



# Securing Faith-Based Places Grant Program

## Frequently Asked Questions

24 July 2023

### 1. How can I lodge my application?

Before applying, we recommend you read and understand the Securing Faith-Based Places Grant Opportunity Guidelines and the sample grant agreement published on [business.gov.au](https://business.gov.au) and GrantConnect at [grants.gov.au](https://grants.gov.au).

Applications must be submitted via the online portal before 5pm AEST on **11 September 2023**. 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:

- submit your application on our online portal by 5pm AEST on **11 September 2023**
- 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.

### 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 immediately at [business.gov.au](https://business.gov.au) or by calling 13 28 46 and retain all records relating to the technical difficulties experienced.

If you only become aware that your application failed to successfully submit following the closing time and 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, where can I go?

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

If you require assistance in strengthening your application, please refer to FAQ 20.

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

Section 7.1 of the Grant Opportunity Guidelines provides expected timing. We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to seek feedback on your application from us.

#### 5. How much funding is available under the Securing Faith-Based Places Grant Program?

The Securing Faith-Based Places grant program provides \$40 million over three years to improve security at religious schools, pre-schools, places of worship, and faith-based community centres.

#### 6. How much of the \$40 million available in funding can my organisation apply for?

The minimum grant amount is \$25,000. The maximum grant amount is \$500,000.

#### 7. Is my organisation eligible to apply?

To be eligible you must:

- Be associated with an **eligible religion**
- have an Australian Business Number (ABN)
- be an eligible **legal entity**, namely:
  - an entity incorporated in Australia
  - an incorporated association, or
  - an incorporated not for profit organisation, and
- meet all requirements to enter into a grant agreement

For the purpose of this grant opportunity, an **eligible religion** is any religious group listed in the Australian Bureau of Statistics' [\*Australian Standard Classification of Religious Groups\*](#), groups one to six at Table 1.3.

#### 8. How do I know if my organisation is a legal entity and can enter into a grant agreement in its own right?

Your school may not be a legal entity in its own right and you may need your legal entity such as the archdiocese, diocese or your education authority in your state or territory to submit an application on your behalf. You should check your legal status before applying for a grant. Refer to **Appendix C** of the Grant Opportunity Guidelines for further guidance on legal entities.

#### 9. Is an unincorporated not for profit organisation eligible to apply for funding?

No. An unincorporated entity is not eligible to apply.

#### 10. What evidence can I provide to verify my organisations legal status?

For incorporated not for profit organisations, evidence may include a State or Territory incorporated association registration number, or a Certificate of Incorporation or equivalent documentation.

For organisations established through specific Commonwealth or State/Territory legislation (including public benevolent institutions, churches), evidence may include the relevant Act or legislation under which the body was formed.

## 11. How many applications can I submit for funding?

You can only submit one application for funding. If you wish to apply for funding at multiple locations/campuses, your single application must encompass the activities that will take place at each location/campus.

**For registered schools, pre-schools and religious institutions:** If you are the legal entity applying on behalf of a school, pre-school or place of worship you can submit one application for each school, pre-school, or religious institution you are applying on behalf of. In this case, the maximum \$500,000 grant amount applies to the individual school, pre-school or place of worship and not the legal entity who is making the application on their behalf.

## 12. What are eligible activities?

You can use the grant to install or upgrade security infrastructure or engage security guards at your site. This includes, but is not limited to:

- security camera systems (e.g. CCTV)
- access controls, such as secure exterior doors, intercoms and swipe access
- security lighting
- fencing and gates
- traffic barriers and bollards
- emergency communication systems
- external blast walls
- security windows
- intrusion detection and alarm systems
- engagement of security guards, licenced by the relevant state or territory agency, and
- associated project management and project audit.

For more detail about eligible activities, please refer to the Grant Opportunity Guidelines.

Please review the Grant Opportunity Guidelines for more information regarding eligible activities.

## 13. I am currently in debt recovery action, am I eligible to apply?

An organisation undergoing debt recovery action for previous Commonwealth, State, Territory or local Government grant awards is ineligible to apply.

Please review the Grant Opportunity Guidelines for more information regarding eligibility.

