Round close:** 5:00pm, 29 November 2024 (Late applications will not be accepted.).

**Outcome announcement:** It is anticipated successful applicants will be announced three – four months after the closing date.

**Grant delivery:** Organisations will be given up to 12 months to complete their approved grant.

## Assessment and notification

Applications are assessed by the department for eligibility against the funding guidelines and are reviewed and recommended for funding by a selection committee.

The department's authorised officer reviews the selection committee's recommendations and approves the applications for funding. Following this, the Minister for Transport and Main Roads will announce the successful applicants.

## Applying for a grant

Planning is an essential part of your grant application's success. Take the time to read these funding guidelines as they will assist in clarifying what you're applying for, why you're applying for it, and how much funding you require.

As part of the grant application process, it is recommended you discuss your proposed R2Z Grant with your local TMR, [Road Safety Advisor](#), to ensure that your application aligns with the R2Z Grants requirements.

## Eligibility

Your application will be assessed against the following four eligibility criteria:



### Is my organisation eligible?

#### Eligible organisations

For your organisation to be eligible for a R2Z Grant, the organisation must be one of the following:

- Incorporated or registered under an Act of Parliament with not-for-profit objectives; or Government entity.

Eligible organisations must also:

- have an active Australian Business Number (ABN)
- have a bank account in the name of the eligible organisation
- have the appropriate financial governance in place to deliver the grant
- have policies in place to prevent and intervene in bullying and cyberbullying among children and young people (if applicable), and
- be registered within our [Grants Online Portal](#).

If the department cannot verify the identity of your organisation through public registers, you may be asked to provide supporting documentation. Following this, if the department is unable to verify your organisation's eligibility, your organisation will be considered ineligible.

For motorcycle clubs and groups that are not incorporated and are partnering with an eligible organisation, the application must be made by the eligible organisation. If successful for funding, this partnering eligible organisation will take legal and financial responsibility for the management of the grant. It is recommended that the two parties document their roles and responsibilities on how the grant will be managed prior to applying.

#### Ineligible organisations

The following organisations are ineligible for a R2Z Grant:

- Organisations trading for profit
- Individuals
- Proprietary limited or public companies limited by shares where the shareholders are individuals or for-profit companies.

## Insurances

You must ensure your organisation has appropriate insurance cover as stipulated in the [short form terms and conditions](#).

## Is my R2Z Grant eligible?

Your grant must deliver a subsidised post-licence training course to riders holding a current open, provisional or probational RE or R Licence, that educates them on safe riding skills and on-road behaviours. The course must meet the requirements outlined in these funding guidelines.

Your local Police station may provide support to deliver your post-licence training course. Contact your local police station to determine if they would be interested in providing support.

## Course requirements

### Qualified Rider Trainer

Your supplier will need to be a qualified rider trainer, or employ, or engage a person who is a qualified rider trainer to deliver your course. Your course must be delivered by your supplier's qualified rider trainer/s. Failure to deliver the course by a qualified rider trainer may result in your grants funds being recalled.

A qualified rider trainer is a person who holds at least one of the following qualifications:

- current driver trainer accreditation to provide rider training for a class R motorcycle; or
- all 3 units of competency below:
  - TLIC0035—Apply low-risk motorcycle riding behaviours; and
  - TLIM0013—Conduct motorcycle rider training; and
  - TLIM0020—Develop low-risk motorcycle riding behaviours in others; or
- TLI41222—Certificate IV in Motor Vehicle Driver Training (Specialisation group C - Motorcycles); or
- TLISS00234—Motorcycle Rider Training Skill Set.

Should TMR become aware that a supplier and/or their qualified rider trainer/s have been or are under investigation by TMR for any matter relevant to the provision of rider training in Queensland, this may result in your application being ineligible for funding or your grant funds being recalled. For example, consideration will be given to whether a trainer has been, or is subject to, disciplinary action including any show cause actions, suspensions or cancellations, for the provision of any rider training in Queensland.

