



Provincial Traffic Safety Fund

Grant Program Guidelines

Introduction

In 2013, the Government of Saskatchewan had SGI implement a Photo Speed Enforcement (PSE) pilot program to deter speeding, reduce speed-related collisions and resulting injuries and deaths.

In 2018, the program was expanded and a multi-agency PSE committee was created to decide what high-risk areas could benefit from this speed management solution. The PSE committee also oversees allocation of money from the net revenue from PSE tickets (the Provincial Traffic Safety Fund). The Provincial Traffic Safety Fund (PTSF) grant is available to all communities to use for traffic safety initiatives.

Program purpose and objectives

Purpose

- To stimulate and support local, collaborative action that will increase traffic safety awareness and reduce the frequency and severity of traffic injuries and fatalities within Saskatchewan.

Objectives

- To build and strengthen the capacity to develop, deliver and evaluate focused initiatives that increase traffic safety awareness and reduce the incidence of traffic injuries.
- To encourage municipalities to share traffic evaluation results with other locations.

Program funding

Traffic safety initiatives, including projects, equipment, programs and public awareness must focus on one or more of the following priority areas:

- impaired driving (alcohol, drugs)
- distracted driving (cellphone, fatigue)
- occupant protection (seatbelts)
- intersection safety
- road-way based solutions
- speed management (excluding camera equipment for PSE programs)
- aggressive driving
- vulnerable road users (pedestrians, motorcyclists, cyclists)
- medically-at-risk drivers

Applications for grant funding can request up to \$100,000 per location in total.

Communities can only apply if all previous grant project final reports are completed, or a satisfactory status report has been submitted and approved by the PSE administration team.

Applicants are encouraged to focus on one counter measure or one location per project to address their traffic safety initiative.

The project start date must fall after the date that grants are awarded. For the Jan. 1 grant intake, projects must start after June 30. For the July 1 grant intake, projects must start after Dec. 30.

Eligibility requirements

Applicants must represent one of the following:

- a municipality (urban or rural, including those that identify as Métis communities)
- Indigenous land or territory

Each application must include a letter of acknowledgment from the mayor, reeve, chief, or their designate. Smaller communities, such as organized hamlets, are also eligible to apply for grants if they have a municipal corporate account to accept the funding. If they don't have a municipal account, their municipality or indigenous land/territory must apply on their behalf. Successful recipients can opt to receive funding by either an electronic fund transfer or a mailed cheque.

Eligible expenses

Applicants are required to provide a proposed budget for their project, which must include a breakdown between the grant amount they are requesting and any other financial or in-kind support. Vendor quotes outlining all project costs are also required.

Sidewalks and streetlight projects up to a maximum of \$50,000 will be considered once per community per grant cycle.

The committee will consider additional funding above the maximum limit for more remote communities where sidewalks and streetlights protect pedestrians who need a safe way to move between populated areas that are spread out.

Direct project costs – Funding can be used for direct costs associated with the development, construction and delivery of projects, programs and public awareness. Costs such as phone, postage etc., along with costs for renting needed equipment or space are discouraged in favour of obtaining in-kind donations.

Capital equipment costs – Capital equipment will be considered only if necessary to the project and if renting or in-kind donations are not feasible or reasonable options.

Personnel – Funding may be used to support contract fees, salaries and benefits for personnel necessary for development, implementation, delivery and evaluation of the project. Funds cannot be used to replace the salaries or portions of salaries of existing employees already being paid from other sources.

Final report – Reasonable costs associated to completing the final project report should be included in the overall budget.

Ineligible expenses

Grants will not cover or subsidize the following costs:

- maintenance and/or operational activities occurring on a recurring/annual basis (i.e., street name signs, brush clearing, etc.)
- sidewalk maintenance or replacement
- community infrastructure, planning and development
- salaries or overtime funding for law enforcement
- health care delivery services
- profit making activities or business ventures
- administrative functions or core operations which are normally part of the regular ongoing business of an organization, agency, network, coalition or program (i.e., rent, utilities, sharing the cost of an ongoing staff position)
- constructing or renovating facilities
- project expenses that have already been completed
- deficit budgets from other projects of the organization's operations
- capital equipment not integral to the project
- camera equipment for PSE programs
- pre-owned or used equipment
- expenses related to conducting research, studies, surveys, consultation, or safety audits

Application assessment criteria

Applications must include a well-defined action plan, as well as specific, measurable, achievable, relevant and timely traffic safety objectives.