## 14. My organisation experiences a lot of general crime and anti-social behaviour. Can I still apply?

The objective of the grant opportunity is to support religious schools and pre-schools, places of worship and faith-based community centres to address the risk of crime and violence motivated by religious or racial intolerance through the installation or upgrade of security infrastructure and/or the engagement of security guards at those sites.

We cannot consider your application if you do not satisfy all eligibility criteria. We cannot waive the eligibility criteria under any circumstances.

### 15. Can my project include the hire of security guards?

Eligible activities may include the engagement of security guards, licensed by the relevant state or territory agency.

Before applying, we recommend you read and understand the Securing Faith-Based Places Grant Opportunity Guidelines and the sample grant agreement published on [business.gov.au](https://business.gov.au) and GrantConnect at [help.grants.gov.au](https://help.grants.gov.au).

### 16. My building isn't built yet, can I apply to install security cameras?

Costs related to security infrastructure (such as security cameras) for buildings that do not currently exist at the time of your application submission, are considered ineligible expenditure.

### 17. My building is currently being renovated and I would like to install a security alarm system during the renovation – can I apply?

Costs related to security infrastructure (such as a security alarm system) for buildings that require other major works to be completed first are considered **ineligible** expenditure.

At the time of your application submission, a building is considered 'requiring other major works' if it is undergoing construction, major renovation or extension. Major renovations include but are not limited to building or substantially modifying walls or other building structures.

### 18. I have received previous funding from a security infrastructure grant, am I still eligible to apply?

Yes, you can apply for this program if you have received previous funding from another security infrastructure grant.

If the specific activities you are seeking funding for have already received funding from other Commonwealth, State, Territory or local government grants, we are not able to fund the project.

### 19. Can I claim the cost of a staff member or hire a contractor to manage the project?

Project management costs of up to 5 per cent of the total eligible expenditure can be claimed. This can include internal labour and/or the costs of a contractor you hire. Project management for internal labour covers the direct labour costs of employees you directly employ for project management activities on the core elements of the project. 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 expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

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

## 20. How can I strengthen my application?

Successful applications will:

- Demonstrate the extent that religious or racially motivated crime and/or violence is an issue in your community, including at the proposed project site(s). Demonstrate how your project will contribute to addressing the risk of crime and/or violence driven by religious or racial intolerance, and how your project will support community members to undertake activities safely and free from religious or racially motivated harm or harassment.
- Demonstrate how your project represents value for money.
- Demonstrate your capability and resources to deliver the project.
- Provide evidence of religiously motivated crime, for example, details of intimidation, criminal damage or vandalism, photographs of recent criminal damage or vandalism, police reports, recent media articles and social media posts and letters of support from the community or other organisations.

Please review the Grant Opportunity Guidelines for more information on the above criteria.

Applications will be open for six weeks. This is to provide you with enough time to understand all the requirements of the opportunity, and to seek advice on the grant application process if required. There is information available on the GrantConnect website about preparing and submitting your application. The Department of Social Services' Community Grants Hub also has a number of fact sheets providing support for developing and submitting applications (available at:

<https://www.communitygrants.gov.au/information/information-applicants>).

## 21. 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).

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

We can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. However, the acceptance of any additional information provided after the submission of your application is at the discretion of the program delegate. If your additional information materially changes your application at the time it was submitted, it may be refused.

## 23. If successful, when will my project commence and when will funding be provided?

If you are successful, we expect you will be able to commence your project around November 2023. The final activity deliverables and funding amount will be subject to negotiation of a grant agreement between the Business Grants Hub and your organisation.

## 24. Who will assess my application for funding?

The Business Grants Hub will be responsible for assessing the grant applications against the grant opportunity guidelines and merit criteria.

**25. Who will approve my application for funding?**

The Attorney-General is the decision-maker for the Securing Faith-Based Places Grant Program. The Attorney-General considers the application assessment provided to him by the Business Grants Hub and the availability of grant funds when making a decision.

**26. How long can I take to complete my project?**

If you are successful, we expect you to complete your project by no later than **28 February 2027**.

**27. 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 **31 July 2023** and the close date is 5.00pm AEST on **11 September 2023**.

Please consider different time zones when submitting your application.

**28. My question hasn't been answered, I need more information.**

For more information visit [business.gov.au](https://business.gov.au) or call 13 28 46. Please note that we may update this document from time to time to add further information, where required.