



THE INJURY PREVENTION AND MANAGEMENT FOUNDATION

**GUIDELINES FOR THE
FOUNDATION'S FUNDING
AND MANAGEMENT**



MAIB

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PURPOSE

The MAIB Injury Prevention and Management Foundation (Foundation) was established by the Motor Accidents Insurance Board (MAIB) to fund research, education and to service development programs that are directed towards the prevention and improved management of injuries resulting from motor accidents.

Having a commercial interest in injury management broadens the MAIB's vision past the funding of rehabilitation and long term care services to include accident prevention and improved injury management.

While it is arguable that social responsibility might be a motivating factor for establishing the Foundation, the decision was based primarily on commercial judgement.

It is expected that funding appropriate projects will lead to benefits for the many stakeholders involved in the Compulsory Third Party scheme.

These benefits include:

- Reduction in the frequency and severity of injuries from motor accidents;
- Improved access to quality medical, rehabilitation and long term care services;
- New developments/techniques in some areas of injury management; and
- Minimisation of the costs of the scheme to the Tasmanian community.

FUNDING SOURCE

The Foundation is funded by the MAIB setting aside up to 1% of gross annual premiums.

This allocation will be subject to annual review which considers the outcomes of the previous year's funding.

Funds are set aside from the Foundation to provide for any costs associated with its administration.



MANAGEMENT OF THE FOUNDATION

The Foundation is managed on behalf of the MAIB by the Foundation Committee (Committee). The Committee consists of two directors who are nominated by the Board of Directors. The Chief Executive Officer, Executive Manager - Engagement, Communications and Governance, and the Executive Officer also attend meetings of the Committee as required.

The Board of Directors as a whole have the final decision on funding priorities and levels. It is noted that depending on the particular nature of the research applications and the Board's funding priorities, there may from time to time be a need to expand the Committee to involve appropriately skilled and expert people. The MAIB will make such changes to the Committee at its discretion.

Some key duties of the Committee are delegated to the Secretary (Executive Officer). The key duties are as follows:

- Manage the day-to-day activities of the Foundation, including budgeting and project management;
- Manage the funding/research application process of the Foundation, including the public calling for proposals, assessment of applications and short-listing/prioritisation of applications;
- Monitor and manage the Foundation's research/funding program to ensure compliance with guidelines and objectives;
- Make recommendations to the Committee on funding (in respect to preferred projects, funding priorities, project duration, research priorities);
- Provide ongoing advice to the MAIB on the funding/management guidelines, research objectives and funding priorities, and the extent to which they may need to be modified to remain relevant;
- Include in the Annual Report, a summary of the Foundation's activities, funding and achievements;
- Publicly promote the role and purpose of the Foundation, so as to increase community awareness of its purpose and activities; and
- Monitor and, where appropriate, liaise with relevant organisations.

FOUNDATION – PROJECT OBJECTIVES AND FUNDING PRIORITIES

The only constraints applied to funding proposals are that projects must be "directed towards the prevention and improved management of injuries resulting from motor accidents" and, where practicable, have a positive benefit-cost ratio.

Typically, funded projects might include:

- Road safety education/awareness initiatives;
- Road safety policing initiatives;
- Activities directed at improving rehabilitation and long term care services for people injured as the result of a motor accident;
- Community support projects directed at assisting injured people to re-integrate into the community;
- Research projects directed at improving the collection and integration of data; and
- Projects researching new developments in injury prevention and management, and improved outcomes.

The Committee may make recommendations to the Board on the specific areas of research and investigation, within these broad areas, which warrant priority. This will assist the Board in setting research priorities and therefore, assessment of the merits of applications.

RELATIONSHIP OF FOUNDATION AND RELATED FUNDING SOURCES

It is recognised that the funding objectives and priorities of the Foundation will, from time to time, coincide with or be similar to those of other organisations. Accordingly, the Foundation, through the Committee, monitors activities and liaises with other relevant organisations to ensure that research and promotional activities are efficiently co-ordinated and duplication and overlap is minimised. To effect this, the Committee establishes and maintains close relationships with relevant organisations (at both Government and non-Government level) in Tasmania and elsewhere.

FUNDING

Assessment Principles

In the context of the general funding objectives and priorities, assessment will be based on the following principles:

- Projects must, in the opinion of the Committee, demonstrate the potential to make a significant contribution towards 'the prevention and improved management of injuries resulting from motor accidents';
- While up to 1% of gross annual premium income is available each year, funding will only be provided for quality projects. In the absence of sufficient quality projects the full amount will not be allocated in that year;
- The maximum amount allocated to any one project is limited to 25% of the year's funding allocation;
- As a general rule, funds are allocated across a range of project types;
- Careful consideration will be given to those projects that are of high value (over \$50,000) and/or complex in nature (projects involving scientific, medical and/or market research). These projects may be subject to independent investigation and contingent upon a Memorandum of Understanding being signed;
- Project duration should be either no longer than 12 months (not requiring recurrent funding) or up to three years (which will be considered on an annual basis);
- Generally, funding is allocated on a financial year basis; and
- While the Foundation's intention is to fund Tasmanian based projects, at times consideration may be given to fund, or partially fund, projects conducted in other states that have significant benefits for Tasmanians.