### Eligible courses

Your course must deliver a subsidised post-licence training course and only participants holding a current open, provisional or probationary RE or R licence will be eligible to undertake the course.

For eligible motorcycle clubs and groups, participants for your course are not limited to members of your organisation, and you may accept other riders to attend your course.

The post-licence training course must educate participants on safe riding skills and on-road behaviours. As a **minimum**, the course must deliver training to participants that covers the following:

- roadcraft tactics to reduce riding risks including:
  - observation skills
  - hazard perception
  - safe road positions including safe cornering lines, speeds and sight lines

- creating space between potential hazards or other road users
- braking and response times to respond to hazards
- contributing factors that can increase riding risks and how to manage them including:
  - attitudes
  - behavioural factors such as alcohol and drugs and riding aggressively
  - physical factors such as mood, fatigue and dehydration
  - group riding, peer pressure and riding with a pillion
  - the riding environment including riding in different times of day, weather, traffic conditions and urban/rural environments
- pre-ride safety checks, maintenance and setting up your motorcycle
- riding skills and techniques such as posture, slow speed and steering skills
- lane and edge filtering rules
- choosing safe and appropriate motorcycle gear.

You are encouraged to include additional course content that aligns to the needs of your local riding community. The above dot points are the minimum course requirements. Training providers can deliver additional content at the request of the community group. Additional course content may result in the participant contribution increasing, refer below to Eligible item for further information.

The course content should be delivered to participants in both theory and practical riding sessions. Practical riding sessions need to be primarily undertaken on the road but noting that some low-speed activities can be conducted on facilities such as training pads.

You should work with your supplier to ensure the training provided and time spent on minimum course content areas aligns the experience and skill levels of the participants.

Participants will need to adhere to the riding restrictions for the type of licence they hold while undertaking their course.

You **must** attach your supplier's course content/material to your application. Failure to do so will result in your application being deemed ineligible.

All participants **must** receive an attendance certificate following completion of the course from their qualified rider trainer.

## Funding priorities

The selection committee will consider each grant application on its individual merits. Applications that clearly demonstrate the need for a grant to address local motorcycle road safety issues and how they will encourage riders outside of their organisation to attend their course will be considered a higher priority.

In your application, please briefly outline the following:

- what are the motorcycle safety issues, skills or on-road behaviours you would like to address?
- how are the motorcycle safety issues, skills or on-road behaviours you have identified placing riders at risk?
- what improvements to rider safety, skills and on-road behaviours do you expect to see from riders on completion of your course?
- how will you encourage motorcycle riders to attend your post-licence training course?
- how supportive are motorcycle riders in attending your post-licence training course?

## Other determining factors

The following will also be considered when assessing your application:

- the geographic region where your grant will be delivered

- engagement with your local [Road Safety Advisor](#)<sup>1</sup> in developing your R2Z Grant application
- how the grant will benefit motorcycle riders and other road users within the community
- support from community partners, in particular your local QPS station
- previous grant history with the department.

## What can I apply for?

### Eligible item

Applications will only be considered for one eligible item, which is:

Subsidised participant fee (maximum \$175 of grant funding per participant) for up to 100 participants to attend a motorcycle post-licence training course. Each participant must contribute a minimum of \$50 towards their total course fee.

Groups may choose to include additional course content within the existing subsidised participant fee of \$175.

If additional course content (above the minimum course content requirements) increases the course fee above the maximum subsidised participant fee of \$175, the minimum participant contribution amount may be greater than \$50.

In exceptional circumstances, the department may consider subsidising the entire course fee for participants that are disadvantaged and may not be able to afford the contribution fee.

Organisations are encouraged to undertake due diligence (obtain multiple quotes) to ensure competitive pricing for the items being requested.

For eligible motorcycle clubs and groups, subsidised participant fees are not limited to your members. For example, riders who are not members of your club or group will be eligible for a subsidised participant fee.

You **must** include a copy of the quote from your preferred supplier delivering the post-licence training course with your application.

