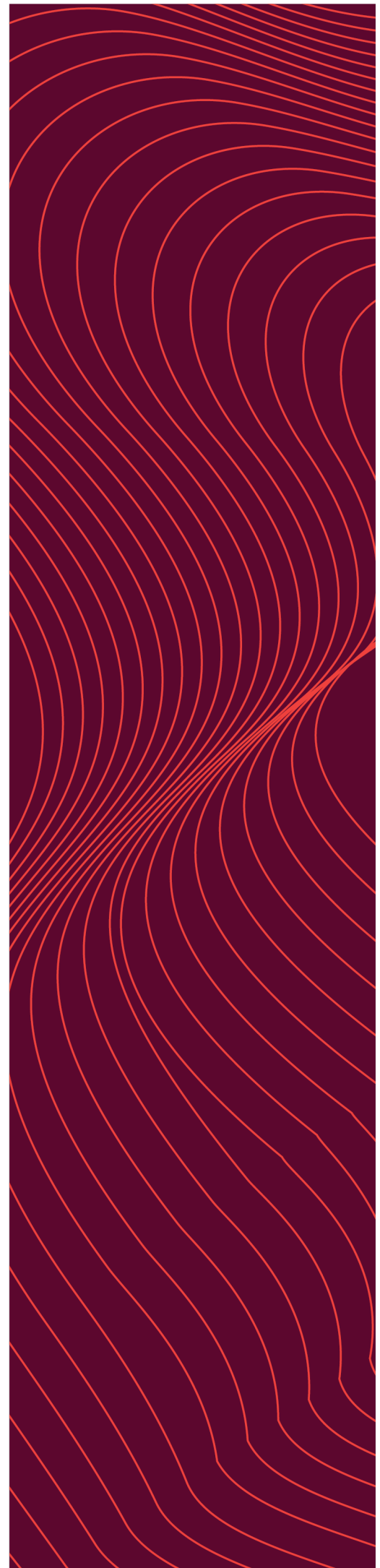


# Guidelines

Traffic Management for Community  
Groups Grants – Round Two



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## Program Overview

The Traffic Management for Community Groups grant program is a one off and non-recurrent funding program open to Latrobe City based, not for profit community groups to provide access to either:

- Traffic management training for volunteers;
- Funding to engage a contractor to manage traffic for a one-off event; or
- Development of a Traffic Management Plan for events.

The grant program has been developed by Council and funded through the Victorian Government's Council Support Package.

A maximum funding amount of \$5,000 excluding GST (\$5,500 including GST) will be provided to successful applicants.

The total value of the grant program including Round One is \$50,000. No further grants will be available once these funds are exhausted.

## Grant Objectives

The objectives of the Traffic Management for Community Groups grant program are to support community groups based in Latrobe City with the burden of providing traffic management solutions for events. The funding can be utilised for:

- Providing approved traffic management training for volunteers;
- Engagement of a suitably qualified traffic management contractor for a one-off event; or
- Development of an event Traffic Management Plan.

## Funding Rounds and Schedule

Round Two of the Traffic Management for Community Groups grant program will open in November 2025 and remain open until all funds are distributed. No further funding will be available once funds are exhausted.

Assessments will commence on the 15th day of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following month.

Applications must allow for sufficient time for assessment prior to the requested funded activities occurring.

You will be notified of your grant outcome by the below Outcome Notification Date.

Assessment Date	Outcome Notification Date
15 January 2026	February 2026
15 February 2026	March 2026
15 March 2026	April 2026
15 April 2026	May 2026

## Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- All eligible community groups are limited to receiving one Traffic Management for Community Groups Grant. This may include training for up to 3 volunteers. Where training is provided in a

group setting, consideration will be given to training for additional volunteers from within the one community group.

- Training costs or services from a contractor may vary in price, however the maximum grant amount of \$5,000 excluding GST applies to all grant applications.
- Training must be provided by an Austroads approved training provider  
<https://austroads.gov.au/network-operations/temporary-traffic-management/training/approved-training-providers>
- Traffic Management Plans must be developed in accordance with AustRoads Guidance by a suitably qualified contractor.
- Grant funding must not be regarded as a recurrent commitment from Latrobe City Council.
- Where funding is approved to provide training, applicants will be asked to demonstrate how they can assist other community groups with traffic management support. This may be used to support determining the selection of successful applications if the stream is over subscribed.