APPLICANT – PROCESSING AND TIMING

Applications for funding will be called for annually (January) by public notice in the three major Tasmanian newspapers. The notice will also be published on the MAIB website.

After the closing date (March) for applications, the Committee will assess all applications received.

Board approval of successful applications takes place in May or June, with notification of acceptance or rejection to applicants to follow shortly thereafter (no later than July).

The Foundation accepts applications at any time throughout the year but, in normal circumstances the assessment process will occur only once per year. Applications received after the closing date will be considered throughout the year by the Committee on a quarterly basis.

In addition to the above annual process, from time to time the Board or Committee might identify the need for a particular project to be undertaken, in which case it will seek expressions of interest from appropriate individuals or organisations to undertake the project. This may occur through either direct contact with relevant groups or publicly calling for expressions of interest in submitting a proposal to undertake the project.

Funding Guidelines

The Foundation will generally apply the following guidelines when funding applications (however, the Foundation reserves the right to vary these, at any time):

- Conditions will apply to all funding offers and projects will be subject to monitoring and review processes;
- Where the Committee considers funding is not used effectively and efficiently, or for a purpose other than that designated, the funding is subject to withdrawal;

- While funding for education and research purposes may be provided, it is not the intention of the Foundation to support research or study by individuals in order to gain postgraduate qualifications;
- Unexpended funds at project completion or termination are to be returned to the Foundation;
- Projects funded are those that, in normal circumstances, are not funded by either Commonwealth or State Governments; and
- Depending on the scale and nature of the proposal, and conformity with the Foundation's funding priorities, the Foundation will consider the need for, and suitability of, variation in funding arrangements. Accordingly, the final mix of capital recurrent salary and other recurrent funding will depend on the nature of proposals.

APPLICATION GUIDELINES

Projects submitted should:

- Have a demonstrable impact on reducing the potential for accidents or for improving injury management and rehabilitation of persons injured as a result of a motor accident, within a reasonable time frame;
- Be able to demonstrate cost efficiencies to be achieved by the implementation of the project; and
- Where relevant, respect the self determination right of persons injured as a result of a motor accident.

Applications for funding by the Foundation, whether unsolicited or invited, will need to address a number of criteria. Specific information is required and includes;

- Project title;
- Name, address, telephone number, facsimile number and email address of the organisation, group or individual submitting the project;
- Brief description of the organisational structure and lines of accountability of the organisation or group submitting the project;
- Copy of the most recent annual report of the organisation, if relevant, or other evidence of financial stability;
- Name of the person responsible for the project, and their contact telephone number and email address;
- Project timetable, including anticipated commencement and completion dates;
- Policy/research area to be improved by the project, deficiency to be addressed by the project or area of research or education addressed by the project;
- Description of the project, its goals and how it accords with the Foundation's overall objectives;
- Rationale – why the project is needed;
- What the objectives of the project are, and how will they be achieved;
- Risk Management – Identification of risks, assessment of consequences, development of strategies for pre-empting and mitigating the occurrence of risks and details of the person responsible for risk management and identification of new risks as they emerge; and

- Project budget details, including total project funding requirements. (An annual breakdown is required if the project time frame is greater than 12 months – note maximum term constraint of three years).

The following areas should be identified within the budget, where relevant:

- Salaries and wages;
- Capital and equipment;
- Data processing and analysis;
- Goods, including stationery, printing, postage etc; and
- In-kind contributions.

In addition, the following should be provided and/ or clearly stated:

- A cash flow statement linked to the project timetable;
- Intended ownership of proposal capital and equipment purchases from Foundation funds for the project;
- Evaluation processes to determine achievement of project objectives and assess project outcomes;
- Details of funding obtained or sought from other sources; and
- Ongoing funding arrangements after the project term, if applicable.

ASSESSMENT

The Committee will assess all funding requests against the following criteria:

Applicant

- Type e.g. Individual/organisation.
- What is the nature of business?
- What sources of income/funding does the applicant have?
- What is the stability/reputation of the applicant?
- Does the applicant have the ability and resources to undertake the project and comply with reporting requirements of the Foundation?
- Are there any concerns about the applicant that need to be addressed?
- Does the applicant have appropriate experience to successfully undertake the project?

