Sample application form

Safer Communities Fund Round Six Infrastructure

Version: June 2021

This document shows the questions included in the online application form for this Safer Communities Fund Round Six – Infrastructure. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory, If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
  or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select – Safer Communities Fund Round 6 – Infrastructure grants
- Field 2 select – Safer Communities Fund Round 6 – Infrastructure grants

When you have selected the program, the following text will appear.

This grant opportunity will run over 3 years from 2021-22 to 2023-24.

The grant opportunity was announced as part of the Australian Government's commitment to deliver safer communities. Up to $10 million is available for this grant opportunity.

The objective of this grant opportunity is to:

- reduce crime, violence, anti-social behaviour and/or other security risks driven by racial and/or religious intolerance by funding crime prevention initiatives.

The minimum grant amount is $10,000 and the maximum is $500,000.

The maximum grant amount per location or school campus is $250,000.

You should read the grant opportunity guidelines and sample grant agreements before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time before 5:00pm AEST on 5 August 2021. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out

B. Eligibility

We will ask you the following questions to establish your eligibility for the Safer Communities Fund Round Six Infrastructure grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you one of the following types of organisations: *
    - an incorporated not for profit organisation
    - an Australian local government agency or body
    - an Australian State/Territory Government education 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?

You must answer yes to proceed to the next question.

- Is your project aimed at protecting schools, pre-schools, places of religious worship, community organisations or local councils that may be facing security risks associated with racial and/or religious intolerance? *

You must answer yes to proceed to next question.

    - Will your project have at least $10,000 in eligible expenditure? *

You must answer yes to proceed to next question

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

You must answer yes to proceed to next question.

    - Do you have the authority of the site owner or manager to undertake the project at the nominated site(s)? You must use the template provided on business.gov.au, and attach this later in this form or prior to entering into a grant agreement. *

You must answer yes to one of these questions to proceed to next question.

    - Can you commit to start your project within 8 weeks of executing a grant agreement (can include project planning activities)? *

You must answer yes to proceed to next section.

    - Have you previously received a Safer Communities Fund Infrastructure or a Safer Communities Fund Northern Territory Infrastructure grant in earlier rounds? *

If you answer no, you will proceed to the next section.

If you answer yes, you must complete the following questions:

    - Are you are applying for infrastructure at a different project location/campus to your previous grant? * OR
    - Are you are a school or pre-school applying for funding for security guards only? *

You must answer yes to one of the questions to proceed to the next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. $1 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering $0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some project details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Entity Type

Select your entity type: *

- an incorporated not for profit organisation
- an Australian local government agency or body
- an Australian State/Territory Government education 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

If 'an incorporated not for profit organisation' is selected, you must complete the following question:

- Can you provide evidence of your incorporation and not for profit status? *
  Yes/No?

For further guidance please refer to Appendix C of the grant opportunity guidelines and key documents published on the businesss.gov.au website.

E.2. Project title and description

Provide a project title. *

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description. *

Your response is limited to 750 characters including spaces and does not support formatting.

E.3. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities. *

Your response is limited to 5000 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.4.   Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes. *

Your response is limited to 5000 characters including spaces and does not support formatting.

E.5.   Activities

Enter the number of specific installation activities to be undertaken in your project.

All questions are mandatory so enter 0 if not applicable.

How many fixed or mobile CCTV cameras do you plan to install as part of your project? *

How many security lighting items do you plan to install as part of your project? *

How many fencing and gate items do you plan to install as part of your project? *

How many bollards do you plan to install as part of your project? *

How many security and alarm systems do you plan to install as part of your project? *

How many public address systems do you plan to install as part of your project? *

How many intercoms and swipe access systems do you plan to install as part of your project? *

How many security doors do you plan to install as part of your project? *

How many security guards for schools or preschools do you plan to employ or hire as part of your project? *

How many external blast walls and windows do you plan to install as part of your project? *

E.6.   Religious affiliation

▪ Do you have a religious or cultural affiliation? *

Yes/No

If yes, what is your religious or cultural affiliations?

E.7.   School and preschool information

Is the project being undertaken by a school or preschool? *

Yes/No

Enter the school Registration number.

This is the Id provided by the school registration authority in your state or territory.

Enter the school name.

Select the school sector

Select the school type

E.8.   Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your project must be completed by 31 March 2024.

- Estimated project start date: *
- Estimated project end date: *
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter.

E.9.   Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can enter a maximum of 10 milestones.

- Milestone title *

Your response is limited to 100 characters including spaces and does not support formatting.

- Description *

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date *
- Estimated end date *

E.10. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address *
- Estimated percentage of project value expected to be undertaken at site *

E.11. Multiple location projects

If you wish to apply for funding at multiple locations/campuses, you must describe the eligible activities that will take place at each location/campus in this section.

