



Crime Prevention

CRIME PREVENTION & COMMUNITY SAFETY GRANTS PROGRAM

**APPLICATION FORM
2007—2008**

a shared responsibility

Crime Prevention & Community Safety Grants Program

Crime Prevention & Community Safety Grants Program APPLICATION FORM FOR FUNDING

To assist you when filling in the Application Form, it is important that you read the following document:

The ***Crime Prevention & Community Safety Grant Program Guidelines for Funding***
(This includes a glossary of terms)

This document is available at www.justice.sa.gov.au.

Please Note:

Applications must be:

- submitted on the official forms provided,
- submitted in hardcopy one (1) original and three (3) copies (ALL UNBOUND) of the completed and signed (paper) application form, along with any required attachments
- received in full; and
- post marked or hand delivered on or before the closing date. (**NB:** faxed or emailed applications will **not** be accepted).

The grant application form should not exceed 30 pages. Supporting documents may be attached.

- the closing date for applications is 1 February 2008. (5pm)
- grant guidelines and application forms can be downloaded from the Crime Prevention website; www.justice.sa.gov.au

NB: Late applications will not be accepted

Please mail applications “Private and Confidential” to:

Grants Officer
Policy, Planning & Legislation Division
Department of Justice
GPO Box 464
ADELAIDE SA 5001

or hand deliver to:

Grants Officer
Policy, Planning & Legislation Division
Department of Justice
Level 2 - 44 Pirie Street
ADELAIDE

For further information, contact grants officer:

☎ Telephone (08) 8204 9855

☐ Facsimile: (08) 8204 9883

🌐 www.justice.sa.gov.au

✉ justice@justice.sa.gov.au

Your completed applications, as documents in the possession of this Department, are subject to the operation of the Freedom of Information Act 1982 and could, subject to the provisions of that Act, be released pursuant to a request made under it.

Crime Prevention & Community Safety Grants Program

Contents

1	COVER SHEET	3
1.1	Name of your organisation:	3
1.2	Name of project:	3
1.3	Location in which the project will take place:	3
1.4	Program Priority Area	3
1.5	Brief description of project (not more than 50 words):	3
1.6	Total funding requested for project:	3
1.7	Total time period of project:	3
1.8	Commencement date of project:	3
2	APPLICANT DETAILS	4
2.1	Describe the aims and activities of your organisation	4
2.2	Are you a not-for-profit organisation?	4
2.3	ABN:	4
2.4	Legal status:	4
2.5	Have you attached a copy of your certificate of Incorporation?	4
2.6	Your organisation's address details:	4
2.7	Details of your organisation's contact person:	4
3	COMMUNITY SUPPORT & PARTNERSHIPS	5
3.1	Partnerships	5
3.2	Community Support	6
3.3	Evidence of community support	6
4	PROJECT & WORK PLAN	7
4.1	Description of proposed project	7
4.2	Project objectives	8
4.3	Demonstrated need for the project	8
4.4	Community safety and crime prevention benefits	9
4.5	Project work plan	11
4.6	Milestones and timetable	12
4.7	Does your project involve distributing anything that you have produced, such as a flyer, report or other product during the project?	12
4.8	Does your project involve work being undertaken by any consultant, contractor or subcontractor?	13
4.9	Should your application be successful, what exit strategies are in place for the end of the funding agreement?	13
4.10	Evaluation	14
5	FUNDING AND BUDGET	15
5.1	Project Budget:	15
5.2	Applications to other agencies	16
6	PROJECT MANAGEMENT CAPACITY	17
6.1	Management ability	17
6.2	Staffing to meet agreed work plan	18
6.3	For Grant applications between \$20k and \$50k please attach copies of your organisation's latest Annual Report (if available) and latest audited Financial Statement.	18
7	FINANCIAL MANAGEMENT CAPACITY	19
7.1	Previous Government funding:	19
8	APPLICATION CHECKLIST	20
9	DECLARATION BY ORGANISATION'S REPRESENTATIVE	21

Crime Prevention & Community Safety Grants Program

2 APPLICANT DETAILS

2.1 Describe the aims and activities of your organisation

2.2 Are you a not-for-profit organisation?

Yes / No

2.3 ABN:.....

2.4 Legal status:.....

(only incorporated organisations are eligible for funding. Attach a copy of your certificate of incorporation. See 4.1 *Guidelines for Funding* for more details).

