# Road Safety Community Partnership Program Application Guide

2025-2026 Public Outreach and Education Office Ministry of Transportation

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### **1** What is the Road Safety Community Partnership Program?

- The Road Safety Community Partnership Program (RSCPP) provides funding to not-for-profit organizations for public awareness initiatives, campaigns or events that address priority road safety issues.
- The goal of RSCPP is to engage with Ontarians, including specific populations in rural, northern, urban, Francophone, Indigenous communities, as well as newcomers, seniors, teens, children and parents/caregivers, to positively influence road user behaviour and raise awareness of ministry policies and legislation at a grassroots level to keep Ontarians and Ontario's roads safe.
- Applicants are recommended to limit their funding request to \$50,000 for each project application.
- 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** What types of projects are eligible?

#### **Eligible Projects Include:**

- Education, awareness and prevention programs aimed at influencing road user behaviour within the community
- Projects that promote safe mobility for all road users, aimed at reducing collisions and fatalities
- Support for regional or local road safety needs

#### **Project Timeframe:**

- Projects cannot start until a Transfer Payment Agreement is finalized
- Projects can run once funds are received
- Refer to Section 8 of this guide for more details on project timelines

#### **Financial Requirements:**

A recipient will have to, at minimum, match the amount of RSCPP funding the ministry provides for the project through either financial and/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





#### **Target Audiences for Projects Include:**

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

- Drivers
- Motorcyclists
- Pedestrians
- Cyclists
- School bus passengers
- Transit users/commuters
- Senior drivers
- Teenage, novice or young adult drivers

#### **Target Topics 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 use)
- Emerging vehicles and technologies (automated and connected vehicles)







# **3** Who can apply?

#### To be eligible, an applicant must:

- Be a not-for-profit organization that is legally capable of contracting
- Be operating or residing in Ontario
- Demonstrate matched support for the project through signed letters of financial and/or in-kind if contributions are from local organizations, agencies, municipalities or businesses

Indigenous-led grassroots groups with community projects, and established not-for-profit organizations (Indigenous and non-Indigenous) are encouraged to apply.

Federal and provincial governments, regions, municipalities and enforcement services are **not** eligible to apply; however, they may partner with an eligible applicant.

If you are unsure if your organization is eligible, please contact the Public Outreach and Education Office representative as listed in Section 10 of this guide.

# **4** What can 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 Public Outreach and Education Office as listed in Section 10 of this guide.

#### **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 other languages)
- Implementation and evaluation costs (e.g., costs related to promotion, marketing and outreach, media campaigns, and holding events in Ontario directly related to the project)



#### 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 applicant'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 not related to the project
- Academic research
- Law enforcement by police services (e.g., fees for police at street closure events, etc.)
- 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 expenses
- 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

#### **Supporting Financial Documentation:**

If a community partner is providing some or all of the matching financial and/or in-kind contribution, your application must include a letter(s) showing proof of their contributions for your project.

If you or your organization is providing matching financial or in-kind services, you do not need to provide a letter as you will outline this in the online application.

#### **Examples:**

- A business has donated funds for the project
- A community partner is providing volunteers for in-kind support
- Your organization received funding from another program that you are using as matched funding

#### Letter should include:

- Letterhead
- Date
- Contributor
- Applicant
- Project
- Amount of contribution
- Contact information

#### Sample Letter: in-kind/financial support

Ministry of Transportation Public Outreach and Education Office 87 Sir William Hearst Avenue, Rm Toronto ON M3M 0B4 RSA Road Safety Alliance 123 Road Safety Lane North Bay, ON P1B 2T8

Date: June 1, 2023

To whom it may concern,

Please accept this letter as acknowledgement of the <u>Road Safety Alliance's</u> commitment to support, the **Transportation Safety Council's campaign "See Snow – Go Slow"** promoting safe winter driving practices, in the <u>amount of \$2500</u>. The funds will be used in accordance with the Road Safety Alliance's application for the Road Safety Community Partnership grant.

