

Grant Application Checklist

NSW Community Safety Fund 2018



Use this checklist to complete your Application for Round 4 of the NSW Community Safety Fund 2018

Applying for a NSW Community Safety Fund grant

When preparing your submission for a grant from the NSW Community Safety Fund, it's important you refer to the funding and other project eligibility criteria in the Community Safety Fund 2018 Guidelines.

The numbered list in this Checklist will help you prepare your written application and ensure all the required information and supporting documents are included with your application.

If you have any queries about the eligibility of your project or the information and supporting documents required to support your written application, please contact the NSW Community Safety Fund team at csf@justice.nsw.gov.au or phone 02 8688 8666.

Please include your phone contact details and allow enough time before the closing date for us to respond. Your final application (including supporting material) must be received by **5pm on Friday 10 August 2018** to email csf@justice.nsw.gov.au or to the following postal address:

NSW Community Safety Fund

C/- Business Systems and Planning

Justice Strategy & Policy

NSW Department of Justice

Locked Bag 5111

PARRAMATTA NSW 2124

Cover Sheet

Please include the following information about your organisation:

1. **Name and address of your organisation or business.**
2. **Australian Business Number (ABN) of your organisation.**
 - If you are unsure what your ABN number is, you can find it at:
<http://abr.business.gov.au>
3. **If you do not have an ABN, is your organisation incorporated? If YES, please provide your Incorporation Number.**
 - If you are unsure what your Incorporation Number is, you can find it at:
<http://asic.gov.au/online-services/search-asics-registers>
4. **If you do not have an ABN or Incorporation Number, please provide a brief description of the nature of your organisation.**
 - If your organisation is a **not-for-profit operation**, please state this on your cover sheet and attach evidence of your not-for-profit status.
5. **Contact details for person responsible for project management and liaison with the NSW Department of Justice**
 - Name.
 - Project Manager/Position/Role.
 - Business phone (including area code).
 - Mobile phone.
 - Email address.

- 6. Please provide details of any partners collaborating with your organisation as part of this application, such as local councils.**

Note: You will also need to include comprehensive details of the structure of the partnership and the respective roles and responsibilities of each organisation in managing the project.

Application - required content

The check list below sets out the information the Department of Justice needs to assess the merits of your application. Depending on the specific details of your project you may include relevant additional supporting information.

Please use subject headings in your application that follows the format of this checklist.

Project Details

Please include the following details about your project:

- 7. Name of project**
- 8. Please select from the categories below to describe the broad crime prevention approach your project will take to prevent crime or improve community safety:**

Infrastructure:

- Crime Prevention Through Environmental and Design (CPTED) strategies
- community infrastructure to support delivery of social crime prevention programs
- situation crime prevention strategies
- other innovative crime prevention initiatives.

Service delivery:

- developmental or primary crime prevention
- social programs with a crime prevention focus
- division of persons at risk of offending from criminal justice system
- youth and adult offender programs
- other innovative service delivery crime prevention programs.

9. Please describe the crime or community safety issue your project is designed to address?

Include the target group/s, location and specific crime or community safety risk factors your project will address.

10. What is the evidence that informed your selection of this project?

Please include details of the problem analysis applied in developing the proposal and how your proposed solutions will impact on the identified crime or safety issue.

11. Please outline your proposed project strategy to address the identified crime or community safety issue.

Your strategy must demonstrate you have the organisational capacity and equivalent experience in managing similar projects to completion on time and within budget.

12. Please provide a project plan detailing the major milestones.

Please nominate the duration of your project as- 12 or 18 months following receipt of funds – refer to Guidelines for more information about key dates.

Please outline a project completion and handover strategy where on-going measures such as client welfare, staff or future maintenance /operational requirements need to be managed with infrastructure projects.

13. Project Aims, Performance Measures and Data Sources.

Please list your project aims and corresponding performance -measures and sources you will use to monitor and report on your project's progress.

EXAMPLES OF PROJECT PERFORMANCE MEASURES

Project Aims	Performance Measures	Data Sources
Reduce recidivism amongst young offenders	Number of young offenders referred into program, demographic details and source of referral	Client demographics Referral agency data
	Number of hours/units of treatment delivered; program completion rates of participants	Client program data to be collected Referral agency data
	Measures of improved wellbeing of the participants such as identifiable reduction in vulnerability/crime risk factors	Client program data to be collected
	Reduction in recidivism among young offenders participating in the program	Recorded crime statistics
Reduce crime levels and improve safety within a public precinct	Pre and post crime statistics and user perception surveys	Recorded crime statistics (comparison to control site or suburb/LGA statistics) Survey data
	Level of patronage and use of public space	Patronage use of facility User survey data
	Results of crime prevention through environmental design audits before and after	Environmental audits
	Diversity of users utilising facilities	Demographic data
	Project delivery measures	Project data including reporting on budget, program and quality

Project Financial Details

Please provide the following financial information:

14. A detailed itemised project budget (excluding GST) for the proposal identifying:

- funds applied from this grant;
- additional funding (from your organisation or partners); and
- any other in-kind contributions.

