



HVSI

HEAVY VEHICLE SAFETY INITIATIVE

2026 - 27

ROUND 11
APPLICATION GUIDELINES



ABOUT THE PROGRAM

The National Heavy Vehicle Regulator's (NHVR) Heavy Vehicle Safety Initiative (HFSI) is a future focused funding initiative designed to position Australia's freight and logistics sector at the forefront of global transport safety and innovation. It supports industry to develop, trial, and scale cutting-edge solutions that not only address today's safety challenges, but anticipate the next generation of operational, environmental, and technological shifts.

The HFSI program recognises that emerging vehicle platforms, data-driven systems, real time computational methods, electrification, decarbonisation and automation are redefining freight – and that industry must adapt alongside these technology advancements. The program is designed to support industry to navigate this transition safely, sustainably, and inclusively.

For Round 11 The NHVR actively encourages collaboration across technology providers, researchers, operators, and industry, while placing a strong emphasis on regional and remote accessibility, equity, and long-term industry transformation. The Australian Government has announced a total of at least \$4.4 million¹ for this grant round commencing in the 2026–27 financial year, for the HFSI program.

Round 11 funding relates to the 2026–27 financial year.

Projects must commence in the 2026–27 financial year and be completed within two years.

Submission open on 27 January 2026 and close on 16 March 2026.

¹ Further funding may be available

TIMELINE

27 January 2026	<ul style="list-style-type: none">• Round 11 opens.• Application Guidelines and Application Form released.
16 March 2026	Applications close.
March–May 2026	<ul style="list-style-type: none">• Eligibility check conducted. <p>Note: Only completed applications with all required attachments can be assessed.</p> <ul style="list-style-type: none">• The Grants Assessment Panel reviews and evaluates all eligible projects against the assessment criteria.• The Grants Assessment Panel meets to assess applications and provide recommendations to the NHVR Board.
June 2026	The NHVR Board meets and recommends projects to be included in the HFSI work program submitted to the Commonwealth Government for consideration.
June 2026*	Commonwealth Government reviews the recommended HFSI work program.
August 2026*	<ul style="list-style-type: none">• Successful and unsuccessful applicants contacted.• Successful projects announced.
September – November 2026*	Funding agreements finalised between the NHVR and successful applicants.

*Timeframes are subject to change.



GRANTS ASSESSMENT PANEL

The Grants Assessment Panel assess applications submitted to the HVSI and makes funding recommendations to the Commonwealth Government.

The Panel comprises NHVR subject matter experts and representatives of the Department of Infrastructure, Transport, Regional Development and Communications and the Arts. The Panel members are chosen based on their experience and broad understanding of the heavy vehicle industry and its safety priorities. These are voluntary positions, and the Panel structure enables meaningful input into the decision-making process.

FUNDING CONDITIONS

The HVSI is a discretionary, merit-based funding program.

A decision in relation to any aspect of the funding application and assessment process is final, and no correspondence will be entered into.

FUNDING AGREEMENT

Successful applicants will be required to enter into a funding agreement with the NHVR. The agreement consists of:

- a set of standard terms and conditions,
- schedules detailing the project scope and objective, funding, deliverables, milestones, payments, reporting and other activity-specific requirements.

It is a requirement that successful applicants have the following insurances in place:

- public liability insurance for at least \$20,000,000 per claim
- professional indemnity insurance for at least \$5,000,000 per claim and in the aggregate
- workers' compensation insurance in accordance with applicable legislative requirements.

ELIGIBILITY CRITERIA

WHO IS ELIGIBLE TO APPLY FOR A GRANT?

This is an open application process, seeking submissions from participants and stakeholders in the Australian heavy vehicle industry. You and the activity must be located in Australia.

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of Goods and Services Tax (GST)
- have an account with an Australian financial institution

Applicants must ensure that their organisation holds the necessary approvals and capability to operate on a national level, if the proposed project activities require it.

YOU ARE NOT ELIGIBLE TO APPLY IF YOU ARE:

- an organisation, or project partner organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an individual
- unincorporated association
- overseas resident/organisation.