If you have any questions, do not hesitate to contact me.

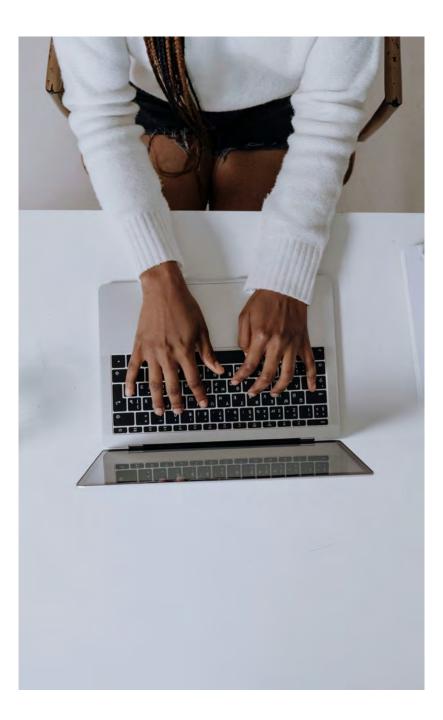
Todd Fullerton CFO, Community Relations Road Safety Alliance tfrsc@on.ca 123-456-7891 **5** How to Apply

Applications can be downloaded from the Transfer Payment Ontario (TPON) website. All final applications must be submitted through the TPON system **on or before 4:59pm on July 28, 2025.** 

Applications submitted via email will not be accepted.

#### **Overview of the Process:**

- 1. Access TPON by <u>Transfer Payment Ontario</u> to register or sign in
- 2. Complete and submit application online through TPON
- 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 Ministry of Transportation
- 6. Receive first installment of funding
- 7. Submit Interim Report
- 8. Receive second installment of funding
- 9. Submit Final Report



# **6** How are applications evaluated?

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

#### **Project Information:**

- Description of how project objectives support a road safety priority in Ontario (see Section 2 of this guide)
- 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
- Demonstrate an understanding of the ministry's position, policies, regulations and legislations that pertain to the project's topic

#### **Performance Evaluation:**

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

#### **Budget Summary:**

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

### **7** Approved for funding, now what?

Successful applicants will be required to enter into a Transfer Payment Agreement (TPA) with the Ministry of Transportation. The TPA will set out the terms and conditions upon which the ministry will provide the funds, the relevant details related to timelines, reporting and the total funds provided.

Once an application has been approved, the TPA has been signed and any required documentation has been provided, funding will be released in two installments:

#### **First Installment:**

- The recipient will receive the first installment of funding (up to 50% of the total approved funding amount) upon finalisation of the TPA
- When the first installment of funding has been spent, the funding recipient will be required to submit an Interim Report through TPON, 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 through TPON within 60 days of the completion of the project and no later than August 31, 2026.

### 8 Timelines & Checklist

<b>June 17,</b> <b>2025</b> Application launches	<b>July 28, 2025</b> Application closes			Late Summer/ Early Fall 1 <sup>st</sup> funding payment sent to recipients		Winter 2 <sup>nd</sup> funding payment sent to recipients (upon completion of interim report)	
	Application phase			Implementation phase			Completion phase
		Late Summer/ Early Fall Recipients selected	<b>Early</b> Transfe	<b>Summer/</b> Fall er Payment ments signed	Decembe Interim re	<b>er 1, 2025</b> port due	Final report due no later than <b>August 31, 2026</b>

#### **Application Checklist:**

Confirm the following before applying:

- You are an eligible applicant
- Your requested funds are eligible
- You have letter(s) of matching financial and/or in-kind contributions
- Your CRA Business Number (if applicable)
- You have general liability insurance for the project

If you include ineligible expenses in your application, you will be disqualified from the application process.

