

Hawke's Bay Regional Driver Licensing Fund Information for Prospective Applicants



Over the past few years, the impact of unlicensed or partially licensed drivers has been noted in road crash and enforcement statistics and within social, justice, education and employment forums across Hawke's Bay.

Hawke's Bay Regional Council has a limited amount of funding available to assist community organisations with the provision of driver licence training. 75% of the available fund has been provided by the New Zealand Transport Agency, with the remaining 25% provided by a range of stakeholder organisations in Hawke's Bay.

Distribution of the fund will be overseen by the Hawke's Bay Regional Council Driver Licensing Fund Governance Group, with day to day management undertaken by staff from the regional council and other contributing organisations.

To effectively invest in the provision of driver licence programmes in Hawke's Bay, in order to:

1. Reduce the crash rate and risk of crashes caused by unlicensed and partially licensed drivers.
2. Improve employment prospects for those seeking work, through achieving a driver's licence.
3. Reduce the number of people in the justice system because of driver licence infringements.

We therefore seek applications to the fund from interested community groups for the two financial years commencing 1 July 2016 and 1 July 2017.

Funding Criteria

Key criteria for applications are:

1. Funds will be paid to not-for-profit organisations such as trusts and incorporated societies.
2. This fund is to increase the availability of driver licensing assistance in the region. Funds will be available to expand existing programmes or to commence new programmes, not to maintain existing programmes at current levels unless there is a proven risk of closure for financial reasons.
3. Funds may be used for such items as:
 - a. Purchasing teaching resources
 - b. Covering vehicle running costs for driving practice
 - c. Paying for specialised driving instruction
 - d. Reasonable administration costs, including wages
4. Funding cannot be used to purchase large capital items, such as vehicles or office furniture
5. In general, preference will be given to those programmes offering at least the Restricted stage of driver licensing.

6. Applicant organisations will be required to clearly demonstrate the need for the programme in the area, and identify how clients will be referred to the programme.
7. Proposals in Wairoa and CHB must include provision to book tests, and transport restricted and full licence applicants to either Napier/ Gisborne (for Wairoa) or Dannevirke/ Hastings (for CHB).
8. The funding cannot be used to pay for driver licence application fees.
9. Applicant organisations will be required to provide copies of their most recent annual accounts and disclose other funding sources.
10. Practical driving mentor programmes should largely follow the guidelines developed by NZTA for the Community Driver Mentor Programme (available at <https://www.nzta.govt.nz/resources/community-driver-mentor-programme-guide/>). Any proposed deviation from these guidelines should be highlighted and explained.
11. Funding will be allocated for two years. However, results will be assessed annually and the second year of funding will be contingent on results from the previous year. Applicants will be asked to set targets for the number of licence passes they hope to achieve, and will be assessed against these and other criteria.
12. Programme providers will be supported and monitored by staff from HBRC and contributing organisations. Quarterly verbal report meetings and six month and twelve month written reports will be required. A reporting framework is under development in conjunction with other regional agencies that are funding driver licensing. The aim of this is to ensure organisations can use the same reporting data for a variety of funders, if need be.
13. Successful applicants will be required to sign a contract for service with HBRC. Half the allocated funding will be paid after the signing of this contract. A further 25% will be payable on receipt of a satisfactory six month report, with the final 25% payable on receipt of a satisfactory 12 month report.

Applications will be assessed by a governance group composed of senior staff and/or political members from the organisations which are contributing to the local share of the fund. This group will meet at least twice a year to evaluate proposals, make funding decisions and review results from previous years.

The fund will be allocated on a demand basis only.

If there is insufficient proven need, the fund may not be fully allocated.