If you are only applying for funding at one location you don't need to complete this section as we will use the information you have provided in the previous questions.

You must also enter the grant amount requested for each location.

- Location or campus name.

You must enter a second location.

- Provide a detailed description of the activities and outcomes at this location.

Ensure your project description focuses on your project's key activities and outcomes at this location. Detail the activities you will undertake and how it will benefit the location. Include specific information about the type and number of security equipment items to be installed if applicable.

- ▪ Enter the grant amount sought for this location.

The maximum grant amount per location or school is $250,000.

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure.

Refer to the grant opportunity guidelines for guidance on eligible expenditure.

The minimum total eligible project expenditure for this grant opportunity is $10,000.

Type of expenditure	Head of expenditure	Financial Year	Costs
Project expenditure			$
	Purchase and installation of fixed or mobile CCTV cameras		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of security lighting		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of fencing and gates		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of bollards		$
		2021/22	$
		2022/23	$
		2023/24	$

Type of expenditure	Head of expenditure	Financial Year	Costs
	Purchase and installation of security and alarm systems		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of public address systems		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of blast walls and windows		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of intercoms and swipe access		$
		2021/22	$
		2022/23	$
		2023/24	$
	Purchase and installation of security doors		$
		2021/22	$
		2022/23	$
		2023/24	$
	Security guard hiring		$
		2021/22	$
		2022/23	$
		2023/24	$

Type of expenditure	Head of expenditure	Financial Year	Costs
	Other eligible expenditure		$
		2021/22	$
		2022/23	$
		2023/24	$
	Contract expenditure		$
		2021/22	$
		2022/23	$
		2023/24	$
	Labour expenditure for project management (up to 5% of total eligible costs)		$
		2021/22	$
		2022/23	$
		2023/24	$
Total Project Costs			$

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion, as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

To support you responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (50 points)

The extent that your project will protect schools and pre-schools, places of religious worship, community organisations and local communities that may be facing security risks associated with racial and/or religious intolerance (50 points)

You must demonstrate this by describing:

a. the extent that crime and/or anti-social behaviour 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 project'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
- recent media articles
- photographs of recent criminal damage/vandalism

Your response is limited to 5000 characters including spaces and does not support formatting.

b. how your project will protect people in your community who are at risk of attack, harassment or violence stemming from racial or religious intolerance. You should outline the security infrastructure issue you are trying to address in your specific location, and how the proposed project will reduce the risk of attack or harassment. **(20 points)** *

Your response is limited to 5000 characters including spaces and does not support formatting.

G.2. Assessment criterion 2 (30 points)

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)** *

Your response is limited to 5000 characters including spaces and does not support formatting.

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)** *

Your response is limited to 5000 characters including spaces and does not support formatting.

G.3. Assessment criterion 3 (20 points)

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 and interactions between security guards and students **(10 points)** *

Your response is limited to 5000 characters including spaces and does not support formatting.

b. how you will measure the success of the project **(10 points)** *

Your response is limited to 5000 characters including spaces and does not support formatting.

H. Application finalisation

You must answer the following questions and add any supporting documentation required.

H.1. Conflict of interest

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

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Program feedback

How did you hear about the program? *

You may select from a drop-down menu.

H.3. Additional information

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

▪ Evidence for Assessment criterion 1

You should provide evidence to support your claims under assessment criterion 1 that crime and/or anti-social behaviour is an issue in the communities targeted by your project. You should provide evidence specific to your project's location. If submitting an application for funding for multiple locations/campuses, you must provide relevant evidence for each location/campus.

▪ Evidence for Assessment criterion 2

You should attach evidence such as quotes to validate the costs of your project under assessment criterion 2.

▪ Authority from the site owner or manager to undertake the project at the nominated site(s).

You must provide a letter from the site owner or manager with your application or prior to entering into a grant agreement using the letter template provided on business.gov.au.

▪ Evidence of incorporation and not for profit status (where applicable)

Where you have indicated your entity type is an incorporated not for profit organisation, you should attach evidence of your incorporation and not for profit status.

▪ Trust documents (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

H.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)). *
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)). *

H.5. Indigenous organisation

Is your organisation Indigenous owned? *

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled? *

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

I.   Primary contact page

You must provide the details of a primary contact for your application. The details include

- Title
- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

J.   Application declaration

In order to submit your application you will be required to agree to the following declaration.

J.1.   Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (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
- 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:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

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 grant opportunity 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.

J.2. Applicant declaration

I declare that I have read and understood the grant opportunity 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/ management committee 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 Act 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 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 agree to participate in the periodic evaluation of the services undertaken by the department.

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

I understand that the applicant is responsible for ensuring that it has 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 grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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 Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.