

# **CRIME PREVENTION & COMMUNITY SAFETY GRANTS PROGRAM**

**Grant Guidelines  
2007—2008**

*a shared responsibility*

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# Overview of the Crime Prevention & Community Safety Grants Program

## 1 Introduction

Crime and the fear of crime consistently rate amongst the highest concerns of the Australian community. The Australian Institute of Criminology has estimated that crime costs Australia around \$32 billion per year.<sup>1</sup>

### **The State Government's Commitment to Crime Prevention.**

The State Government has articulated its commitment to crime prevention in the South Australian Strategic Plan, *Creating Opportunity*, through Objective 2: *Improving Wellbeing* and Objective 6: *Expanding Opportunity*. The Strategic Plan includes specific targets that relate to crime prevention. Target 2.8 – Statewide crime rates reduce victim reported crime by 12% by 2014.

To date, the key to the Government's crime prevention approach has been community involvement and the belief that strategies for preventing crime should be supported by the *whole* community. This is based on the belief that the community can play an important part in identifying crime prevention priorities and implementing locally-based solutions. The Government actively promotes partnerships between government and non-government agencies as a way of delivering sustainable solutions in crime prevention and community safety.

To sustain community crime prevention programs, the Government continues to support the Attorney-General's Crime Prevention Unit as the lead agency responsible for the development, implementation and management of community crime prevention initiatives throughout the State.

Building upon past crime prevention and community safety initiatives, the South Australian Government is making funding available for local crime prevention and community safety projects in the 2006 - 2007 financial year.

## 2 Program objectives and key principles

The Crime Prevention and Community Safety Grants program objectives are to:

- prevent crime.
- reduce the incidence and fear of crime.
- promote community well being, participation, partnerships and mutual responsibility for crime prevention and community safety issues.
- improve community capacity and support for crime prevention and community safety initiatives within the community.

The program is underpinned by the following principles:

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<sup>1</sup> Pat Mayhew (with assistance from Glenda Adkins), "Counting the costs of crime in Australia", Trends & Issues in Crime and Criminal Justice No. 247 Australian Institute of Criminology 2003.

1. Projects need to demonstrate **crime prevention and community safety outcomes**;
2. The **community** is an important focus of efforts to address crime prevention/community safety;
3. **Partnerships** enable shared responsibility for the crime problem;
4. Programs need to demonstrate a **public benefit**.
5. Crime prevention and community safety initiatives should be **theory driven** and **evidence based**;
6. Adopting **problem solving** techniques and applying **innovative** responses to crime prevention and community safety initiatives is beneficial.

### 3 Funding period and grant limits

Grant funding is **non-recurrent** and as a general rule, will be available for projects of **up to 12 months** duration. Projects requiring longer periods will be considered on their merit, including deliverables during the life of the project.

*Maximum funding available for any single project is \$50,000 (GST Exclusive)*

*Minimum funding for any single project is \$10,000 (GST Exclusive)*

### 4 Eligibility

#### 4.1 Who is eligible to apply

Only organisations can apply.

To be eligible for funding, organisations must be either:

1. an incorporated not-for-profit<sup>2</sup> body and must have an ABN;
- or
2. a community organisation or local government association/agency.

Eligible organisations include groups such as not-for-profit incorporated foundations, service clubs, sporting bodies, Indigenous groups, ethnic communities, church groups, youth organisations, local government associations and other sections of the general community.

Evidence of incorporation and not for profit status must be included in the application.

#### 4.2 Who is not eligible to apply?

Applications will not be accepted from:

- Individuals
- Political organisations
- Unincorporated organisations
- Australian Government and State and Territory Government agencies<sup>3</sup>

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<sup>2</sup> For the purposes of this program, a not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters.

- academic institutions
- Commercial/for profit organisations
- organisations which have not fulfilled previous grant requirements including acquittal reports and evaluations, or organisations or projects previously defunded by State/Territory or Australian Government agencies due to performance and/or integrity reasons.

