



Safer Communities Fund: Round 3 - Infrastructure Grants

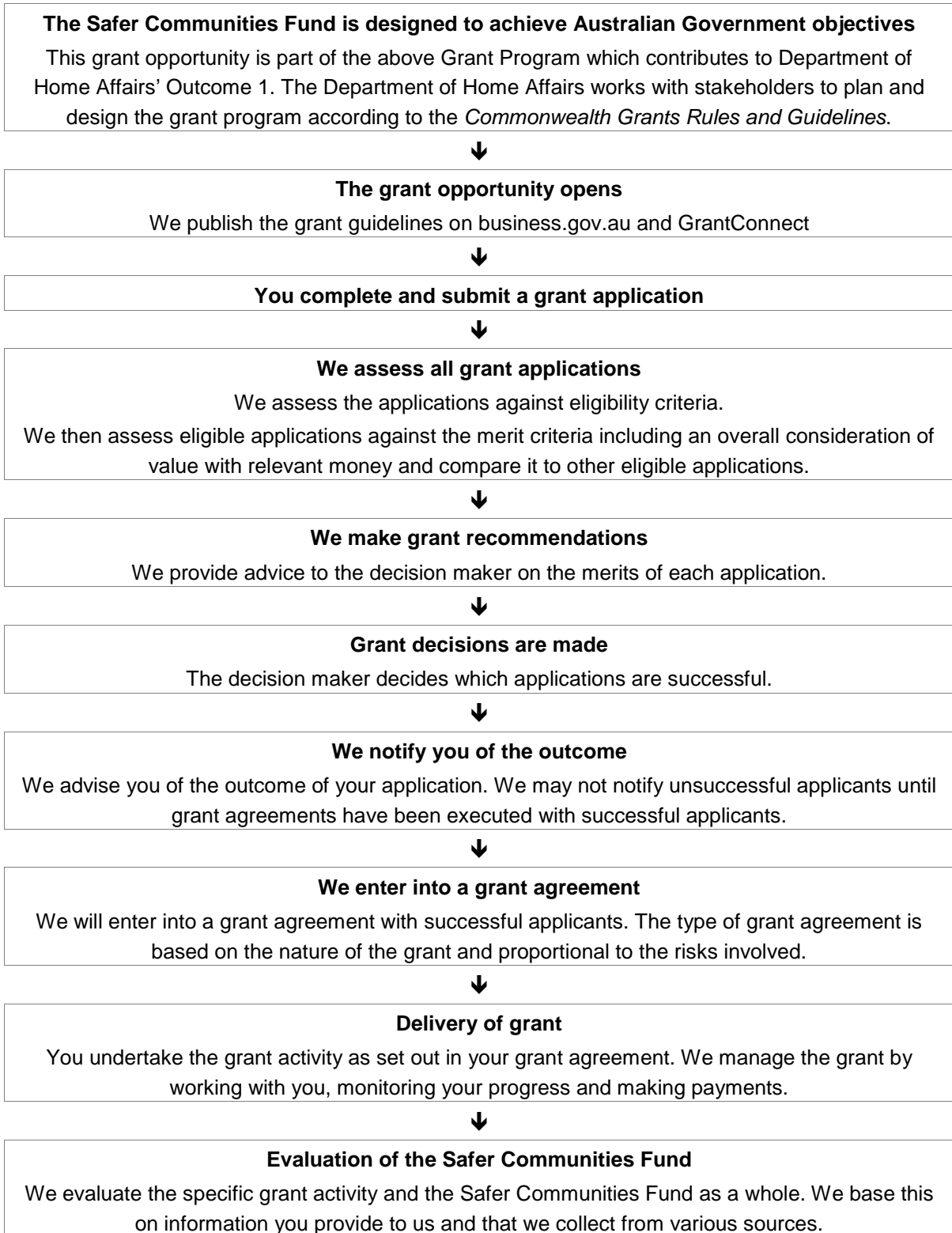
Opening date:	14 August 2018
Closing date and time:	17.00 AEST on 25 September 2018
Commonwealth policy entity:	Department of Home Affairs
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
Date guidelines released:	14 August 2018
Type of grant opportunity:	Open competitive