Traffic Management for Community Groups Grants	
<b>Description</b>	<p>Financial assistance to community groups seeking assistance with traffic management for community events.</p> <p>Applicants can apply for:</p> <ul style="list-style-type: none"> <li>• Training for up to 3 volunteers to complete one of the training options outlined below; or</li> <li>• Funding to provide traffic management by a contractor at an event to be held prior to 31 May 2026; or</li> <li>• Engagement of a contractor to develop a traffic management plan.</li> </ul>
<b>Timing</b>	Training and / or events must be completed prior to 31 May 2026.
<b>Maximum Grant Amount</b>	\$5,000 (excluding GST)
<b>Application Dates</b>	<p>Round Two Opening Date: November 2025</p> <p>Round Two Closing Date: Round will remain open until funds are exhausted.</p>
<b>Submission Assessment Dates</b>	Monthly from January 2026
<b>Outcome Notification Date</b>	Monthly
<b>Application Process</b>	<p>Online application via SmartyGrants</p> <p><a href="https://latrobe.smartygrants.com.au/TrafficManagementGrant-RoundTwo">https://latrobe.smartygrants.com.au/TrafficManagementGrant-RoundTwo</a></p>
<b>Reporting Requirements</b>	<p>Signed acquittal</p> <p>A summary of income and expenditure, including copies of invoices</p> <p>Evidence of satisfactory completion of training (where applicable)</p> <p>Evidence of contractor engagement for the event (where applicable).</p>
<b>Community Benefit</b>	For volunteer training, consideration will be given to applicants who are able to demonstrate a wider benefit to the community. This may be through volunteering at multiple events, or volunteering to assist other community groups with their event traffic management.

## General Guidelines

### Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a Community Group based in Latrobe City or managing events held within Latrobe City, requiring traffic management.
- Have a valid Australian Business Number (ABN)
- Be a not-for-profit organisation that is an incorporated body and that is not within the categories of ineligible applicants.
  - An applicant that is not an incorporated body but is otherwise eligible may arrange an auspice agreement with an eligible organisation that is willing and able to accept legal and financial responsibility for the project.
  - Eligible applicants may nominate volunteers to undertake training, or apply for funding to engage a contractor.
- Be able to provide evidence of appropriate business insurances.
- Submit professional quotes for the activity.
- Be able to provide evidence that you have appropriate approval from Council departments for this activity (where required).
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community; and
- Be free of debt to Latrobe City Council and have no overdue acquittals from any other previous Latrobe City Council grant applications. Recipients of a previous Traffic Management for Community Groups grant are eligible provided the grant acquittal is successfully submitted.

**If you answered no to any of the above criteria, you are *ineligible* to receive funding. However please contact our Community Sponsorship and Grants Officer to discuss.**

### Who is not eligible to apply?

- Applicants that have an overdue debt with Latrobe City Council or that have failed to comply with the terms and conditions of any previous Latrobe City funding agreement.
- Businesses, Franchisees, subsidiaries of larger companies, unincorporated associations.
- Government departments or agencies, foundations or grant making bodies.
- Universities, technical colleges, or schools.
- Political organisations or organisations that have a political purpose.
- Current Latrobe City employees, immediate families, and contractors.
- Entities that denigrate, exclude, or offend parts of the community.

### What will be funded?

1. Training for volunteers to enrol in the below training courses through an Accredited Training Provider:
  - a. Traffic Controller Level 1
  - b. Traffic Controller Level 2
  - c. Traffic Management Implementer Level 1
  - d. Traffic Management Implementer Level 2
  - e. Short Term Low Impact Training

When applying for a grant for individual volunteer training, consideration will be given to applicants who are able to demonstrate a wider benefit to the community. This may be through volunteering at multiple events, or volunteering to assist other community groups with their event traffic management.

Training outside of the above courses will be considered at the discretion of Council.

Reasonable costs to host training including room hire or catering will be considered.

OR

2. For the engagement of a qualified contractor to undertake traffic management at a single event to be held within Latrobe City prior to 31 May 2026.

OR

3. Engagement of a qualified consultant to provide a Traffic Management Plan for an ongoing community event held within Latrobe City.

## What will not be funded?

- Any non-traffic management related activity
- Ongoing funding to engage a contractor for traffic management services.

