



Frequently Asked Questions

Safer Communities Fund Round Six: Early Intervention

1. How can I lodge my application?

Before applying, you should read and understand the [Grant Opportunity Guidelines](#) and the [sample grant agreement](#) published on business.gov.au and [GrantConnect](#)¹.

All applications must be lodged via the [online portal](#) on or before the closing date (**5:00pm AEST 5 August 2021**).

You will need to set up an account to access our online portal. The portal allows you to apply for and manage a grant or service in a secure online environment.

To apply, you must:

- complete and submit your application through the online portal
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

We are unable to accept faxed, posted or emailed applications or supporting documents.

More information is available on the portal's [Frequently Asked Questions page](#).

2. How do I know if my application was submitted successfully?

A confirmation status screen in the portal will appear to confirm the submission is complete and a submission reference number will be provided (this is your application ID). The status of the application will also change from 'Draft' to 'Submitted'.

If you are unable to submit your application due to technical difficulties with the application form please [contact us](#) at business.gov.au or by calling 13 28 46. If you only become aware that your application failed to successfully

submit following the close date as set out in the guidelines, please contact us as soon as possible and retain all records relating to the submission form.

3. I require assistance in completing the application form

Please [contact us](#) at business.gov.au or by calling 13 28 46 if you experience general or technical difficulties with the lodgement of your application.

4. When will I be notified about the outcome of my application?

It is anticipated that applicants to the Early Intervention funding stream will be notified of the outcome of their application around December 2021.

5. How much funding is available under Safer Communities Fund Round Six: Early Intervention?

Approximately \$20 million is available for Safer Communities Fund Round Six Early Intervention.

6. How much funding can my organisation apply for?

A minimum of \$200,000 and maximum of \$1.5 million applies to each organisation's application. Each application must have a minimum of \$200,000 in eligible expenditure.

All activities and expenditure in the project must be eligible.

7. Is my organisation eligible to apply?

To be eligible you must have an Australian Business Number (ABN) and either be an

incorporated association or an incorporated not-for-profit organisation.

You must meet all eligibility criteria set out in section 4 of the Grant Opportunity Guidelines. This includes the submission with your application of **two** signed eligibility letters on the templates provided that confirms:

- (a) you are active in engaging youth at high risk in your community of focus
- (b) your organisation delivers or has delivered programs that engage youth at-risk of engaging in crime or anti-social behaviour.

You are not eligible to apply if you are currently funded for an Early Intervention project under Round Five of the Safer Communities Fund.

8. My organisation has not received funding for youth based activities before, is my organisation eligible to apply?

Your organisation does not need to have received government funding in the past to apply.

The board or governing committee of your organisation must confirm that your organisation delivers or has delivered activities that have involved youth at-risk of engaging in crime or anti-social behaviour. This could include current or past activities run by your organisation for young people within your local community such as cultural events, educational and vocational skills development or extra-curricular activities such as sports.

The application will require you to address the extent to which the young people that will be targeted by your proposed project activities are at-risk of engaging in crime and anti-social behaviour and how they will benefit from engagement in the proposed project activities. Information about how you can demonstrate this is at question 12.

A template letter for your board or governing committee to sign is provided. See question 10.

9. My organisation has never run activities targeted at youth, is my organisation eligible to apply?

No. To be eligible to apply you must be active in delivering activities to youth at high risk of engaging in crime or anti-social behaviour.

To confirm this you must provide a letter from your local police, local educational institution(s), state or territory agency that is responsible for youth justice and/or law enforcement or the state/territory agency that provides support to families and children. This letter must declare that you have demonstrated capacity to be active in engaging youth at high risk to divert them from the criminal justice system and build community resilience.

10. Where can I access the eligibility template letters?

- (a) The template for either your local police, local educational institution(s), state or territory agencies responsible for youth justice and/or law enforcement, or state or territory agencies that provide support to families and children to sign can be accessed at the following link: <https://www.business.gov.au/SCF-Early-Intervention>
- (b) The template letter for your board or governing committee to sign can be accessed at the following links: <https://www.business.gov.au/SCF-Early-Intervention>

Please ensure you allow adequate time for the relevant parties to complete the letters and check that they are in the correct format before submitting your application.

11. Can I have the eligibility template letter signed by an organisation or individual other than those listed in the guidelines?

Your letter must be signed by one of the entities listed in 4.2 of the Grant Opportunity Guidelines (local police, local educational institution(s), state or territory agencies responsible for youth justice and/or law enforcement, or state or territory agencies that provide support to families and children)

12. Can the eligibility letter be used to address merit assessment criteria?

You are strongly encouraged to provide additional evidence to support your statements addressing the assessment criteria in your application. This evidence could include letters in support of your project from other organisations or individuals, such as partner organisations or community leaders to demonstrate how your project meets this assessment criteria.

This additional supporting material will be considered when assessing the merits of your application.

This material must be in addition to the template letters provided to address eligibility requirements (see question 9).

13. What is a 'at risk' youth or youth at 'high risk'?

This means any young person aged between 12-24, who are engaged in, or are at high risk of being engaged in, criminal and/or anti-social behaviour. This could include youth who are at high risk of being engaged in crime groups such as Outlaw Motorcycle Gangs or other anti-social and/or illegal gang related activity.

14. I am an individual that works with at risk youth, am I eligible to apply?

No – individuals are not eligible to apply.

15. How many applications can I submit for funding?

Each eligible organisation can only submit one application.