The PSE committee will consider the following criteria when assessing the application:

- traffic safety focus
- cost-effective and cost-shared (in-kind)
- potential to prevent collisions (i.e., preventative measures rather than reactive measures)
- addresses a demonstrated traffic safety need in the community
- Well-defined project management plan
- potential to be repeated or expanded in the future
- could serve as a potential model for other communities
- no conflicts of interest
- does not duplicate existing municipal or provincial programs or resources
- equitable sharing of total funds across the province

The PSE committee will assess each application on its individual merit. Subject matter experts may be called in to act as advisors.

Obligations and expectations

When applying for funding to address a traffic safety issue on or adjacent to a provincial highway, you must first consult with the Ministry of Highways about the proposed project. Applicants should consult with the appropriate authority where the countermeasure affects any roadway systems before they apply for this grant; they must submit a letter of support from the Ministry along with the application form.

When providing recognition for any grant money received, for example in a media release, newsletter, community sign, etc., acknowledge the Government of Saskatchewan as the fund provider.

Projects exceeding six months must submit a status report to the PSE Program Administrator at PSEProgram@sgi.sk.ca halfway through the project.

Progress reports must include:

- project expenditures
- timeline
- percentage of work completed
- other information, as requested by the PSE Committee

We encourage grant recipients to share information about their funded projects with other municipalities, including project outcomes, lessons learned, and the potential for replicating or adapting the project as a model for others. The PSE Program Administrator reserves the right to share information and reports about funded projects.

Grant recipients that are non-compliant or non-responsive about meeting reporting obligations, after notification and fair warning, will be asked to return remaining grant funds. In these instances, future funding will be deferred for a minimum of two years. Projects must be completed within a reasonable timeframe.

Grant recipients agree that SGI is providing funding for the purposes outlined in these guidelines, and recipients accept grant funds as is, on a one-time basis per approved project. Grant recipients will be responsible for any costs, both initial and ongoing, associated with the project, including, but not limited to, costs associated with vandalism, maintenance, warranties or subscriptions.

Final report and project evaluation of Traffic Safety Fund projects

All approved projects require a final report from the principal applicant within three months after project completion. The final report should list and briefly explain how the project goals and objectives were met as defined in the original application as well as one month of evaluation data (where applicable).

Specific instructions on final report requirements will be provided to successful applicants. A comprehensive project evaluation may be conducted by SGI in collaboration with the successful applicant approximately three years after the project has been completed. This evaluation will rely on data, research, cost-benefit analysis and other statistical methods.

Surplus funds

Should the grant recipient not spend all awarded grant funds, they will be required to either:

1. Return the surplus funds.
2. Use the surplus funds for another purpose, with approval from the PSE committee (new application form required).

Application process

To apply please use the online portal to create an account. All submissions will be accepted through the online portal. If you're having difficulties, please contact the PSE Program Administrator at PSEProgram@sgi.sk.ca or call 1-844-TLK-2SG (1-844-855-2744) ext. 6042.

Note: Please ensure you allow yourself sufficient time to complete and submit your application by the intake deadline.

Grant application dates

<i>Timeline</i>	1st grant application intake	2nd grant application intake
Call for applications	January 1	July 1
Application deadline	March 31	September 30
Application assessment	May 30	November 30
Grants awarded	June 30 (approx.)	December 30 (approx.)

Once the application deadline closes, the PSE Committee will review and assess all applications and decide which projects will receive funding, which can take up to eight weeks. Then, it can take up to an additional four weeks to award funding to the successful applicants. The PSE Program Administrator advises all applicants on the status of their application (i.e., whether they were approved or declined funding). Successful applicants are also announced to the public/ media through a province-wide news release. For a list of past recipients and grant details, visit www.sgi.sk.ca/community-grants-programs.

Funding may be approved for a portion of the requested amount, or for the full amount. Any projects approved for partial funding may reapply in the following grant call.

Important Legal Notice: Grant recipients shall indemnify and hold SGI harmless from all losses, liabilities, damages, claims, penalties, fees, expenses, judgments and costs (including reasonable attorney's fees and costs) (collectively, "Damages") arising out of failure by the recipient, any of its employees, or agents, to observe and comply with the terms of the application and these Guidelines. In addition, the recipient agrees that SGI will not be liable for any Damages directly or indirectly related to the funding of the project.