## How to apply

Check your eligibility against the outline criteria.

To identify the most suitable training for volunteers, applicants *should* contact Latrobe City Council's Engineering Services team on 1300 367 700.

Applications for grants are completed online using SmartyGrants. Applicants must address the eligibility, assessment criteria, answer all questions and submit all required documentation prior to program closing.

<https://latrobe.smartygrants.com.au/TrafficManagementGrantforCommunityGroups>

## Lobbying

Canvassing or lobbying of Councillors, employees of Latrobe City Council or the assessment panel members in relation to the grant's application is prohibited.

No further consideration will be given to an application submitted by an applicant who has canvassed or lobbied a Latrobe City Council Staff, Councillors, or assessors in relation to their application.

## Grant Conditions

Successful applicants will be required to:

- Provide Latrobe City Council with any additional information requested to assist in assessing your application within the timeframe specified in the request.
- Enter into a funding agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during the assessment phase.
- Spend the grant money for the purpose stated in the original application.
- Submit a written request to Council for any variation to the project including changes to the original scope, project dates, or requests for extensions of time. Approval must be received by Council prior to any changes commencing.
- Expend funds within 5 months of signing a Funding Agreement unless otherwise specified in the funding application and written approval has been given.
- Acquit funds within 6 weeks of identified project completion unless written approval has been given for an extension.
- Applicants who have an outstanding acquittal form will not be able to apply for further Council funding.
- Return any underspent and excess funding to Latrobe City Council when submitting the acquittal form.
- Seek the appropriate permits and approvals to deliver the event. Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permits and approvals required to deliver the event.



- Publicly acknowledge Latrobe City Council's and the Victorian Government's contributions. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council and Victorian Government, 'Supported by' logos and guidelines on correct use when you receive your outcome notification.
- Consent to Council using non-confidential information in public forums, Council meetings and all other forms of communications.

## What is the process once your application is submitted?

- Applications are checked for eligibility against the grant program guidelines.
- Applications are assessed by an assessment panel consisting of Latrobe City Council Officers and weighted out of 100 using the below assessment criteria:

Assessment Criteria	Weighting
Organisation Eligibility	Pass / Fail
Consultation with Latrobe City Council's Engineering Services team on appropriate training (where required).	Pass / Fail
Standardised Scoring Criteria (20)	
Amount of funding received in previous Traffic Management Grant rounds.	20
Assessment Panel Scoring Criteria (80)	
Benefit to the community and alignment with the grant objectives.	60
Broader Community Benefit	20

- Recommendations will be developed by the assessment panel. Applications that do not score more than 50% may be removed from consideration at the discretion of the assessment panel.
- Applicants will receive an email notifying them of the outcome of their application.
- Successful applicants are required to complete a funding agreement and provide any further information requested.
- For other grant funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

*NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.*

*Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.*

## Supporting Documents

You will be asked to provide the following attachments when completing your application:

- Proposed budget breakdown.
- A written quote from a registered training provider or qualified traffic management company
- A current Certificate of Public Liability should the application be for event traffic management by a contractor.

## Acquittal

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicant to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. An income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council;
2. Evidence of successful completion of training; and
3. Evidence of how Council's and the Victorian Government's support for the project was recognised.

## Support for applicants

For grant enquiries, including assistance and support available to help you submit your application, please contact the:

Sports Legacy & Activation Team

**Phone:** 1300 367 700

**Email:** [latrobecitysportslegacy@latrobe.vic.gov.au](mailto:latrobecitysportslegacy@latrobe.vic.gov.au)

## Technical Assistance

Refer to the [SmartyGrants help guide](#) for technical assistance related to submitting your application. The SmartyGrants support desk is open 9am – 5pm Monday to Friday on 03 9320 6888 or by email [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

## Interpreter & Translation services

To contact us in your own language through the Translating and Interpreting Service (TIS) phone 13 14 50 and ask them to contact the Latrobe City Council on **1300 367 700**

If you are deaf, or have a hearing impairment or speech impairment:

- Contact us through the [National Relay Service](#);
- TTY users phone 133 677 then ask for 1300 367 700;
- Speak and Listen users phone 1300 555 727 then ask for 1300 367 700;
- Internet relay users connect to the NRS then ask for 1300 367 700