



Road Safety Community Partnership Program Guide

2023-2024

Public Outreach and Education Office
Ministry of Transportation

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1.0 WHAT IS THE ROAD SAFETY COMMUNITY PARTNERSHIP PROGRAM?

- The Road Safety Community Partnership Program (RSCPP) provides funding to non-profit organizations for public awareness initiatives, campaigns or events that address priority safety issues.
- The goal of RSCPP is to engage with Ontarians in key subgroups which include rural, northern, urban, Francophone, Indigenous communities, newcomers, seniors, teens, children and parents/caregivers to positively influence transportation user behaviour and raise awareness of ministry policies and legislation at a grassroots level to keep Ontario's roads safe.
- For 2023-2024, the total amount of funds to be distributed among all RSCPP recipients is \$200,000*.

*The ministry reserves the right to decline or set limits on the amount of funding an applicant will receive, including funding a project for less than the amount requested. Applications for both large and small initiatives are encouraged to apply.



2.0 WHAT TYPE OF PROJECTS ARE ELIGIBLE?

Projects Considered for Funding Include:

- Education, awareness and prevention programs aimed at influencing transportation user behaviour within the community
- Projects that community organizations collaborate on to address road safety priorities; Initiatives that promote safe mobility for all users aimed at reducing collisions and fatalities
- Support for regional or local needs

Project Timeframe:

- A recipient relying on RSCPP funds for the successful completion of an RSCPP project should ensure the project is not started prior to the effective date of the Transfer Payment Agreement
- The RSCPP project must be completed by March 31, 2024 unless otherwise approved in writing by the ministry

Financial Requirements:

A recipient will have to, at minimum, match the amount of RSCPP funding the ministry provides for the project through either financial or in-kind contributions. Acceptable in-kind contributions may include but are not limited to:

- Office supplies
- Professional expertise and services commensurate with industry/service standard fees/rates
- Virtual and physical event facility costs
- Promotional items
- Photocopying and printing expenses
- Audio-visual equipment
- Materials required to implement the project



2.0 CONTINUED

Target Audiences for Projects Include:

Projects will focus on transportation users including, but not limited to:

- Drivers
- Motorcyclists
- Pedestrians
- Cyclists
- School bus passengers
- Transit users/commuters
- Seniors
- Teenaged, novice or young adult drivers
- Commercial vehicle operators



Target Areas for Projects Include:

Projects considered for funding should aim to target one or more of the following areas including, but not limited to:

- Speeding and aggressive driving (including stunt driving)
- Impaired driving Distracted driving
- Active transportation (cycling safety and pedestrian safety)
- Passenger restraint (child car seats, seatbelt usage)
- Commercial vehicle awareness
- Emerging vehicles and technologies (automated and connected vehicles)
- Young and novice drivers





3.0 WHO CAN APPLY?

To be eligible, an applicant must:

- Be a non-profit organization with a road safety mandate that is legally capable of contracting
- Be operating or residing in Ontario
- Demonstrate matched community support for the project through signed letters of financial and/or in-kind contributions from local organizations, agencies, municipalities or businesses

Federal and provincial governments, municipalities and enforcement services are **not** eligible to apply under this program, however, they may partner with an eligible applicant or not-for-profit board/committee who **leads** the project.

If you are unsure if your organization is eligible, please contact the ministry representative as listed in Section 8.0 General Information.

4.0 WHAT CAN THE FUNDING BE USED FOR?

Eligible/Ineligible Project Expenditures

The following provides a general description of eligible expenditures and ineligible expenditures and are intended to serve only as a general guide. Ineligible expenditures will result in applications being denied for funding.

If you are unsure if an expense is eligible, please contact the ministry representative as listed in Section 8.0 General Information prior to submitting your application.