You are not allowed to change the supplier for your post-licence training course unless approved by the department. Should you wish to change your preferred supplier, you must seek a [variation](#) for approval. Failure to seek approval prior to changing supplier may result in any grant funds being recalled.

### In-Kind support

If your organisation is providing in-kind and/or financial support, specific details about the support being provided needs to be listed in your application. This demonstrates your commitment to the objectives of the R2Z Grants.

### Goods and Services Tax (GST)

If your organisation is registered for GST, we will apply GST to the approved grant amount in accordance with your organisation's registered GST status.

## Is my application eligible?

### Eligible applications

#### An application is deemed eligible if:

- it is submitted by an eligible organisation
- it is submitted via our [Online Grants Portal](#) on or before the closing date

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<sup>1</sup> To ensure your application is eligible, we strongly recommend that you contact your local [Road Safety Advisor](#) who can advise if your proposed grant aligns with the Motorcycle Ride to Zero Grants objective.

- any possible, potential or perceived conflicts of interest are managed in accordance with your organisation's constitution.

## Ineligible applications

Applications will be ineligible if:

- more than one application is submitted by an eligible organisation
- missing mandatory documentation, such as quotes and course material
- your organisation has a previously funded application that is not considered closed by the department by the approval date of any new application
- the application is incomplete
- all requested items are ineligible (see section on eligible items above).

## How to apply

**Step 1** – Representatives of the organisations must thoroughly read and understand these guidelines in conjunction with the [short form terms and conditions](#).

**Step 2** – Contact your local [Road Safety Advisor](#) to ensure that your application aligns with the R2Z Grants objective.

**Step 3** – Organisations must register and apply for funding via our [Grants Online Portal](#). Instructions on how to register and use the portal are available at [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants).

You will be required to register yourself and your organisation prior to completing the application form.

## Outcome of applications



## Notification

The Department of Transport and Main Roads will notify your organisation's authorised officer of the outcome of your R2Z Grants application following the announcement by the Minister.

## Unsuccessful applicants

Unsuccessful applicants are encouraged to seek feedback via email at: [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au).

## Successful applicants

If your organisation's application is successful for funding, your organisation's authorised officer will receive an email from the department regarding the successful grant application. Note: your application may be funded in part and not all requested items may be approved.



# Managing your grant

## Execution of the agreement

Following notification of your application outcome, if successful, your organisation will be invited to enter into a Grant Agreement with the department. The Agreement includes the [short form terms and conditions](#) and Particulars document. The Particulars will outline the approved funding, purpose of the grant, approved items and reporting requirements.

The department may impose additional conditions that will form part of the Agreement and will be listed within the Particulars document.

Your organisation may be required to complete surveys and/or distribute surveys relating to your post-licence training course to its participants. This feedback is important to the department and will be used to help evaluate and improve the effectiveness of the R2Z Grants and evaluate ongoing support for motorcycling education programs.

To accept the grant offer, you must review the following:

1. these funding guidelines
2. [short form terms and conditions](#)
3. Particulars document (funding agreement) outlining the funding offer.

## Grant payment

Following the return of the Particulars document and receipt by the department of the requested supporting documents, grant funds will be authorised for payment.

Purchases made with grant funds must:

- be for approved items only as listed in the Particulars document
- be made on commercial terms, ensuring conflicts of interest are managed in accordance with the organisation's constitution
- be purchased after the approval date of the grant
- include a tax invoice/receipt issued in the name of the organisation, listing the items purchased.

## Grant variations

Variation requests are considered on a case-by-case basis and approval is not guaranteed. You must request a variation via email to: [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au). Your variation request will be considered by the department with notification of the outcome via email.

## Extending the reporting requirements due date

The reporting requirements due date may be extended up to an additional six months, subject to the department's approval.

Extensions beyond six months will only be approved in exceptional circumstances.

Your email request must outline the reasons why you require the extension and the proposed new due date.