Submissions that are supported by a broad group of stakeholders are encouraged. Parties looking to submit a proposal may wish to contact their relevant industry association or peak body to coordinate a submission under their auspices.

This acknowledges the extensive work representative bodies have undertaken to build their existing knowledge bases around the issues facing the industry and the entire supply chain. Harnessing this existing knowledge by preparing submissions in partnership with peak industry bodies is highly recommended.

HEAVY VEHICLE SAFETY INITIATIVE

In Round 11, the program will fund forward-looking, scalable initiatives that demonstrate how safety innovations can help future-proof freight and logistics operations.

Proposals must show readiness for real-world application and a clear path to broader adoption across the supply chain.

Funded projects should tackle emerging risks, explore new technologies, and create the foundations for sustainable, safe transport systems in a rapidly evolving landscape.

Proposals leveraging predictive modelling, advanced analytics, physics-based computational simulations, field testing and validation, and innovative technology driven assessment methods are recognised for their increasing role in the changing landscape of technology for anticipating risks, validating innovative approaches, streamlining assessment processes, and accelerating adoption of next generation safety solutions.

VEHICLE SAFETY AND TECHNOLOGY INTEGRATION

Supporting projects that enhance safety through the design, retrofitting, or integration of next-generation vehicle technologies into the heavy vehicle fleet.

Eligible initiatives may include:

- Computational modelling to predict vehicle stability or load shifting under dynamic payload conditions addressing knowledge gaps and areas not currently addressed with existing assessments.
- Field verification or simulated validation of adaptive systems leveraging real-time vehicle analytics (e.g. load monitoring, stability and rollover, braking systems, adaptive fluid restraint).
- Intelligent predictive maintenance and diagnostics platforms combining sensor inputs with real-time computational analytics.
- Driver-assist technology retrofits in legacy heavy vehicles (with field testing, validation, verification).
- EV-specific safety systems: fire mitigation, energy management, safe charging procedures, battery hazard training.
- Autonomous and driver-assist technologies: collision avoidance, blind spot detection etc.
- Digital diagnostics and predictive maintenance: AI-enabled platforms that reduce mechanical failure risks.
- Retrofitting or upgrading legacy vehicles to accommodate new safety features or zero-emission systems.

Projects must demonstrate collaboration with vehicle manufacturers, engineers, or fleet operators, and may include applied research or small-scale pilots leading to broader rollout.

Outcomes should position Australian fleets to operate safely in a smart, connected, low-emissions transport system.

FUTURE FOCUSED ROAD ENVIRONMENT SOLUTIONS

Projects in this area should address how changing road infrastructure, traffic mix, and EV adoption impact safety for heavy vehicle operations and other road users.

Eligible initiatives may include:

- Cooperative Intelligent Transport Systems (C-ITS), including IoT-enabled signage, roadside sensors, and multi-vehicle connected technologies that facilitate real-time data exchange between vehicles, interconnected fleets, and infrastructure.
- EV and zero-emission freight route planning: projects that improve safety and logistics around EV charging sites, battery transport, or low-noise zones.
- Modelling and simulation to assess safety impacts of future road use, including infrastructure needs for mixed propulsion systems.
- Urban freight integration projects: strategies for safer interactions between heavy vehicles and micromobility users in constrained spaces.
- Advanced analytics for infrastructure structural health prediction using live vehicle data streams.
- Dynamic modelling and/or field validation of vehicle-infrastructure interactions and impacts.
- Predictive modelling of heavy vehicle operational impacts on future route infrastructure needs, traffic mixing and road safety implications.

Projects must show how outcomes will be shared, replicated, or embedded into broader planning frameworks. Proposals will need to include engagement with infrastructure owners, local governments, or community stakeholders, and ideally test new or future-ready concepts in controlled settings.

PILOT PROGRAMS AND SCALABLE INNOVATION

Encouraging real-world trials of solutions that have the potential to transform industry safety practices.

