

Program Guidelines

NSW Community Safety Fund 2018



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

ATTORNEY GENERAL'S AND MINISTER'S FOREWORD

Local communities know best how to create unique local solutions.

In 2015, the NSW Liberals & Nationals Government pledged \$10 million over four years for a Community Safety Fund to make NSW a safer place to live. The range of projects and community response from the third round was outstanding.

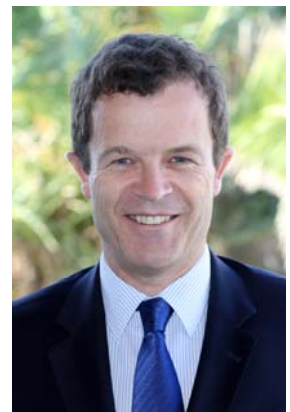
If your community-based organisation or business has an idea with a crime prevention focus, it is now invited to apply for the fourth round of the NSW Community Safety Fund. Grants of up to \$250,000 are available for each project.

Putting community safety front and centre is a key priority for the NSW Government. We want everyone to feel safe. We are therefore looking forward to hearing your ideas for innovative infrastructure and service delivery projects to improve community safety.

We know a one-size-fits-all approach does not work when it comes to reducing crime, be it in the city or the country. That is why the NSW Government is investing in local evidence-based solutions that will combat local crime problems and improve community safety.

Please take the time to read these Program Guidelines and if your project meets the eligibility criteria, the separate Grant Application Checklist will help you prepare your funding application.

Together we can make a difference, to reduce crime and help people feel safe and proud of where they live.



A handwritten signature in black ink that reads "Mark Speakman". The signature is written in a cursive, flowing style.

**The Hon Mark Speakman, SC MP
Attorney General of NSW**

A handwritten signature in black ink that reads "Troy Grant". The signature is written in a bold, stylized cursive font.

**The Hon Troy Grant MP
Minister for Police
Minister for Emergency Services**

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1. About the NSW Community Safety Fund

The NSW Government established the \$10 million Community Safety Fund to support local projects to improve community safety over a four year period. 2018 will be the third funding round under this program.

Administered by the NSW Department of Justice, the fund aims to reduce criminal and anti-social behaviour with a particular focus on disadvantaged and regional and remote communities.

The NSW Community Safety Fund 2018 will provide grants up to \$250,000 to non-government or not-for-profit organisations, community groups, chambers of commerce and businesses for community safety initiatives with a crime prevention focus including those that:

- address local crime hot spots;
- address anti-social behaviour in communities;
- promote safe and inclusive use of public space; and,
- promote collaborative approaches to community safety and crime reduction, prevention and detection initiatives.

2. Grant application limits

Organisations are limited to one application per organisation, however this may incorporate single or multiple projects and/or sites.

Unsuccessful applicants from the first and second funding round are welcome to redevelop their applications and apply for funding in this current round.

3. Eligible applicants

The following groups are eligible to apply for funding under the NSW Community Safety Fund 2018 guidelines:

- community groups;
- non-government organisations;
- not-for-profit organisations;

- chambers of commerce;
- NSW Councils; and
- businesses seeking funding for projects that demonstrate community benefit.

Note: Community groups are encouraged to partner with local councils for proposals involving community owned facilities or public land.

4. Eligible projects

Applications for up to \$250,000 can be submitted for infrastructure and service delivery projects which address anti-social behaviour in communities through collaborative approaches to community safety and crime reduction, prevention and detection initiatives.

Infrastructure projects:

Grants are available for innovative infrastructure projects that improve community safety through environmental crime prevention approaches such as Crime Prevention through Environmental Design (CPTED), situational crime prevention or urban design and planning. Please refer to the Department of Justice website www.crimeprevention.nsw.gov.au for information on crime prevention strategies.

Examples of infrastructure projects that support environmental crime prevention through design enhancements and facilities upgrades to help improve community safety, security and confidence in public places, particularly those subject to anti-social behaviour, include:

- improvements to community facilities/centres by implementing developmental crime prevention services and activities;
- improvements to pedestrian routes, signage and lighting to improve access and sightlines;
- activating public spaces, such as sports fields, parks, cultural venues, and recreation and community facilities through installation of new infrastructure to promote safe and inclusive use of public space; and
- CCTV projects.

Please note that conditions apply to projects involving capital works to land, facilities or premises not owned by the applicant. With reference to the accompanying Grant

Application Checklist you must provide evidence that your organisation:

- owns the land, premises of facility;
- is a trustee with responsibility for the care, control and management of the land, premises or facility; or
- possesses an instrument of tenure for the land, premises or facility (e.g. a lease, licence or user agreement) and is in possession of written approval from the owner allowing you to undertake the proposed works.