2.5 Have you attached a copy of your certificate of Incorporation?

Yes / No

2.6 Your organisation's address details:

Physical address:
.....

Postal:
.....

Internet:

E-mail address:

2.7 Details of your organisation's contact person:

Name:

Position:

Telephone: Fax number:.....

Mobile:

E-mail address:.....

Crime Prevention & Community Safety Grants Program

3 COMMUNITY SUPPORT & PARTNERSHIPS

3.1 Partnerships

What partnerships have you developed or intend to develop in order to implement this project?

Organisation (if applicable)	Contact	Telephone number

Please provide an overview of:

- a) How the project will be managed, (the ability to plan, implement and evaluate projects).
- b) How the project has been initiated, planned and implemented by a core group of local people;
 - how this project will engage the wider community.
 - how that group has the ability to plan, implement and evaluate the project
- c) Please attach letters from your partners detailing commitment to their contributions.

Crime Prevention & Community Safety Grants Program

3.2 Community Support

Which other key community stake holders support this project?

Organisation (if applicable)	Contact	Telephone number

3.3 Evidence of community support

- d) attach copies of ALL letters of support. If letters of support are not available, the reasons for non-provision must be provided.

- e) Is your project working with Indigenous issues or communities?

Yes / No

Crime Prevention & Community Safety Grants Program

4.2 Project objectives

Please list here all specific project objectives. (These will be expanded in the project work plan)
You can have more or fewer than five objectives. (See 5.2 of Guidelines)

1.
2.
3.
4.
5.

4.3 Demonstrated need for the project

Please detail the background showing that there is a need for this project.

Crime Prevention & Community Safety Grants Program

4.4 Community safety and crime prevention benefits

- a) Please detail the intended community safety and crime prevention outcomes of the project.

- b) Please detail the project's consistency with proven good practice and show how it demonstrates innovation in this area.

Crime Prevention & Community Safety Grants Program

- c) What do you see as being the enduring value or ongoing benefits of the project to the community?

Crime Prevention & Community Safety Grants Program

4.6 Milestones and timetable

(Please provide a timetable for your project, listing the milestones and the approximate dates they will be completed. Please include an Interim Report, any relevant milestones and a final Report milestone.)

Milestones (detail activities/stages to be achieved, eg contract signing)	Date (eg mid-Jan 07)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

4.7 Does your project involve distributing anything that you have produced, such as a flyer, report or other product during the project?

Yes / **No**

(If **YES**, what will be produced and what is your distribution plan?)

Crime Prevention & Community Safety Grants Program

4.8 Does your project involve work being undertaken by any consultant, contractor or subcontractor?

Yes / **No**

(If **YES**, please provide the name(s) of the consultant, contractor or subcontractor and the services they will be providing)

Contractor or subcontractor	Services
1.	
2.	
3.	

4.9 Should your application be successful, what exit strategies are in place for the end of the funding agreement?

Crime Prevention & Community Safety Grants Program

5 FUNDING AND BUDGET

5.1 Project Budget:

Note:

1. Include all expenditure and financial contributions and income from all sources.
2. Income for the grant cannot be generated by related project activities, i.e. ticket or book sales.
3. **Any budget expenditure items that exceed \$2,000 will require a breakdown.**
4. Refer to Guideline requirements at 5.4 for funding of security infrastructure, capital items and wages/salaries

Total Project Budget:

Total CPCS grant requested \$ _____

Total Project Budget \$ _____

Below is an example, please expand the headings as applicable:

Proposed expenditure	\$ Amount	Proposed income	\$ Amount
Salaries/wages		Crime Prevention grant	
Salaries on-costs		Own contribution	
Insurance: - Public Liability - Other		- Detail what items are included, their value and if they are cash or in-kind. Please use budget notes to give additional detail. - Are these confirmed? (ie letter attached confirming contribution)	
Administrative costs		Other income source/contributor. Please detail	
Audit		As above for own contribution	
Project travel			
Advertising/publicity			
Printing			
Events			
Evaluation			
Other			
TOTAL EXPENDITURE	\$	TOTAL INCOME	\$

Crime Prevention & Community Safety Grants Program

Budget notes:

5.2 Applications to other agencies

- a) Does your organisation have a current or planned application for grant funding for this particular project with any other agency? **Yes** / **No**

If **YES**, provide the following details:

Agency name	Name of Program or Grants Scheme	Year of current or planned application	Amount of funding sought	Status of application*

*eg; Already applied or intending to apply

- b) When do you expect to learn the result of your pending application(s)?