Contents

1. Safer Communities Fund: Round 3 - Infrastructure Grants processes	4
2. About the grant program	5
2.1. About the Safer Communities Fund: Round 3 - Infrastructure Grants opportunity	5
2.2. Grant amount and grant period	6
3. Grants available	6
3.1. Project duration	6
4. Eligibility criteria	6
4.1. Who is eligible?	6
4.2. Additional eligibility requirements	6
4.3. Who is not eligible?	6
5. Eligible grant activities	7
5.1. Eligible projects	7
5.2. Eligible activities	7
5.3. Eligible expenditure	8
6. The merit criteria you need to address	8
6.1. Merit criterion 1	8
6.2. Merit criterion 2	9
6.3. Merit criterion 3	9
7. How to apply	9
7.1. Attachments to the application	10
7.2. Timing of grant opportunity	10
8. The selection process	10
8.1. Final decision	11
9. Notification of application outcomes	11
10. If your application is successful	11
10.1. Grant agreement	11
10.2. Exchange of letters grant agreement	11
10.3. Simple grant agreement	12
10.4. How we pay the grant	12
10.5. How we monitor your project	12
10.6. Progress reports	13
10.7. Final report	13
10.8. Ad-hoc report	13
10.9. Independent audit report	13
10.10. Compliance visits	13
10.11. Grant agreement variations	13
10.12. Keeping us informed	14
10.13. Evaluation	14

10.14. Tax obligations.....	14
10.15. Working with children checks	15
10.16. Grant acknowledgement.....	15
11. Conflicts of interest	15
11.1. Your conflict of interest responsibilities.....	15
11.2. Our conflict of interest responsibilities	15
12. How we use your information.....	16
12.1. How we handle your confidential information	16
12.2. When we may disclose confidential information	16
12.3. How we use your personal information.....	17
12.4. Public announcement	17
12.5. Freedom of information.....	17
13. Enquiries and feedback.....	18
Appendix A. Definitions of key terms	19
Appendix B. Eligible expenditure.....	21
How we verify eligible expenditure	21
Eligible expenditure items	21
Labour expenditure for project management.....	22
Labour on-costs and administrative overhead.....	22
Contract expenditure.....	23
Other eligible expenditure	23
Appendix C. Ineligible expenditure.....	24

1. Safer Communities Fund: Round 3 - Infrastructure Grants processes



2. About the grant program

The Safer Communities Fund (the program) runs over three years from 2017-18 to 2019-20.

The Safer Communities Fund supports the Australian Government's commitment to deliver safer communities by:

- boosting the efforts of local councils and community organisations to address crime and anti-social behaviour by funding crime prevention initiatives that benefit the wider community or community organisations (such as fixed and mobile CCTV and lighting)
- protecting community organisations that may be facing security risks associated with racial and/or religious intolerance.

The intended outcomes of the program are to:

- contribute to the enhancement of community safety, improve security and reduce street crime and violence through local security infrastructure that benefits the community
- contribute to greater community resilience and wellbeing by addressing crime, anti-social behaviour and other security risks
- help to reduce fear of crime and increase feelings of safety in the Australian community and contribute to greater community resilience
- contribute to the safety of communities that may be at risk of racial and/or religious intolerance.

Up to \$30 million is available for Round 3 which is split across two types of grant opportunities:

- approximately \$18 million is available for Infrastructure Grants as outlined in these guidelines:
- approximately \$12 million is available for Early Intervention Grants.

The Minister for Home Affairs may support additional projects that align with the objectives and outcomes of the program using the funds allocated for Round 3.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)¹.

2.1. About the Safer Communities Fund: Round 3 - Infrastructure Grants opportunity

These guidelines contain information for the Safer Communities Fund Round 3 Infrastructure Grants.

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity on behalf of the Department of Home Affairs.

We have defined key terms used in these guidelines in appendix A.

You should read this document carefully before you fill out an application.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

2.2. Grant amount and grant period

The Australian Government has announced a total of \$70 million over three years for the program. For this grant opportunity approximately \$18 million is available over two years.

3. Grants available

The grant amount will be up to 100 per cent of eligible project costs.

- The minimum grant amount is \$1,000
- The maximum grant amount is \$1,000,000.

3.1. Project duration

You must complete your project by 31 March 2020.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an incorporated not for profit organisation
- an Australian local government agency or body as defined in appendix A.

Industry/trader associations and chambers of commerce can apply if they meet the eligibility criteria above.

4.2. Additional eligibility requirements

In order to be eligible you must:

- provide evidence from the site owner or manager providing authority for you to undertake the project at the nominated site. You should use the letter template provided on business.gov.au and provide this with your application or prior to entering into a grant agreement.
- be able to start your project within 8 weeks of executing a grant agreement which can include project planning activities.
- have met relevant state or territory legislation obligations related to working with children, and ensure that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- a school or preschool that is registered as an educational establishment with a state or territory registration authority

- an Australian State or Territory government agency or body (except for the Australian Capital Territory).