Eligible Initiatives may include:

- Projects with clearly defined pilot phases, performance indicators, and pathways to full-scale deployment.
- Collaborative programs involving cross-sector partners (e.g. technology firms, universities, operators).
- Innovation that addresses current gaps but also anticipates future regulatory or operational challenges.
- Proposals that openly share outcomes and lessons for industry-wide learning and replication.
- Integrated mobile applications linking operators directly with regulatory compliance data Autonomous and semi-autonomous platooning field trials supported by robust computational validations and predictive modelling of vehicle interactions.
- Operator-Road Manager-Regulator interconnected applications and solutions (e.g. AI assistive technology

for roadside scanning and identifying non-compliance, mobile applications providing real-time predictive compliance and operational risk alerts, PBS performance or network access assessment data-collection and sharing).

Applied research is eligible when it directly supports, informs, or evaluates a practical trial, particularly if results are intended for broad sector dissemination.

INDUSTRY LED SAFETY CULTURE AND KNOWLEDGE SHARING

Recognising that people remain central to safety in an evolving freight landscape, this area funds initiatives that equip workers with new capabilities and resilient mindsets, and overall, improves safety culture, leadership, and communication across the industry.

Eligible initiatives may include:

- Interactive safety awareness tools that engage diverse workforce groups or target remote/rural operations.

- Development of guidelines, protocols or toolkits with peak bodies or regulators, especially those linked to new vehicle technologies or fuel types.
- Education tailored to new technologies or vehicles (e.g. EV safety, upskilling and driver transition to new technologies).
- Initiatives that promote proactive safety practices and behavioural changes.
- Cross-sector analytics platforms enabling predictive fleet-wide safety risk management.
- Intuitive operational interfaces simplifying operator adoption of complex safety technologies.
- Industry-wide platforms facilitating predictive analytics collaboration among operators and regulatory bodies.

All projects must demonstrate broad industry support and collaboration.



GUIDING PRINCIPLES

Applicants should take into account the following guiding principles:

Collaboration: Projects must include meaningful partnerships with industry, technology developers, or research institutions.

Evidence-Based: Research is eligible when it supports development, deployment, or evaluation of a broader safety solution including those utilising predictive analytics, advanced computational simulations, or real-time validation methods to proactively address safety challenges.

Implementable: Projects must show readiness for real-world trial or use.

Broad Benefits: Must benefit the wider industry and have potential for scalable adoption.

Transparency: Research and findings should be made publicly accessible to maximise benefit.

Value for Money: Projects should deliver value for money and be able to be implemented within funding limitations. For 2026–27, the total funding pool for the program is approximately \$4.4 million.

All applicants must show how they will contribute to the project, either through financial or in-kind support. Project proponents do not need to provide matched funding but must detail any cash contributions and demonstrate their in-kind contributions to a project (i.e. goods or services their Organisation is providing).

See Assessment Criteria and Applicant Guide on pages 6–11 for further information.

An application that meets the assessment criteria and aligns with the guiding principles and submission guidelines is not automatically guaranteed funding. Previous funding rounds have been oversubscribed. Applications may not receive funding or may be part-funded. If a proposal receives part-funding only from the program, the NHVR will request the applicant to either find another source of funding to fill the gap or identify ways to reduce costs.



WHAT TYPES OF PROJECTS MIGHT BE FUNDED?

The integration and trial of innovative vehicle and infrastructure safety technologies. Such as:

- Advanced driver-assistance systems (ADAS)
- Safety technologies for electric vehicles (EVs) and alternative fuel vehicles
- Telematics, predictive maintenance
- Cooperative Intelligent Transport Systems (C-ITS)
- Computational modelling to predict vehicle stability or load shifting under dynamic payload conditions
- Field verification and simulated validation of adaptive vehicle systems leveraging real time analytics (e.g., stability control, adaptive braking).

Building the knowledge, skills, and leadership needed for safety performance across the heavy vehicle workforce. Such as:

- Intuitive operational interfaces simplifying operator adoption of advanced safety technologies
- Digital and mobile training delivery
- Skills development for EV maintenance and operation
- Fatigue and health monitoring tools
- Cultural safety programs and inclusive communication
- Data driven predictive analytics platforms shared across regulation, road management and industry enabling fleet-wide safety management.

