



## Application Form

# Safer Communities Fund Round 4 Sample Application questions

**Please note you must complete and submit an online application on the business.gov.au portal. The application form is available from 19 March 2019.**

**This document provides a list of questions that we will ask you in the online application on the business.gov.au portal.**

### 1. Eligibility

Does your organisation have an Australian Business Number (ABN)?

Is your organisation one of the following entities?

- an incorporated not for profit organisation
- an Australian local government agency or body as defined in appendix A
- an Australian State/Territory Government agency or body
- a registered school or pre-school that is a legal entity (with its own unique ABN) and that can enter into a grant agreement in its own right
- a legal entity applying on behalf of a registered school or pre-school.

Will your project protect children in your community who are at risk of attack, harassment or violence stemming from racial or religious intolerance?

Does your project have at least \$50,000 in eligible expenditure?

Does your project include the eligible activities as outlined in the grant opportunity guidelines?

If your project includes infrastructure activities as outlined in section **Error! Reference source not found.** of the grant opportunity guidelines, do you have the authority of the site owner or manager to undertake the project at the nominated site(s)?

If your project includes infrastructure activities as outlined in section **Error! Reference source not found.** of the grant opportunity guidelines, can you start your project within 8 weeks of executing a grant agreement which can include project planning activities?

### 2. Application address

Provide your business street address (Australian head office)

Provide your business postal address (Australian head office)

### 3. Applicant financials

Has the applicant existed for a complete financial year?

#### Recent trading performance

- sales revenue (turnover)
- export revenue
- R&D expenditure
- taxable income
- number of employees (headcount)
- number of independent contractors (headcount)

### 4. Project information

#### Detailed project description and outcomes

Provide a detailed description of your project and key activities.

Provide a summary of the expected project outcomes.

### Project details for publication

- project title
- project description
- estimated project commencement date
- estimated project completion date

### Milestones

Milestone name, description, estimated start date, estimated end date.

### Project location

Enter project site 1 (click add another address to add additional locations)

Estimated % of project value expected to be undertaken at each site.

### Multiple location projects

Are you applying for funding at more than one location/campus?

Provide a detailed description of the activities and outcomes at location 1

Enter the grant amount sought for this location (click add another location if applicable)

### Infrastructure activities

If your project involves infrastructure activities, enter the total number of items you plan to install as part of your project for each of the categories listed below

- fixed or mobile CCTV cameras
- security lighting
- fencing
- bollards
- security and alarm systems
- public address systems
- intercoms and swipe access

### School and pre-school information

Enter the school registration number

Enter the school name

Select the school sector

- Government
- Catholic
- Independent

Select the school type

- Pre-school
- Primary

- Secondary
- Combined

## 5. Project funding information

### Project budget summary

Provide a summary of your eligible project costs over the life of the project. We only provide grant funding based on eligible expenditure.

### Project budget

Types of expenditure

- Purchase and installation of:
  - fixed or mobile CCTV cameras
  - security lighting
  - fencing
  - bollards
  - security and alarm systems
  - public address systems
  - intercoms and swipe access
- Security guard hiring
- Labour costs
- Contractor costs
- Travel costs
- Participant costs
- Education and training costs
- Rental costs
- Workshop and event costs
- Other eligible costs

## 6. Merit criteria

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

Applications that score at least 50% against each criterion will be recommended for funding.

You are not required to provide a response up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define and quantify and provide evidence to support your answers.

**Merit criterion 1: The extent that your project will protect children who are at risk of attack, harassment or violence stemming from racial or religious intolerance (50 points).**

(limited to 5000 characters, including spaces and paragraph returns).

You must demonstrate this by describing:

- a. how your project will protect children in your community who are at risk of attack, harassment or violence stemming from racial or religious intolerance **(20 points)**.
- b. the extent that crime and/or anti-social behaviour towards children driven by racial or religious intolerance is an issue in your community **(30 points)**.

You should provide evidence to support your claims that is specific to your community's location. If you are submitting an application for funding at multiple locations/campuses, you must provide relevant evidence for each location/campus such as:

- crime statistics
- letters of support from the local police
- police reports
- letters of support from the community or other organisations
- media articles
- photographs of recent criminal damage/vandalism
- a broader crime prevention strategy.

### **Merit criterion 2: The impact of grant funding on your project (30 points).**

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project **(10 points)**.
- b. justifying the cost of your project including details of the security infrastructure you will install and/or the engagement activities you will deliver and the intended benefits. You should attach evidence such as quotes or a staffing budget to validate the costs of your project **(20 points)**.

### **Merit Criterion 3: Your capacity, capability and resources to deliver the project (20 points)**

You must demonstrate this by describing:

- a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project. If relevant, describe how you will manage access to CCTV footage and interactions between security guards and students. **(10 points)**.
- c. how you will measure the success of the project **(10 points)**.

## **7. Application finalisation**

### **Conflict of interest**

Do you have any perceived or existing conflicts of interest to declare?

### **Program feedback**

How did you hear about the grant opportunity?

### **Supporting documentation**

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- Evidence to support your claims under merit criterion one that crime and/or anti-social behaviour towards children is an issue in the communities targeted by your project
- Evidence to validate the costs of your project under merit criterion 2
- Authority to undertake the project at the nominated site
- trust documents if applicable

## **8. Primary Contact Information**

Primary Application Contact

- title
- given name
- family name
- position title
- email address
- phone number
- mobile number
- primary address

## **9. Application declaration**

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Grant Opportunity Guidelines, and
- applicable Australian laws.

Accordingly, I understand that the Department may share my personal information provided in this application within this Department and other government agencies for:

1. purposes directly related to administering the program, including governance and research and the distribution of funds to successful applicants and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities
3. unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the Program Guidelines may also be shared for a relevant Commonwealth purpose.

The Department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### **Applicant declaration**

I declare that I have read and understood the Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

### **10. Contact us**

For more information, visit [business.gov.au](http://business.gov.au) or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.