Eligible Expenditures Include:

- Planning and development costs (e.g. costs related to finalizing the development and implementation of the project)
- Production costs (e.g. materials/supplies, creative development, graphic design, printing, translation to another language(s))
- Implementation and evaluation costs including marketing and outreach (e.g. costs related to promotion, media campaigns, and holding events in Ontario directly related to the project)



4.0 CONTINUED

Ineligible Expenditures Include:

- Core administrative and overhead costs (e.g., salaries, wages, and/or honouraria, rent, mortgages, telephone and communication lines/services, insurance, computers, utilities, organization's website, maintenance costs and any operational expenses related to the Recipient's ongoing operational activities)
- Costs which, in the opinion of the ministry are capital asset costs (including those related to permanent structures or acquisitions, materials, labour, motorized vehicles, land acquisition, purchase of equipment, computers, etc.);
- Promotional materials which do not demonstrate a strong educational component
- The production of audio-visual materials not approved by the ministry
- Academic research
- Law enforcement by police services
- Travel costs, including hospitality, accommodations and meal expenses
- Food and beverages, including alcoholic beverages
- Competition prizes, prize money and monies paid to competition participants
- Legal, audit, or interest fees
- Refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits, etc.);
- Any costs incurred for project-related events held outside of Ontario
- All non-project specific costs
- Budget deficits
- Amortization and/or depreciation expense; Consulting or other services to support the development of an organization's strategic or operational plan
- Costs already covered by other funding sources and/or other government funding
- Contingency or unexplained miscellaneous costs

5.0 HOW TO APPLY?

Applications can be downloaded from the Transfer Payment Ontario website. All final applications must be submitted through the Transfer Payment Ontario system **on or before 4:59pm on June 29, 2023.**

Applications submitted via email will not be accepted.

Overview of RSCPP Process:

1. Access Transfer Payments Ontario by visiting [Available funding opportunities from the Ontario Government](#) to register or sign in
2. Complete and submit application
3. Receive notice of decision and if approved, a Transfer Payment Agreement for signature
4. Review, sign and return Transfer Payment Agreement
5. Receive final copy of Transfer Payment Agreement signed by the Minister of Transportation
6. Receive first installment of funding
7. Submit Interim Report
8. Receive second installment of funding
9. Submit Final Report



6.0 HOW ARE APPLICATIONS EVALUATED?

All eligible applications will be evaluated by a ministry review committee that will evaluate applications using the following criteria

Project Information

- Description of how project objectives align with the ministry's mandate and transportation safety objectives;
- Project expenditures are eligible
- Project outcomes are achievable
- Overall project clarity and comprehensiveness

Organization Information and Capacity

- Organization management and resources support project administration
- Experience delivering projects of similar scope, on time and within budget, using appropriate project management
- Leveraging community support
- Demonstrate an understanding of the ministry's position, policies, regulations and legislations that pertain to the project's theme

Performance Evaluation

- Performance measures and key performance indicators for the project are described through the workplan
- Focuses on community impact through outreach efforts
- Metrics for determining success and project goals are clearly listed

Budget Summary

- All costs are eligible and realistic
- Evidence of sound finances
- Signed letters of financial and/or in-kind contributions from local organizations, agencies, municipalities or businesses
- Contains an itemized breakdown of project costs and appropriate market-value estimates

7.0 APPROVED FOR FUNDING...NOW WHAT?

Successful applicants will be required to enter into a Transfer Payment Agreement. The Transfer Payment Agreement will set out the terms and conditions upon which the ministry will provide the funds, the relevant details related to timelines and the total funds provided. Funding will be provided after the ministry's receipt of the signed Transfer Payment Agreement and required documentation.

Once an application has been approved and the Transfer Payment Agreement has been signed, funding will be released in two installments per the following process:

First Installment:

- A funding recipient will receive the first installment of funds (up to 50% of the total approved funding amount)
- When the first installment of funding has been spent, the funding recipient will be required to submit an Interim Report with all invoices/receipts to date for review by the ministry

Second Installment

- After a satisfactory Interim Report is submitted, the second installment of funding will be released to the recipient
- When the second installment of funding has been spent, the Final Report with all invoices/receipts, is due within 60 days of the completion of the project or within 60 days of March 31, 2024, whichever comes first

8.0 GENERAL INFORMATION

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