Supporting pilot programs and research-driven initiatives that demonstrate potential for industry-wide impact. Such as:

- Pilot projects with clear KPIs and replication pathways
- Multi-stakeholder safety innovation partnerships
- Applied research embedded in real-world trials
- Development of tools, frameworks, or standards with cross-sector support
- Autonomous or semi-autonomous heavy vehicle platooning (e.g. predictive computational validations, implementation solutions, field testing of high-speed dynamics and safety of platooning)
- Integrated mobile applications linking operators directly with regulatory compliance data
- Operator-road manager-regulator interconnected applications (e.g. AI-based roadside scanning, real-time predictive compliance alerts).

Designing and educating for safer interactions between heavy vehicles and other road users across evolving contexts. Such as:

- Safety education for regional and vulnerable road users
- Infrastructure trials that accommodate EV freight and micromobility
- Route planning tools that minimise exposure in high-risk areas
- Urban freight integration and last-mile safety programs
- Real-time dynamic swept path access validation tools linked with jurisdictional databases and systems for streamlined access and approval
- Predictive simulation modelling of heavy vehicle impacts on future road infrastructure and mixed-traffic environments.

ALL PROJECTS MUST BE:

- Implementable within the 2026–27 financial year
- Delivered within a two-year timeframe
- Designed to deliver clear, measurable safety outcomes
- Backed by industry collaboration and/or stakeholder support
- Positioned to support long-term transformation across the sector.

WHAT WILL NOT BE FUNDED:

In Round 11, some activities are excluded from funding. Also, some activities and costs may not be funded, and this will be assessed on a case-by-case basis during the assessment process.

Activities and costs that will not be funded:

- commercial products/services
- positioning a product in the market by brand awareness
- completing trademarking registrations
- research lacking defined, scalable deliverables or outcomes
- the development of Industry Codes of Practice
- items purchased before the applicant has been notified in writing that their application has been successful
- grant writer fees
- purchase of equipment/services for the benefit of an individual
- repayment of debts/loans
- overseas travel (including conference attendance)
- gifts, prizes or sponsorships
- contingency costs
- maintenance costs
- alcohol
- retrospective funding for services and purchases, including 'business as usual' costs (including wages and/or major capital expenditure) not directly related to the grant activity
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent not related to the grant activity
- insurance costs
- internal training not provided by a third party
- catering (unless part of workshop/training facilitation costs, noting these will need to be pre-approved)
- projects that are a duplication of an initiative already in existence or being developed by the NHVR, another government agency or any recognised advocacy organisation or association.

In some instances, projects may be part-funded or aspects of the proposal may be excluded from funding. For instance, if the proposal's budget includes any of the items listed above, these items may not receive funding, while other aspects of the proposal may be funded.

HOW TO APPLY

The HVSI is a submission-based program. Interested parties need to:

- submit a completed application form addressing all the assessment criteria and clearly demonstrating industry need for the project, project benefits and a detailed project budget
- provide all mandatory attachments (refer to mandatory attachments on pages 9–11)
- apply in the manner set out in these guidelines and application form.

APPLICATION PROCESS

STEP 1: CHECK ELIGIBILITY

Check the detailed information contained in these guidelines to see whether your proposed project is eligible for funding and aligns with the guiding principles and themes.

STEP 2: PREPARE AN APPLICATION

Your application must be in Word or PDF format and include:

- your completed application form (download at www.nhvr.gov.au/hvsi), addressing the assessment criteria
- any relevant information and documentation that may assist in the assessment process
- mandatory attachments as stated in these guidelines and application form.

Please note that it is your responsibility to ensure your application is complete and that all required attachments are submitted by the closing date.

Incomplete applications cannot be assessed and will be deemed ineligible.

STEP 3: SUBMIT YOUR APPLICATION

Email your application and supporting documentation in Word or PDF format to grants@nhvr.gov.au by 5pm AEST Monday 16 March 2026. The NHVR will confirm receipt of your application.