Crime Prevention & Community Safety Grants Program

6 PROJECT MANAGEMENT CAPACITY

6.1 Management ability

b) Detail your organisation's experience in successfully managing community projects.

b) Detail any other relevant project management experience.

c) If you have a copy of an evaluation/review of a successful grant project undertaken over the last five years, please attach it to your application.

Crime Prevention & Community Safety Grants Program

- d) Identify the relevant qualifications/experience of members of your organisation's Management Committee Members.

(For example, Jane Smith ex CPA, current CEO of Jane's Gardening and Treasurer of Merryville Primary School)

Name	Position	Experience

6.2 Staffing to meet agreed work plan

(What contingency plans do you have to ensure staffing will be maintained throughout the term of the grant?)

6.3 For Grant applications between \$20k and \$50k please attach copies of your organisation's latest Annual Report (if available) and latest audited Financial Statement.

Crime Prevention & Community Safety Grants Program

7 FINANCIAL MANAGEMENT CAPACITY

7.1 Previous Government funding:

- a) In the last five years has your organisation managed funding from:
- an Australian government organisation;
 - a State government organisation; or
 - a Local Government organisation? Yes / No
- b) If **YES**, provide details of each such Australian, State or Local government funding managed by your organisation as follows:

Year(s) funding provided	Agency	Federally funded Yes / No	Amount	Program	Name and phone number of government responsible officer	Purpose or project description
For example: 2002-03	DIMIA	Yes	\$50,000	Harmony Grants	Mr John Smith 6226 xxxx	Conducted "Youth in Harmony" Project

Please note: contact may be made regarding a reference about your acquittal of the project.

- c) If **NO**, please provide major examples of your organisation's experience over the last five years in administering and accounting for funds it has received or its capacity to administer funds.

Crime Prevention & Community Safety Grants Program

8 APPLICATION CHECKLIST

Have you:

Activity	Yes / No or N/A
1. Read the <i>CP&CS Grants Program Guidelines for Funding</i> at www.cpu.sa.gov.au	
2. Answered all the questions	
3. Checked that your project is consistent with the CP&CS principles (Guidelines 1.2)	
4. Obtained explicit agreement from all appropriate elders or provided contact details for verification, if your project involves Indigenous communities	
5. Checked that your project meets the CPCS selection criteria Guidelines 1.6.1	
6. Have you provided your organisation's:	
• project plan	
• project management	
• how the project relates to the selection criteria	
• most recent activities and any available reports	
• management or committee structure	
• the proposed project budget	
• the Australian Business Number issued by the Australian Taxation Office for Goods and Services Tax purposes	
7. Signed the declaration at the end of the Application Form. This must be signed by the Authorised person, eg, Chair or President of the organisation.	
8. Clearly marked and securely attached the following documents:	
• a copy of the organisation's incorporation certificate, proof of not for profit status and/or other legal documentation	
• copies of relevant insurance policies	
• letters of support from community stakeholders	
• copy of any evaluation/review of previous successful grant project	
• required information on project management	
9. Included a copy of the organisation's latest Annual Report (if available)	
10. Included an audited financial statement or statement of income and expenditure for the last financial year	
11. Included the original Application Form plus three (3) copies	
12. Arranged for the application and copies to be hand delivered or postmarked before the closing date.	

Crime Prevention & Community Safety Grants Program

9 DECLARATION BY ORGANISATION'S REPRESENTATIVE

Please tick

- The information given in this application is true and correct to the best of my knowledge.
- I am duly authorised to make this application.
- I have read, understood and agree to abide by the requirements of the '*CP & CS Program Guidelines for Funding Applications*'.
- I understand that officers of the Department may seek clarification of any aspect of this application and may make independent inquiries of other agencies and/or referees.
- If successful, I agree to complete the project acquittal and audit requirements within the specified time.
- If successful, I understand that this application may form part of the CP & CS Program Funding Agreement.
- This organisation will contact the Department of Justice immediately if any information in this application changes or is found to be incorrect.
- Where I believe I have a conflict of interest I have provided supporting documentation.

.....
(Signature)

...../...../.....
(Date)

.....
(Print name)

.....
(Position in organisation)