5. Eligible grant activities

5.1. Eligible projects

To be eligible your project must:

- address crime and anti-social behaviour in public or community spaces for the benefit of the wider community or community organisations
- include eligible activities and eligible expenditure
- have at least \$1,000 in eligible expenditure.

A public or community space is a place inside or outside that is open and accessible to the public or members of a community organisation.

Projects that solely provide crime prevention or security for businesses are not eligible.

We cannot fund your project if the same activities receive funding from other government grant programs.

5.2. Eligible activities

Eligible activities must directly relate to the project and benefit the wider community or community organisations. Eligible activities can include the following local crime prevention and security infrastructure activities undertaken in public or community spaces:

- installation of fixed or mobile CCTV cameras
- installation of security lighting
- installation of bollards
- installation of security and alarm systems, intercoms and swipe access attached to a public or community space
- crime prevention through environmental design (CPTED) including changing the environmental characteristics in public or community spaces, such as a lack of lighting or poor natural surveillance, that can facilitate street crime and violence. Eligible CPTED activities may include but are not limited to:
 - incorporating design features in the landscaped environment that encourage large numbers of users and provide greater natural surveillance, or incorporating additional lighting in public spaces so that they do not create places for potential offenders to hide
 - installation of fencing, walls, doors and blast proof windows if linked to CPTED in public or community spaces.

CPTED seeks to reduce the opportunities for crime through the design and management of the landscaped environment. Strategies include modifying the environment to create safer public or community places that are less crime-prone or can make people feel safer. CPTED does not include major capital works which modify private buildings that do not have a wider benefit to the community or community organisations that may be facing security risks associated with racial and/or religious intolerance.

The National Crime Prevention Framework provides further information about CPTED principles and is available at http://www.aic.gov.au/crime_community/crimeprevention/ncpf.html.

We may also approve other activities.

Activities are not eligible if they occur:

- on school or pre-school grounds

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidelines on eligible expenditure, see appendix B.
- For guidelines on ineligible expenditure, see appendix C.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify the project costs that you provided in your application. You may need to provide evidence such as quotes.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until you execute a grant agreement with the Commonwealth.

6. The merit criteria you need to address

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.

The application form asks questions that relate to the merit criteria below. You should answer every question. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score at least 50 per cent against each merit criterion, as these represent best value for money.

6.1. Merit criterion 1

The extent that your project will contribute to improved community safety (50 points).

You must demonstrate this by describing:

- a. how your project will help to reduce crime, violence, anti-social behaviour and/or other security risks and improve safety and wellbeing in your community **(20 points)**.
- b. the extent that crime and/or anti-social behaviour (including that which is driven by racial or religious intolerance) is an issue in your community **(30 points)**.

You should provide evidence to support your claim that is specific to your community's location and may include:

- 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.

6.2. 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. If you have already received Commonwealth funding for improving community safety, explain why you need additional funding **(10 points)**.
- b. Justifying the cost of your project including details of the security infrastructure you will install and its intended benefits. You should attach evidence such as quotes to validate the costs of your project **(20 points)**.

6.3. 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 and if relevant who will have access to the CCTV footage **(6 points)**.
- b. how you will maintain and fund the ongoing costs of your project beyond the term of grant funding **(6 points)**.
- c. how you will measure the success of the project **(8 points)**.

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application. You must retain a copy of your application as it will form part of your grant agreement.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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 submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

We will only accept the following documents with your application:

- evidence from the site owner or manager providing authority for you to undertake the project at the nominated site. You should use the letter template provided on business.gov.au and provide this with your application or prior to entering into a grant agreement.
- evidence to support your claims under merit criterion one that crime and/or anti-social behaviour is an issue in your community.
- evidence to validate the costs of your project under merit criterion two.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around January 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	January 2019
End date of grant commitment	31 March 2020

8. The selection process

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

To recommend an application for funding it must score at least 50 per cent against each merit criterion. While we assess all applications against the same merit criteria, we will score your

application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportionate to the size and complexity of your project.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Final decision

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous unsuccessful application, we may refuse to consider it for merit assessment.

10. If your application is successful

10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We use two types of grant agreements in this program. The type of agreement will depend on the size and complexity of your project. Sample [grant agreements](#) are available on [business.gov.au](#).

We must execute a grant agreement with you before we can make any payments. You must not start any Safer Communities Fund activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of funding.