## Variation to your preferred supplier

Your email request must outline the reasons why you require a variation to your approved supplier and advise who the new supplier will be. You must also attach to your email a new quote and the supplier's course content/material.

Approval **must** be provided by the department **prior** to the change of supplier. If during the acquittal process the department determines that the supplier was changed prior to approval of the variation, your grant funds may be **recalled**.

## Reporting Requirements

Your Reporting Requirements must be submitted via our [Grants Online Portal](#).

An approved grant application will remain open until all reporting requirements have been completed, including **repayment** of any outstanding funds.

The organisation must keep copies of all documents relating to the grant for at least seven years after the application is closed.

## Evaluation Report

Organisations must document the activities that were undertaken with the grant funds, this is referred to as the evaluation report.

Organisations must submit an evaluation report by the reporting requirements due date outlined in the Particulars document. Organisations must use the template provided by the department and return this as your evaluation report.

## Financial Acquittal Report

Organisations must provide evidence of how they spent the grant funds, this is referred to as the financial acquittal report.

Organisations must acquit their grant funds by the reporting requirements due date outlined in the Particulars document.

Acceptable acquittal documentation includes copies of invoices or receipts which must:

- be for approved items only
- be dated on or after the date the grant or variation was approved
- be issued in the name of the organisation and on commercial terms, ensuring there are no conflicts of interest
- describe the items/services purchased.

If we determine through the acquittal that there are unspent grant funds, you will be required to return these funds to the department.

## Breaches

Breaches of these funding guidelines and/or short form terms and conditions may result in:

- the organisation being ineligible
- grant funds being recalled.

## Quality assurance checks

We regularly perform quality assurance checks (including site visits) on approved grant applications.

These checks are made to ensure that all information provided can be proved and that the grant was spent on approved items and according to these funding guidelines and [short form terms and conditions](#).

## Translating and interpreting assistance

The Commonwealth Translating and Interpreting Service can help applicants who want to access this information in another language. For the cost of a local call, phone 131 450 and ask for an interpreter who can contact us to make an enquiry on your behalf.

## Privacy

The department collects personal information, including your name, email address and telephone number.

The department collects this information in order to contact you to discuss your organisation's application, if required. Your information may be shared with other government agencies and members of parliament.

The department will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled according to the *Information Privacy Act 2009*.

## Compliments and complaints

We value your feedback because it helps us improve our business. We welcome the opportunity to assist you and aim to respond promptly and effectively. Email your feedback to: [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au)

## Appeals process

There is an appeal process available for unsuccessful applicants. An appeal must be made within **28 days** of receipt of the formal advice from the Department of Transport and Main Roads and will need to include:

- the grounds on which you are seeking the appeal; and
- any additional information in support of the appeal.

The appeal will be reviewed by the department's authorised officer.

Appeals must be submitted via email to: [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au)

## Checklist (What is required before applying)

- Read and understand these funding guidelines in conjunction with the [short form terms and conditions](#)
- Ensure your grant application aligns with the R2Z Grants objective (see page 2)
- Ensure your:
  - organisation is eligible to make an application
  - post-licence training course meets the course requirements
  - requested items are eligible
  - application is eligible
- Read the resources on the R2Z Grants website at [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants)
- Contact your Department of Transport and Main Roads regional [Road Safety Advisor](#) for advice, guidance and support
- Contact the Community Road Safety Grants team if you have any questions regarding the grant process
- Choose the preferred supplier for your post-licence training course and have their quotes ready to attach to your application
- Include your preferred supplier's course content/material to your application
- Establish any relevant partnerships in your community before submitting an application

**Plan your application well in advance of the closing date.**

## Contact Information

### Community Road Safety Grants Team

Website: [www.tmr.qld.gov.au/roadsafetygrants](http://www.tmr.qld.gov.au/roadsafetygrants)

Email: [roadsafetygrants@tmr.qld.gov.au](mailto:roadsafetygrants@tmr.qld.gov.au)

Free call: 1300 186 159