



# Road Safety Community Partnership Program Guide

**2024-2025**

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 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.
- 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 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:

- Projects cannot start until a Transfer Payment Agreement is finalized.
- The RSCPP project must be completed by March 31, 2025 unless otherwise approved in writing by the ministry
- Refer to Section 8 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 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 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 use)
- Commercial vehicle awareness
- Emerging vehicles and technologies (automated and connected vehicles)
- Young and novice drivers





## 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 community support for the project through signed letters of financial and/or in-kind contributions from local organizations, agencies, municipalities or businesses

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

Federal and provincial governments, regions, 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 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 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



# 4 CONTINUED

## Supporting Financial Documentation

You **must** provide a letter(s) of financial support showing proof of matching funds or in-kind contributions for your project.

If the letter is not included or the in-kind contribution doesn't match or exceed your funding request, the application will not qualify.

If your organization is providing cash funds or in-kind services, you do not need to provide a letter.

### Examples:

- A business has donated cash to your project
- A community partner is providing volunteers for in-kind support
- You received funding from another program or grant that you are using as matched funding.

### Letter should include:

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

## Sample Letter: in-kind/cash support

Ministry of Transportation Public Outreach and Education Office 87 Sir William Hearst Avenue, Rm Toronto ON M3M 0B4	<u>RSA</u> 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 <b>Road Safety Alliance's</b> commitment to support, the <b>Transportation Safety Council's</b> campaign " <b>See Snow – Go Slow</b> " promoting safe winter driving practices, in the <b>amount of \$2500</b> . 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 website. All final applications must be submitted through the Transfer Payment Ontario system **on or before 4:59pm on June 27, 2024.**

**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 online through Transfer Payment Ontario
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 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 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 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 by March 31, 2024, whichever comes first .

# 8 TIMELINES & CHECKLIST

<b>May 23, 2024</b> Application launches	<b>June 27, 2024</b> Application closes	<b>Late Summer/ Early Fall</b> 1 <sup>st</sup> funding payment sent to recipients	<b>Winter</b> 2 <sup>nd</sup> funding payment sent to recipients (upon completion of interim report)	
Application phase		Implementation phase		Evaluation phase
	<b>Late Summer/ Early Fall</b> Recipients selected	<b>Late Summer/ Early Fall</b> Transfer Payment Agreements signed	<b>December 31, 2024</b> Interim report due	<b>March 31, 2025</b> Final report due

## Application Checklist

Confirm the following before applying:

- You are an eligible applicant
- Your requested funds are eligible
- You have letter(s) of in-kind or cash donation support (if applicable)
- Your CRA Business Number (if applicable)
- You have general liability insurance for the project

If you include ineligible items in your application, you may be disqualified from the application process

# 9 FREQUENTLY ASKED QUESTIONS

## **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.

## **What do I do if my project extends past March 31st?**

You must spend all your ministry funds by March 31st. We cannot accept any receipts or invoices for ministry funds that are dated after March 31, 2025. In some cases, you may need additional time to complete the project or final report. You will need to reach out to the Public Outreach & Education Office to request an extension for reporting.

## **Can I still submit invoices after March 31st?**

No. You must spend all your ministry funds by March 31st. We cannot accept any receipts or invoices for ministry funds that are dated after March 31, 2025.

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

To be eligible, an applicant must be a not-for-profit organization with a road safety mandate. Federal and provincial governments, regions, 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.

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

You can apply for up to \$50,000 to complete your project. However, if accepted, please note that you may not receive the entirety of your funding request.

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

You must use TPON to apply for funding and to provide project updates in the form of an interim and final report. 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 & Education Office doesn't have access to the external user interface.



# 9 CONTINUED

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

You must let the Public Outreach & 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 outside of your control may impact your initial project plan. In most cases, changes in project plans can be accommodated, if the expenses are eligible and will be spent before March 31st.

## **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 additional projects. You cannot transfer funds from one project to another if multiple projects are accepted.

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

The priorities listed are ministry road safety priorities and are not the only road safety priorities that can be considered for project applications.

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

No. 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 cash donations.

## **If successful, will I get all the funding 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 \$2,000,000.00 per occurrence. If you have concerns about insurance, contact POEO.

# 10 SUPPORT

## Public Outreach & Education Office



[poeo@ontario.ca](mailto:poeo@ontario.ca)



1-416-844-0483

## TPON

Customer Support

8:30 a.m. – 5:00 p.m. (M-F)

[GoBot](#) – 24/7



[tponcc@ontario.ca](mailto:tponcc@ontario.ca)



1-416-325-6691

1-855-216-3090