#### **Unincorporated organisations**

**If your organisation is not incorporated, you should either:**

- **seek incorporation; or**
- **approach an incorporated community-based organisation to sponsor the project under its name.**

This means that the auspicing organisation will take full responsibility for the legal and financial accountability of the proposed project, i.e. sign the Funding Agreement with the Attorney General.

#### **Managing grants on behalf of another organisation**

If your organisation is managing a grant on behalf of another organisation, the Funding Agreement is signed between your organisation and the Attorney General. Your organisation is legally responsible for the management and implementation of the Funding Agreement. The different roles and practical arrangements between your organisation and the managed organisation in implementing the project should be set out in a letter of agreement, which will be included with the Work Plan. If these roles and arrangements change in any way that affects delivery of the project, you must notify the Department and request approval for any changes before they are implemented.

**It is up to applicants to negotiate a auspicing body.**

## **5 Funding**

### **5.1 Priority areas**

Applications should address the objectives and key principles in one or more of the following priority areas: (*Section 2*)

- **Youth**
- **High Volume Crime**
- **Built Environment**
- **Indigenous**
- **Community Capacity Building**
- **Violent Crime**

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<sup>3</sup> *Australian and State and Territory Government agencies can participate in the projects as advisers or partners but not as grant holders.*

For example projects could address some or all the following crime/safety issues:

- property crime such as robbery, domestic burglary and motor vehicle theft;
- early intervention projects with families, children and schools;
- violent crime, including domestic and family violence;
- drug/alcohol-related crime;
- fear of crime;
- anti-social behaviour; and
- Crime Prevention Through Environmental Design (CPTED)

## 5.2 What types of projects will be funded?

Grant applicants must identify and address a specific community safety or crime prevention issue within their own organisation's area of operations, or their community or locality.

They should demonstrate **why** the project is important in the particular community and **how** it could specifically address the identified community safety or crime prevention issue.

Preference will be given to projects that:

- a. Address a priority area as identified in (*Section 5.1*)
- b. Address program objectives and key principles
- c. Are new initiatives
- d. Show potential for on-going community benefits beyond the funding period.
- e. Secure dollar for dollar funding arrangements
- f. Demonstrate significant in kind support
- g. Demonstrate significant community partnerships at all project levels
- h. Seek to strengthen local capacity to prevent crime and victimisation

### Projects must:

Address the key Crime Prevention Principles as outlined in *Section 2*. Be "SMART". That is, they should be:

- Specific:** Clear about the issue to be addressed, when and where it occurs and how the crime situation will be changed.
- Measurable:** Able to quantify the targets and benefits of the crime prevention initiative.
- Achievable:** Able to attain the objectives by knowing the resources and capacities at the disposal of the community.
- Realistic;** Able to obtain the level of change reflected in the objectives.
- Time bound:** Stating the time period in which they will each be accomplished.

Provide an evaluation plan (it is necessary that applications include funding for the evaluation in the project budget). (*Section 9.*)

### 5.3 Projects that will not be funded

Projects that are not eligible for funding include those that:

- do not meet the selection criteria. (*Section 6.1*)
- do not reflect evidence based good practice; or
- conflict with government policy.

In most cases, funding will not be provided for the following:

- projects requiring recurrent funding;
- capital equipment and capital works, including the purchase or lease of land and/or purchase, construction or maintenance of buildings;
- development costs associated with an application (eg the cost of a survey to establish the need for a project);
- core operational funding, travel to conferences, fund raising or sponsorship activities;
- projects that have already commenced (some consideration will be given to initiatives that enhance or add significant value to existing projects);
- projects that duplicate existing programs in the same community which are accessible to and adequate for the target group;
- retrospective or deficit funding (ie reimbursement of expenses incurred by an organisation prior to grant funds being approved, or meeting existing debts);
- an applicant organisation's ongoing administration or running costs.