Validity of Proposal

- Is the project relevant to the Foundation's objectives?
- Is the proposed methodology valid and likely to achieve stated objectives?
- What are the aims and objectives of the proposal?
- What is the area of deficiency being addressed?
- What evidence of deficiency is provided by the applicant?
- Will the proposed project overcome the deficiency?
- Is the project the most appropriate strategy to overcome the deficiency?
- Is there any duplication by another group or organisation?
- Is this an area identified by the Foundation as a deficiency or a priority research area?
- What priority does the proposal have for the Foundation?

- Is the project one of high value and/or complex in nature?
- Is the project likely to be successfully completed?
- What are the evaluation procedures for the project?
- Are any modifications required to the project?
- Have the risks for this project been identified and have strategies been developed to preempt and mitigate these risks?

Benefits of the Proposal

- What benefits does it provide for persons injured as a result of a motor accident?
- Can benefits be provided within a realistic timeframe?
- What is the benefit of the project to Foundation stakeholders?

Financial Aspects

- What is the funding for?
- Is the Foundation the most appropriate source of funding for the project?
- Should the Foundation be the sole source of funding for the project?
- Is the budget realistic and acceptable?
- Is the applicant able to handle finances adequately?
- Can the project be accommodated within the Foundation's budget?
- Does the project require recurrent funding?
- If so, where will that funding be obtained?

Independent Comment

- Can an expert in the relevant field be identified?
- Do they support the project?
- Do they recommend any modifications?

Conditions of Funding

- Should specific conditions apply to the funding?

REPORTING & ANALYSIS

The following reports may be required (depending on the duration of the project) to be submitted to the Foundation:

1. Quarterly or Half Yearly Activity Report

Brief report detailing activities being undertaken and any findings considered to be of interest. This report should include details of the project income and expenditure for the previous quarter or half year and project expenditure for the coming quarter or half year.

2. Annual Report

Detailed report on the achievements of the project to date and objectives for the next 12 months, where applicable.

3. Final Report

Within one month of the completion of a project a report should be submitted to the Foundation. The following details should be provided:

- Project title
- Name of the person responsible for the project and contact details.
- Brief description of project and objectives of project as per the original application.
- Objectives achieved and any necessary changes.
- Evaluation processes implemented and results achieved, including financial outcome.
- Identification of areas of unexpected success and/or difficulty.
- Submission of any products or publications resulting from the project.
- A conclusion.

Other reports may be requested intermittently.

All completed projects may be subject to an analysis to determine if all the funds made available for the project have been used, or whether amounts need to be recovered. A final statement of expenses should be provided to the Foundation to facilitate this analysis.



STANDARD CONDITIONS

The following conditions apply to all projects approved for funding by the Foundation, irrespective of whether funding is allocated to an organisation, group or individual.

Additional special conditions of approval, payment and reporting on projects may be applied at the discretion of the Foundation.

1. The person designated as responsible for an approved project and recipient of any funding shall be responsible for the due performance of all conditions applying to the allocation of funds.
2. Payment of any funding is subject to written acceptance of the proposed allocation and of any attached conditions.
3. Some projects (particularly those that are of high value and/or complex in nature) may be subject to independent investigation and contingent upon a Memorandum of Understanding being signed.
4. The grant is to be used for the approved purpose of the project and in accordance with the approved budget.
5. The Foundation reserves the right to have the financial affairs of the project inspected and audited.
6. The person designated as responsible for an approved project is to make available to the Foundation upon request, such statements of income and expenditure for inspection by an officer or representative of the MAIB, who will audit the finances of the organisation, group or individual.
7. Copies of any audit report(s) relating to the project should be forwarded to the Foundation.
8. Financial statements detailing income, expenditure and projected expenditure should be submitted to the Foundation on a quarterly or half yearly basis. Funds are advanced subject to submission of satisfactory financial statements and progress reports.

9. In addition to statements of income and expenditure, the person designated as responsible for the approved project should ensure that reports are submitted to the Foundation as required by the Reporting Guidelines.
 10. The Foundation reserves the right to request a reasonable amount of additional information and/or more frequent progress reports during the term of the project.
 11. Where funding remains unexpended at the end of a project, this funding must be returned to the Foundation within 14 days of the completion date of the project.
 12. The Foundation reserves the right to terminate funding for an approved project where the Committee is of the opinion that:
 - The project is not being carried out competently;
 - Satisfactory progress is not being achieved;
 - Reporting on the project is unsatisfactory;
 - Funds are being mismanaged; or
 - Funds are not being expended for the purpose for which they were designated.
- Where funding has been terminated, any unexpended funds already allocated must be returned to the Foundation within 14 days of notification of termination.
13. Suitable acknowledgment of Foundation support for an approved project should be made, where appropriate.

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