Community organisations may require partnerships with landowners for projects involving improvements to community infrastructure on public land.

Note: Infrastructure projects including CCTV must be in compliance with the NSW Government CCTV Guidelines (available at www.crimeprevention.nsw.gov.au) and include a letter of support from the NSW Police Force Local Area Command.

Service delivery projects:

Service delivery projects involve provision of programs that are directed towards community safety, community cohesion and crime prevention. Grants are available for projects that improve community safety through social crime prevention, social development or offender treatment, and diversion programs to reduce offending or recidivism.

Projects involving collaborations with non-government organisations that provide value for money and a greater return to the community from the available public funding are encouraged.

Examples of service delivery projects include:

- community development and social cohesion programs;
- diversion programs for youth at risk of coming into contact with the criminal justice system e.g. referral or identification of young people exhibiting risk factors to a related service or mentoring program;

- treatment and counselling services with a crime prevention focus, such as drug and alcohol treatment and counselling;
- treatment programs for youth and adult offenders; and
- diversionary programs for offenders at risk of recidivism.

5. Assessing your project

The following procedures will ensure that each application will be assessed fairly and thoroughly by the NSW Department of Justice:

- receipt of all applications will be acknowledged via email;
- NSW Department of Justice staff will undertake a project compliance assessment to verify the integrity of the applications and ensure eligibility in terms of the funding guidelines;
- if further information is required, applicants will be contacted to provide additional details in support of their application;
- an expert selection panel will conduct an evaluation and assessment of applications;
- each applicant will be advised via email as to whether or not their application was successful; and
- the assessment panel will include representatives from the NSW Department of Justice together with expert representatives from other agencies with relevant expertise.

6. Priority Frameworks

In the assessment process, consideration is also given to the following areas:

- Aboriginal communities;
- Regional and remote communities;
- Disadvantaged communities; and
- Project readiness, e.g. in a position to commence project should application be successful.

7. Key program dates

Dates for the 2018 program are as follows:

Date	Activity
Monday 9 July 2018	Applications open
5pm Friday 10 August 2018	Applications close
November 2018	Applicants advised of the outcome of their application.
December 2018	Target date for finalising agreements and payments to allow commencement of projects.
31 January 2020	Completion date for Projects funded for 12 months.
31 July 2020	Completion date for Projects funded for 18 months.

Refer to Project Reporting under Heading 12 for information about due dates for the progress reports which are required under the contractual agreements.

8. How to apply

All applications for a NSW Community Safety Fund 2018 grant round must be in writing. In addition to the summary below, please refer to Grant Application Checklist to ensure you include all the required statements, attachments and supporting information.

It is essential that applicants:

- identify the community safety issue the project is designed to address;
- detail the evidence that supports the development of your project;
- describe the project in detail including its key objectives and activities;

- identify performance targets relating to the proposed strategy;
- demonstrate why and how the project will improve community safety;
- demonstrate that they have the organisational capacity and experience to manage and acquit the funds and complete the project on time and within budget. This includes outlining a clear completion strategy or demonstrating the capacity to finance the required on-going maintenance of infrastructure delivered following completion;
- include a project budget (exc. GST) and itemised cost estimate incorporating all costs incurred by the organisation and external partners in the planning, supervision and delivery of the projects. This estimate is to include a transparent breakdown of staff, materials, cost estimates of internal resources and external contractors/suppliers. The cost estimate should also incorporate 'in kind' resources and/or direct capital funding contribution; and
- adhere to the requirements of these NSW Community Safety Fund Guidelines and the NSW Community Safety Fund Grant Application Checklist.

Applications will also need to demonstrate the **organisation's financial capabilities** by including:

- details of its financial management structure/organisational financial statement and cash flow statement to 30 June 2018;
- copies of current insurance details (public liability, professional indemnity and workers compensation) and certificates of currency;
- information about financial ability to meet any on-going expenses associated with project;
- a specific project code or account for reporting purposes;
- verified financial acquittals (at specified project intervals); and
- acknowledgement that the project may be selected for independent financial audit.

9. Assessment criteria

Applications will be assessed against the following assessment criteria:

- demonstrated crime or community safety issue;
- relevance and effectiveness of application in addressing the identified crime and safety issue;
- value for money and extent of public benefit derived from proposal;
- project management methodology, capacity to deliver and likelihood of success;
- performance monitoring of program; and
- compliance with these Guidelines and Grant Application Checklist documents.

Consideration will also be given to ensure funding is allocated with the appropriate mix of:

- infrastructure and service delivery projects;
- geographic spread of projects to avoid over-servicing particular areas; and
- areas with a high rate of crime or high volume of crime.

10. Approval process

Following finalisation of the expert panel's recommendation report, the Attorney General and Minister for Police will sign off on the funding and announce the successful organisations.