15. A project cost estimate including a breakdown of:

- administration and project management costs. Note: A maximum of 20 per cent of grant funding can be allocated to project administration costs;
- staff costs (internal resources and external contractors/suppliers);
- plant and materials where applicable; and
- other relevant costs in your project budget.

Note: Please include itemised costs inclusive and exclusive of GST.

The estimate is to incorporate staff costs attributed to the project including:

- individual staff positions;
- hourly rate;
- proposed hours; and
- employment period.

16. Financial information regarding capacity to meet any on-going maintenance or other expenses associated with proposal.

17. Current insurance coverage: Certificates of Currency for public liability, professional indemnity and workers compensation insurance related to the proposed works.

18. If your application involves construction works, please provide the following:

- a site description;
- site land ownership details;
- details of any statutory and landowner approvals;
- measures to comply with work health and safety requirements; and
- measures to comply with environmental impacts.

Note: Applications involving construction works must also demonstrate tenure over land by providing evidence of **one** of the following:

- ownership of the land, premises or facility;
- being a trustee, having the care, control and management of the land, premises or facility; or
- possession of an instrument of tenure for the land, premises or facility, e.g. a lease, licence or user agreement, and possession of written approval from the owner allowing the applicant to undertake the proposed works.

19. If your application involves a secondary partner, such as a project utilising all or part of land owned by a local council, a **supporting letter/s must be provided from the agency identified as having a role in the project's implementation. The letter should state the secondary partner's concurrence with the project and detail any financial or other contribution to the project. Refer to the Program Guidelines for more information.**

Attachments / Appendices

Supporting Documents

A number of supporting statements or documents are needed to support your written application. Please include the following items with your application:

Financial Statements

Please provide the following financial details for your organisation:

20. a statement of Financial Position as at 30 June 2018;
21. a statement regarding Cash Flow position as at 30 June 2018;
22. a disclosure statement declaring other current grant funding currently being administered by your organisation and;
23. a Financial Administration Statement of how you will account for and administer the funding allocated under your grant, e.g. under a separate account code.

Miscellaneous Attachments

24. If you are a not-for-profit organisation, please provide evidence of this status.
25. Please attach a completed and scanned copy of the authorised signatories table on the next page of this checklist.

Other Supporting Material

Please provide a list of any other supporting information provided with this application.

26. List other supporting material provided with this application.

Authorised Signatories

Please provide signatures from **two (2)** people who are legally authorised to make applications and sign contracts on behalf of your organisation. You will need to scan the signed copy of the table below and attach it to your application.

- I/we acknowledge our obligation to declare any other external grants and funding received for this project to the NSW Department of Justice;
- I/we also agree to provide verified financial acquittals for this grant;
- I/we acknowledge that this project may be independently audited;
- I certify that the information given in this application is true and correct. I am an employee of the organisation nominated below and I am eligible and authorised to apply for funding from the NSW Government;
- I acknowledge that any funding will be subject to a Funding and Performance Agreement with the NSW Department of Justice; and
- I have declared any potential conflict of interest within the application including employment with a government agency.

	Signatory 1	Signatory 2
Name		
Position		
Organisation		
Postal Address		
Street Address		
Office Phone		
Contact email		
Signature		
Date		

How to submit your Application

Applicants are required to submit their completed NSW Community Safety Fund 2018 Application by **5pm on Friday, 10 August 2018** by email (preference), mail or hand delivery to the NSW Department of Justice.

1. **Email:** csf@justice.nsw.gov.au

2. **Mail:**

NSW Community Safety Fund
C/- Business Systems and Planning
Justice Strategy & Policy
NSW Department of Justice
Locked Bag 5111
PARRAMATTA NSW 2124

or deliver to:

3. **Street Address:**

NSW Community Safety Fund
C/- Business Systems and Planning
Level 5 Justice Precinct Office
Justice Strategy & Policy
NSW Department of Justice
160 Marsden Street
PARRAMATTA NSW 2124

Inquiries: E: csf@justice.nsw.gov.au or T: 02 8688 8666

Web:

www.crimeprevention.nsw.gov.au/Pages/cpd/protectcommunity/communitysafefund

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