You will be advised in writing of the outcome of your application.

Successful applicants will be asked to sign a funding agreement with the NHVR outlining the specific project deliverables, timeframe, agreed budget and reporting requirements.

ASSESSMENT CRITERIA

There are five assessment criteria you must address as part of the submission process.

In addition to considering these five criteria, the Grants Assessment Panel will conduct a value-for-money and strengths, weaknesses, opportunities, and threats assessment.

1. DEMONSTRATE CAPACITY AND SUSTAINABILITY

Demonstrate how your organisation has the capability and capacity to deliver the project you are proposing. The Grants Assessment Panel will consider your organisation's ability to deliver the project. For instance:

- Provide background information on your organisation, including its purpose, size, operational activities and the industry sector in which it operates.
- Explain the relevant experience and qualifications of key personnel and their role in the project.
- If your organisation does not have the capacity to deliver the project, indicate how you would facilitate its delivery and/or partner with another organisation that has the capacity.
- If any approvals are required to deliver the project, attach evidence demonstrating you have sought or gained those approvals (e.g. road manager or landowner approval).

2. DEMONSTRATE HOW THE PROJECT IS EVIDENCE-BASED

Provide evidence supporting the reason(s) for the project, and how the project will address the reason(s) and achieve heavy vehicle safety outcomes. The Grants Assessment Panel will consider the evidence provided to justify the project. For instance:

- Does the project address an identified safety issue or need?
- Is the project a logical response to the identified issue or need (e.g. it is based on policy and/or research)?
- Has the identified safety issue or need been successfully addressed previously by a domestic or international project?



3. SCOPE OF THE INITIATIVE AND ITS BENEFITS

The Grants Assessment Panel will consider how the project aligns with heavy vehicle road safety priorities identified by governments, the NHVR and industry stakeholders, and how widespread the project's heavy vehicle safety benefits will be. For instance:

- How will the project deliver heavy vehicle safety benefits and how wide-ranging will those benefits be?
- How far has the project progressed?
- Is the project supported by a peak body or a group of industry stakeholders?
- Has analysis been provided of how the project will contribute to heavy vehicle safety, for example lives saved once implemented, injuries avoided or crashes avoided?

4. SHOW THE LOCATION AND SPREAD OF THE PROJECT

Outline the project's geographic location and spread. The Grants Assessment Panel will consider the project's location(s) and its potential stakeholder reach. For instance:

- Provide the location(s) of the project.
- Demonstrate how the project provides local safety benefits, and its ability or potential to provide regional, cross-jurisdictional or national benefits.
- Indicate your organisation's willingness to share project outcomes at a broader level and how that could be accomplished.

5. PROJECT BUDGET AND TIMELINE FOR DELIVERY

Note: All applicants are required to demonstrate some in-kind or cash contribution to their project.

Detail a project budget and the timeline for deliverables. The Grants Assessment Panel will consider the size and adequacy of the project budget and whether the project could start and conclude within the required timeframe. For instance:

- Provide the anticipated cost and a timeline for completion of each key deliverable.
- State the value of your organisation's cash or in-kind contribution to the project.
- Outline any external funding you may have secured for the project (e.g. sponsorships, partnership arrangements or grants).
- Can the project be started in the 2026–27 financial year?
- Can the project be completed within two years?
- Have appropriate resources been identified to allow the project to be delivered within the project's timeframe?

Value for money/SWOT analysis

The Grants Assessment Panel members will consider whether the project represents value for money in the context of the total available funding pool and how it compares to other project applications received. A SWOT analysis will also be conducted to identify the project's key risks and the potential opportunities it may provide to the NHVR and the Commonwealth Government.

Note: This criterion does not need to be directly addressed by applicants. The Grants Assessment Panel will undertake these assessments.

GUIDE TO WRITING YOUR APPLICATION

Please read this guide carefully in conjunction with the application form.

When completing the application form, applicants should focus on key issues and details outlined in the guide. Supplementary project/program proposal information can be included as an attachment/s to the submission.