11. How to submit

Applicants are required to submit the completed application for a NSW Community Safety Fund grant to the NSW Department of Justice by **5pm on Friday, 10 August 2018**.

With reference to the information required in Grant Application Checklist, you can submit your application by email, mail or deliver by hand or courier to the following addresses:

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

2. **Mail:**

NSW Community Safety Fund
C/- Business Systems
NSW Department of Justice
Locked Bag 5111
PARRAMATTA NSW 2124

3. **Street Address:**

NSW Community Safety Fund

C/- Business Systems –
Justice Precinct Office
Justice Strategy & Policy
NSW Department of Justice
Level 5, 160 Marsden Street
PARRAMATTA NSW 2124

12. Notification of application received

All applicants will receive an email confirming that their application has been received.

Successful and unsuccessful applicants will be notified in **October 2018**.

13. Obligations for successful applicants

Grant conditions

The NSW Department of Justice will provide successful applicants with a funding and performance agreement setting out contractual requirements for the grant. Your project cannot commence until the agreement has been signed.

Project reporting

For projects funded under a **12-month agreement**, a progress report is to be submitted after six (6) months and a final report at the end of the agreement.

For projects funded under an **18-month agreement**, a progress report is to be submitted after six (6) months; twelve (12) months; and a final report at the end of the agreement.

The reports will need to demonstrate that the project has achieved the performance targets detailed in the application. It is a requirement of the agreement to provide these reports and failure to do so may result in the withdrawal of funding and/or ineligibility to apply for future grants.

Any proposed variations to project proposals are to be submitted to the nominated contact at the NSW Department of Justice via email outlining

proposed changes and impact for consideration and approval prior to proceeding.

Insurance

It is a condition that any organisation that manages a NSW Community Safety Fund Grant has an appropriate level of public liability, professional indemnity and workers compensation insurance together with other appropriate insurance coverage applicable to the nominated infrastructure or service delivery project. Organisations must submit the relevant *Insurance Certificates of Currency* as part of their application.

Publications, resources and media responsibilities

Any publication or resource produced with a NSW Community Safety Fund grant must be submitted to the NSW Department of Justice for approval prior to its publication. Editorial control and copyright of all documentation, reports, resources and summaries remain with the department.

All publications, reports and resources must:

- clearly display the NSW Department of Justice logo and acknowledge the department as the funding body. The logo can be obtained by emailing: csf@justice.nsw.gov.au
- be made available free of charge, unless otherwise negotiated.

Significant media opportunities associated with the funded project such as project launches, interviews or articles are to be advised to and negotiated with the NSW Department of Justice in advance.

Return of monies

If your organisation or the funded project changes, you must notify the NSW Department of Justice in writing immediately and seek approval of the project variation or arrange for the return of money already provided.

In instances where an activity is not conducted as agreed, recovery of funds from the grant recipient may be sought. Such instances might include:

- general mismanagement of the funded project or misappropriation of funds;
- variations in the structure or objectives of the activity, or changes to the participants without prior approval in writing from the department;
- failure to provide a final report within three months of the conclusion of the project; or
- undue delays with the project or poor progress as measured against the agreed project timetable.

14. Project management

Please refer to Applying for a Grant for the information required to demonstrate your organisational capacity and experience to manage your project including acquitting the funds and completing the project on time and within budget.

Applicants will also be required to outline a clear completion strategy and exit approach for the conclusion of the project, including details of on-going support for programs and the capacity to finance any on-going maintenance requirements for infrastructure projects.

15. Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the NSW Department of Justice are subject to the provisions of the *Government Information (Public Access) Act 2009* (GIPAA). Under some circumstances, a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

More information can be found at www.legislation.nsw.gov.au

16. Privacy policy

The NSW Department of Justice will collect and store information applicants provide to enable the processing of this application. This will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purposes for which it was collected and will not be published or used for any purpose other than processing the application, without the consent of the applicant.

The NSW Department of Justice is required to comply with the *Privacy and Personal Information Protection Act 1998* and collects the minimum personal information to enable contact with an organisation in order to assess the merits of an application.

Applicants must ensure that people whose personal information is included in applications are aware that the NSW Department of Justice is being supplied with this information and how this information will be used.

17. More information

More information including a copy of the NSW Community Safety Fund 2018 'Applying for a Grant' guide to completing your Application is available via:

Website:

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

Or, visit the NSW Department of Justice website – www.justice.nsw.gov.au – and select the 'Preventing or Reporting Crime' tab on the main menu bar, then 'Preventing Crime', followed by 'Protecting Your Community'.

Inquiries:

E: csf@justice.nsw.gov.au or

T: 02 8688 8666.