If you enter an agreement under the Safer Communities Fund, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Exchange of letters grant agreement

We will use an exchange of letters grant agreement for projects up to six months long and receiving up to \$50,000. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning the letter to us. We consider the

agreement to be executed (take effect) from the date you sign the letter. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

10.3. Simple grant agreement

We will use a simple grant agreement for projects longer than six months or receiving more than \$50,000.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.4. How we pay the grant

The grant agreement will state the maximum grant amount we will pay

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

For projects up to six months long and with a grant up to \$50,000, we will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

For projects longer than six months or with a grant more than \$50,000, we will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

For projects longer than six months or with a grant more than \$50,000, we set aside 5 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years or to ensure we retain a minimum 5 per cent of grant funding for the final payment.

10.5. How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

10.6. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

10.7. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

10.8. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

10.9. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

10.10. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

10.11. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project provided that the project is completed by 31 March 2020.

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

10.12. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

10.13. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

10.14. Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

10.15. Working with children checks

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation. You will be required to provide an annual statement of compliance with these requirements.

10.16. Grant acknowledgement

If you make a public statement about a project funded under the program, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

11. Conflicts of interest

11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare and describe, as part of your application, any perceived, potential or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13(7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy²](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

12.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

12.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

2

<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

12.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)³ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

12.4. Public announcement

We will publish non-sensitive details of successful projects on [GrantConnect](#), the [department's website](#)⁴ and [business.gov.au](#). We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁵, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

³ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁴ <http://www.industry.gov.au/Pages/default.aspx>

⁵ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry - Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Eligible expenditure guidelines	The guidelines that are at Appendix B.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth) and the ACT Government.
Minister	The Commonwealth Assistant Minister for Home Affairs.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry general manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.

Term	Definition
Project	A project described in an application for grant funding under the program.

Appendix B. Eligible expenditure

This section provides guidelines on the eligibility of expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- meet the eligible expenditure guidelines.

How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

Eligible expenditure items

Only expenditure items that directly benefit the wider community or community organisations are eligible.

Eligible expenditure items can include:

- the cost of purchase and installation of:
 - fixed or mobile CCTV cameras
 - security lighting
 - bollards
 - security and alarm systems, intercoms and swipe access for a public or community space
- costs associated with crime prevention through environmental design (CPTED) including changing environmental characteristics in public or community spaces, such as a lack of lighting or poor natural surveillance, that can facilitate street crime and violence. Eligible CPTED expenditure may include but is not limited to costs directly related to:
 - incorporating design features in the landscaped environment that encourage large numbers of users and provide greater natural surveillance, or incorporating additional lighting in public spaces so that they do not create places for potential offenders to hide

- fencing, walls, doors and blast proof windows if linked to CPTED in public or community spaces.
- Project management costs up to 5% of the total eligible expenditure claimed. This may include internal labour and/or contractor costs as detailed below.
- Other specific expenditure items may be eligible as determined by the Program Delegate.

Labour expenditure for project management

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ for project management activities on the agreed project. Labour expenditure other than project management costs is ineligible.

We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the Australian Taxation Office (ATO). We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

We limit project management costs, for direct employees and/or contractors, to 5 per cent of the total amount of eligible expenditure claimed (plus the 30 per cent administrative overhead below).

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

Labour on-costs and administrative overhead

Eligible salary costs can be increased by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax and workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot base labour costs on an estimation of the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

We will only consider salaries paid to principals and/or their relatives as eligible labour expenditure when the ATO has assessed tax payable on the salary.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

We consider costs for project management activities eligible contractor expenditure. However, we limit project management costs, for direct employees and/or contractors, to 5 per cent of the total amount of eligible expenditure claimed.

Other eligible expenditure

Other eligible expenditures for the project may include:

- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.
- costs directly associated with the installation of crime prevention equipment. For example digging trenches for cabling or erecting poles for CCTV.

Other specific expenditures may be eligible as determined by the Program Delegate.

We may request evidence such as supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix C. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to having a grant agreement executed
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs related to security infrastructure for buildings that do not currently exist, or that require other major works to be completed first
- labour expenditure for employees other than project management costs
- security guard costs
- construction, (including of guard houses), major renovation or extension of buildings. Major renovations include but are not limited to building or substantially modifying walls or other building structures if not directly linked to crime prevention through environmental design in public or community spaces.
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges or other structures
- maintenance of vehicles
- costs of purchasing, leasing, depreciation of, or development of land
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- rent and utilities
- staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- ongoing equipment maintenance costs
- routine business and operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application (including scoping studies and designs), preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests

- travel or overseas costs
- fund raising or sponsorship costs

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.