The information you provide will be used to determine:

- the eligibility of the proposed project
- your organisation's suitability to undertake the project
- the level of need and industry support for your project
- the value, long-term benefits and industry wide benefits your project will achieve
- how well your project aligns with the HVSI themes of safer drivers, safer vehicles and safer road user environment.

A more uniform application process enables the Grants Assessment Panel to more effectively compare the merits of each submission.

INSTRUCTIONS TO APPLICANTS

1. ORGANISATION DETAILS

You will need to provide details about your registered and trading name of the organisation, ABN, address details, nominated project person contact details, office bearer details, insurance details and whether you've previously received funding through the HVSI.

2. AUTHORISED CONTACT NAME

The authorised contact is the person who is legally authorised to negotiate and enter contracts on behalf of your organisation. The authorised contact must complete the declaration at the end of the application form and will be required to sign a funding agreement with the NHVR if your application is successful.

The project contact is the person who knows most about the project. Generally, this would be the manager of the organisation or the project manager.

3. INSURANCE

You will need to provide copies of Insurance Certificates of Currency. Successful applicants must hold:

- current public liability insurance for at least \$20,000,000 per claim.
- professional indemnity insurance for at least \$5,000,000 per claim and in the aggregate.
- workers' compensation insurance in accordance with applicable legislative requirements.

4. MANAGEMENT STRUCTURE

Provide details of your organisation's legally assigned office bearers.

5. EXECUTIVE SUMMARY [MAXIMUM 400 WORDS]

Provide a brief summary about what your organisation does.

6. PROJECT DETAILS [MAXIMUM 2,000 WORDS]

You will need to provide specific details about the project itself, including the location and spread of the project, project theme(s), project title, commencement and end dates, and cost (total value and total funding requested from the HVSI).

PROJECT OVERVIEW

Provide a concise statement that describes the project.

PROJECT RATIONALE

Describe what need or industry issue your project addresses. Consider including in this section why the project is important at this time. Providing evidence of the need for your project will enhance your application. If analysis has been undertaken of the project's benefits, providing it will further strengthen your application.

PROJECT OBJECTIVES

List the relevant industry safety themes.

TARGET AUDIENCE AND BENEFICIARIES

List the target groups/areas who will benefit from the project and explain how they will utilise the project. Also provide detail about how/if the target beneficiaries were involved in developing the project. Be as specific as possible.

INDUSTRY INVOLVEMENT

Outline all the industry involvement you have had in planning your project and any consultation you have undertaken with industry.

Letters of support from industry demonstrating their involvement or your consultation with them, and that they think there is a need in the industry for your project are required and will enhance your application.

COLLABORATION

Outline all the other industry groups, organisations, or people who will be involved in the project and briefly describe their involvement or role (e.g. are other organisations involved as members of a steering committee, project co-funders, or providing technical expertise or in-kind support).

You will need to attach letters of support from other relevant industry organisations that demonstrate both the need and the industry support for your project.

PROJECT MANAGEMENT

Provide details of how the project will be managed. Include information about who is involved in implementing the project and their key accountabilities in the delivery of the project.

If your organisation does not have the capacity to deliver the project, indicate how you would facilitate its delivery and/or partner with another organisation that has capacity.



PROJECT PLAN

List the specific steps that will be undertaken to complete the project and when they will be completed. Include only those activities that will be undertaken during the funded project period. The timeframe should align with the project start and end dates.

If any approvals are required to deliver the project, attach evidence demonstrating you have sought or gained those approvals (e.g. road manager or landowner approval).

LONG-TERM BENEFIT

Describe how the benefits of the project will continue beyond the end of the funding period. Describe also whether the project will be used to leverage additional funding and/or benefits for your users, organisation and the industry. If your project is for improvements, purchasing of assets or equipment, you will need to demonstrate your plans for ongoing maintenance and associated operating costs.

INDUSTRY BENEFIT

Demonstrate how your project will deliver broad outcomes for industry, preferably delivering national or cross-jurisdictional benefits. If the project does not deliver national or cross-jurisdictional benefits, it should have the potential to be rolled out on a broader basis in the future.