### 9 Frequently asked questions

#### Do I need to be a not-for-profit organization to apply? What if I am with a municipality or a region?

To be eligible, an applicant must be a not-for-profit organization and is seeking funding for a road safety themed project. Federal and provincial governments, regions, municipalities and enforcement services are not eligible to apply for this program; however, they may partner with an eligible applicant or not-forprofit board/committee who leads the project.

#### Are applicants required to have a Canada Revenue Agency (CRA) business registration number?

No. Some community-based groups or not-for-profit organizations may not have a CRA number, and it is not required for this application. If you do have a CRA number, you should include it in the application.

#### How much funding can I apply for?

Applicants can apply for up to \$50,000 for each project application. However, if approved, you may not receive the entirety of your funding request.

#### Can my project extend past August 31, 2026?

No. Projects must be completed in time to allow the final report and all required receipts and supporting documents to be submitted in TPON by August 31, 2026.

#### What do I do if I have problems using Transfer Payment Ontario (TPON) or My Ontario (login)?

You must use TPON to apply and to complete interim and final reports. If you are experiencing challenges with using the TPON system, you need to contact TPON customer support at 1-855-216-3090. The Public Outreach and Education Office does not have access to the TPON external user interface.

#### What happens if I need to change my project plan?

You must let the Public Outreach and Education Office know if you want to change your project plan after your application has been approved. For example, you may have received less funds than requested, your resources may have changed, or project timing and other issues may impact your initial project plan. The Public Outreach and Education Office will review the changes to your project plan, and you must receive approval in order to proceed.

#### Can I submit more than one application?

Yes. If you are planning more than one project, you can submit multiple applications. Each application will be reviewed and scored independently. Acceptance of one project does not necessarily mean acceptance of other projects. You cannot transfer funds from one project to another if multiple projects are approved.

### What if my road safety priority isn't part of the priorities listed in Section 2?

The priorities listed in Section 2 are not the only road safety priorities eligible for project applications. Your application should clearly justify why the selected theme is considered a road safety priority.

### Can I start the project before funding is approved?

Any expenses incurred before a project is approved and a Transfer Payment Agreement is signed, will not be eligible for ministry funding. If your organization is covering the expenses for that portion of the project, then you may include that as part of your in-kind or financial support.

### If successful, will I receive the total funding amount that I requested?

No. You may not receive the entirety of your funding request.

#### Is liability insurance a requirement?

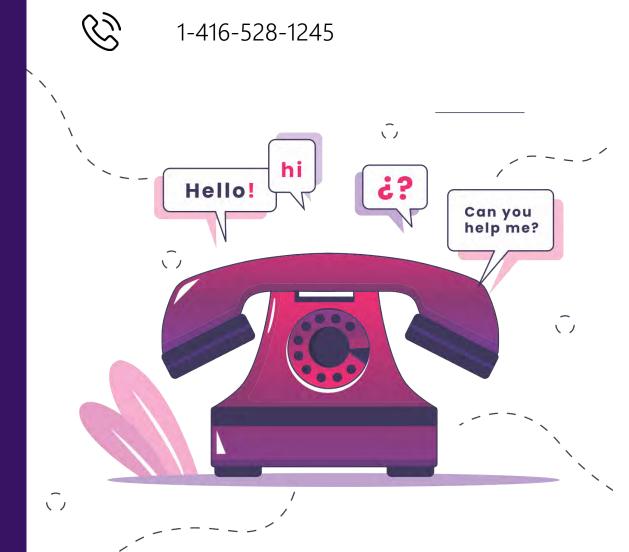
Yes. You must have general liability insurance for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than \$2 million per occurrence.

# **10** Support

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#### **Public Outreach & Education Office**

poeo@ontario.ca



#### TPON

Customer Support 8:30 a.m. – 5:00 p.m. (M-F) <u>GoBot</u> – 24/7



tponcc@ontario.ca

1-416-325-6691 1-855-216-3090