

The Road Safety Trust Grant Process

Timeline and process

Activity and documents

Pre-Award stage	Grant round information	
	Small Grants: Promotion from Jan Large Grants: Announced up to 12 months prior	Announcement on social media Webinar (around launch date)
	Application window	
	Grant portal open for applications: March for Small Grants and October for Large Grants for five weeks	Guidance for Applicants Application Workbook 1-1 appointment with Grants Team
	Grant decisions and Award	
	Small Grants: approx. June Large Grants: February	Reporting & payment schedule agreed Grant T&Cs Acceptance Identity and bank information form
Post-Award stage	Project delivery and progress reporting¹	
	Interim progress reporting and informal check-ins over the project length	Grant reporting requirements Video briefing note
	Project knowledge sharing and impact	
	Can occur in active project stage and/or after closure	Knowledge Sharing Toolkit Measuring impact table (April)
Project outputs and closing²		
Final Project Report and outputs submitted for RST review and approval Final progress report	Guidance for reporting writing Grant reporting requirements Project briefing guidance	

¹ Grant installments are released in arrears approximately one month after a satisfactory progress report is received

² Final grant installment is released after the Final Project Report and any outputs have been approved by RST