Research or test results created by the project must be able to be made publicly available to ensure that it benefits the whole industry.

PROJECT COMMUNICATION ACTIVITIES

Detail how and when you will promote the project and acknowledge the funding from the HVSI and the NHVR.

As a minimum we require you to acknowledge the NHVR's funding on project materials and through communications, such as newsletters, media releases, websites etc. Successful applicants will be asked to develop, in conjunction with the NHVR, a project communication plan supporting their project.

Below are some suggested activities to include in your project communication plan:

- Media releases

- Create and distribute a media release to announce funding approval and promote upcoming project.
- Create and distribute a media release at project milestones.

- Incidental media opportunities

- Funding can be acknowledged during incidental television, newspaper or radio interviews about the project.

- Media/photo opportunity

- Identify and organise a media/photo opportunity to mark the completion of the project or a major milestone.

- Your organisation's usual communication activities

- List your usual communication activities that you could use to promote your project (e.g. organisation newsletters, presentations, conferences, stalls or events).

7. RISK MANAGEMENT

The NHVR is committed to helping industry partners deliver effective, well-managed projects. Grantees must demonstrate how they have considered and mitigated risks to ensure successful project implementation and completion. Developing a risk matrix will help to identify potential project risks and proposed mitigation measures. A typical risk matrix addresses the following:

Likelihood: What is the probability of the risk occurring?

Consider, for example, how often it may have occurred in the past, the experience of other organisations and the views of your members.

Consequence: What is the outcome of a risk event (e.g. delay, loss, injury or disadvantage)? How severe an impact would it have on the project?

Mitigation strategy: Decide what action you would take based on the identified risks. For example:

- Reduce the likelihood or consequence of the risk occurring.
- Avoid the risk by discontinuing this activity – don't do it!
- Transfer the risk by way of contract, insurance etc.
- If none of the above are possible, accept the risk on the basis that you are doing all things reasonable.

8. PROJECT BUDGET

You must submit a detailed project budget (using the template supplied in the application form), which lists income sources and expenditure directly related to the project. Provide a breakdown and description of each expense and income source, including any external funding you may have secured for the project (e.g. sponsorships, partnership arrangements or grants).

For all goods and services supplied by you (in-kind) you must detail how you calculated the value (e.g. provide information on salary rates and hours for project staff).

You will be asked to provide a full financial acquittal of the project income and expenditure at the end of the project. This will include the provision of proof of purchase in the form of receipts showing payment or tax invoices.

Please note that applications that include budgets without sufficient detail or that are inaccurate cannot be assessed.

9. MANDATORY ATTACHMENTS

Applications that do not include the following mandatory attachments cannot be assessed and will be deemed ineligible.

Evidence (e.g. a Certificate of Currency) of:

- Current public liability insurance for at least \$20,000,000 per claim.
- Professional indemnity insurance for at least \$5,000,000 per claim and in the aggregate.
- Workers' compensation insurance in accordance with applicable legislative requirements.
- A complete copy of your annual financial statements in the format that meets your legislative requirements. (e.g. an audit of annual accounts/most current annual report).

LETTERS OF SUPPORT/EVIDENCE OF INDUSTRY NEED FOR PROJECT

You must attach letters of support from other relevant industry organisations that demonstrate both the need and industry support for your project. Letters of support should include letters from parties external to your organisation.

Other evidence of need includes safety audits, inquest findings, senate inquiry etc.

10. CHECKLIST

You **must** complete the checklist in the application form and check you have included:

- a completed application form – addressing all the criteria
- letter/s of support.
- complete annual financial statements/annual report
- evidence of current insurances
- copies of information providing evidence of project need.

11. DECLARATION

You **must** complete the declaration in the application form. It is important that an authorised representative from your organisation has read and approved your application.

Submissions and enquiries should be directed to grants@nhvr.gov.au



www.nhvr.gov.au
E info@nhvr.gov.au
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PO Box 492, Fortitude Valley Qld 4006