16. Can my organisation apply for multiple project activities taking place at different locations?

Yes – however each eligible organisation can only submit one application and the minimum and maximum grant limits apply.

17. What are eligible activities?

Eligible activities must directly relate to the project and involve youth engagement activities aimed at crime prevention, including but not limited to:

- services to youths who are, or are at high risk of, becoming involved with the criminal justice system
- programs that increase the levels of engagement that youth involved with or at high risk of becoming involved with the criminal justice system have with their local communities, by building resilience, cultural connections and skills such as:
 - assisting youth to prepare for the workforce
 - facilitating activities directly related to crime prevention, such as transition from detention
- providing greater opportunities for youth involved with or at high risk of becoming involved with the criminal justice system to

engage in community activities, including sports or recreational extra-curricular activities

- assisting with vocational skills development, including support to address language and literacy issues, undertaking specific job training, as well as practical skills development such as gaining a driver's licence
- improving foundation skills such as the ability to work in a team, communication, motivation and reliability.

We may also approve other activities if there are links to how those activities meet the objectives of this round.

18. Can my organisation purchase a bus?

No – buses cannot be purchased under this program. For guidance on eligible and ineligible expenditure refer to Appendix A and B of the program guidelines.

19. Can my organisation lease a bus?

Yes – lease of motor vehicles including buses are permitted as long as the primary purpose of the lease is to assist in carrying out project related activities.

20. My organisation has premises in several locations. Can I claim rental costs for delivery of the project if these premises are not the head office of the organisation?

No - rental costs for buildings or facilities for project activities does not include your own premises. Rental of external buildings or premises used for project activities and requiring a rental arrangement is an eligible cost.

21. Are cleaning costs of project premises and/or repairs eligible expenditure?

Eligible expenditure must be directly related to core activities essential to the delivery of the project.

Cleaning costs of project venues may be considered as more than routine operational expenses and essential to project delivery, however repairs/maintenance costs are considered the responsibility of the organisation and not eligible expenditure.

22. My organisation's proposed project only runs for 3 months, does this meet the funding criteria?

As long as the project is completed by 30 April 2024.

23. My organisations proposed project will end in December 2024, does this meet the funding criteria?

No - you must complete your project by 30 April 2024. Your project will not be funded beyond 30 April 2024.

24. My organisation's proposed project aims to target youth at risk of homelessness, does this meet the funding criteria?

If your organisation can demonstrate links to these youth who are at high risk of becoming entrenched in the criminal justice system as per Assessment Criteria 1, we would consider this to meet the funding criteria.

25. Can I submit a joint application with another organisation?

Yes – In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application from and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

26. How can I strengthen my application?

- You should provide evidence with your application to support your claims that your proposed project activities will contribute to positive outcomes specific to the youth you are targeting. This could include, for example, crime statistics, letters of support from partner organisations or third parties, police reports, recent media articles or academic studies and surveys that identify the extent to which crime and anti-social behaviour is an issue in your targeted demographic.
- If your project is targeting multiple groups and/or locations, you should provide relevant evidence for each group/location.
- Provide a clear project description outlining what will be undertaken, such as:
 - a description of what you are planning to do and why do you need to do it

- an explanation of how the project will be delivered and what impact / outcomes will be achieved
- include information about the multiple groups and/or locations your project is targeting
- include information on how many youth will benefit from your project
- how the project is aligned to the program objectives.
- Provide quotations from contractors, suppliers and/or staffing budget to justify the cost of the proposed project expenditure. If you are unable to obtain quotations, then a clear explanation should be provided to show how the costings were calculated.
- Identify the key risks of the project and how these will be managed to successfully achieve its outcomes. Include detail on the key personnel who will manage the delivery of the project.
- Clearly describe how the success of the project will be measured.
- Ensure the information provided is current and accurate.
- Ensure you allow yourself adequate time to prepare your application, access supporting evidence and contact relevant parties involved well before the closing date. Once you start your application, the online portal will allow you to save your progress by clicking the Save button. This will allow you to exit and re-enter the draft application at any time. The portal will save your application as a draft until it is submitted or deleted.

27. How do I account for GST in my project costs?

The application will ask you to provide your eligible project cost over the life of the project.

When calculating the total project cost, if you are registered for GST:

- you should remove the GST components of the project costs and provide the GST exclusive amount, and
- where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.

When calculating the total project cost, if you are not registered for GST:

- you should provide the cost of your project including the GST components (GST inclusive).

28. Will the department contact me with questions relating to my application?

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submitted application after the application closing time.

29. If successful when will my project commence and when will funding be provided?

If your application is successful the final activity deliverables and funding amount will be subject to negotiation of a grant agreement between the Business Grants Hub and your organisation. It is anticipated that projects and initial project payments will commence early 2022.

30. Who will approve my application for funding?

The Assistant Minister for Customs, Community Safety and Multicultural Affairs decides which grants to approve taking into account the application assessment and the availability of grant funds.

31. Can I commence my project as soon as I have been notified that the application was successful?

You may elect to commence your project from the date we notify you that your application is

successful. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

32. How long can I take to complete my project?

If you are successful we expect you to complete your project by no later than 30 April 2024.

33. Can I apply for an extension to submit a late application?

No – extensions to submit a late application will not be considered.

You can only submit an application between the published opening and closing dates.

The published open date is 28 May 2021 and the close date is 5:00pm AEST on 5 August 2021.

Please take account of time zone differences when submitting your application.

34. Need more information?

For more information, visit business.gov.au or call 13 28 46.

We may update this document from time to time to add further information, where required.