### 5.4 Funding for capital items and security related infrastructure

Funding for security- related infrastructure, including the establishment of Closed Circuit Television (CCTV) systems may be provided if such infrastructure is integral to the effectiveness of the local community crime prevention strategy.

Applicants for security-related infrastructure should ensure that their project satisfies the Guidelines requirements at Sections 5.1 *Priority areas*, 5.2 *What types of projects will be funded?* and that the proposed project is not ineligible by reason of the factors listed at paragraph 5.3 *Projects that will not be funded*.

### 5.5 Funding for salaries and wages

Funding for salaries and wages may be provided if applicants can demonstrate that a dedicated position is essential for and integral to the success of the project. It should be noted that funding for salaries and wages will be limited.

## 6 Selection

### 6.1 Selection Criteria

The Assessment Panel will consider projects based on the following selection criteria:

- eligibility of the applicant organisation; (*Section 4.1*)
- consistency with the program's key objectives and principles (*Section 2*)

- opportunities for broad community involvement and participation in the project, including in its evaluation and assessment;
- demonstrated need for, and the potential impact of, the proposed project;
- the community safety and crime prevention benefits of the project;
- how the impact/success of the project will be measured;
- enduring value or ongoing benefits to the community from the project;
- organisational capacity to successfully administer grant funds<sup>4</sup>
- the geographical distribution of projects;
- applicants can demonstrate a clear exit strategy for the end of funding period; and
- appropriateness of this program as the main funding source for the applicants project

## 6.2 Selection Process

All completed applications for grants will be registered and each will be acknowledged within approximately two weeks of the closing date.

All applications will be assessed by a panel.

The Assessment Panel will take into account the project's merits against the selection criteria when making its' recommendations.

The Assessment Panel will make recommendations to the Attorney-General who will endorse, or otherwise, the recommended applications.

The Attorney General's decision is final.

Successful applicants will be advised by the Attorney General. Unsuccessful applicants will be notified in writing. Feedback will be provided to unsuccessful applications where appropriate.

## 6.3 Conflict of interest

You must indicate any potential conflict of interest arising from the proposal. A perception of conflict of interest can arise if an individual signing the application declaration receives a direct benefit from a project (for example, the paid employees of an organisation).

If there is a possible perception of a conflict of interest, then a statement should be provided.

# 7 Closing date for applications

**The closing date for applications is 1 February 2008. (5pm)**

It is the responsibility of the applicant organisation to submit a clear and complete application that is postmarked or delivered on or before the closing date.

**Late applications will not be accepted.**

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<sup>4</sup> The demonstrated applicant must have efficient and transparent administrative structures that are accountable and based within the local community (very small voluntary organisations are encouraged to seek sponsorship from organisations with demonstrated credibility in the administration of grants – see 1.5.2 **Who is not eligible to apply** in these Guidelines)

The Department of Justice is not able to assist organisations with the cost of applying for grants. Applicants are responsible for all the costs of preparing and lodging their application and for the costs of answering the Department's requests for more information or clarification.

Application forms and other information on the Crime Prevention and Community Safety Grants Program can be downloaded from [www.justice.sa.gov.au](http://www.justice.sa.gov.au). Alternatively you can call (08) 8204 9855 or e-mail your request for the kit to: [justice@justice.sa.gov.au](mailto:justice@justice.sa.gov.au)

#### **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; 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.**

**Please mail applications “Private and Confidential” to:**  
**Confidential” to:**

Grants Officer  
Policy and Research  
Department of Justice  
GPO Box 464  
ADELAIDE SA 5001

Policy and Research  
Department of Justice  
Level 2  
44 Pirie Street  
Adelaide.

**Applicants are also responsible for promptly advising Policy and Research, in writing, if there are any changes to the information provided in the Application Form or any other changes that will affect their application.**

## **8 Successful Grants**

If your organisation is successful in receiving a grant, the following information will help you to manage it.

The number of grants awarded will depend upon the number of quality applications received and the amount of funding sought.

If you are awarded a grant, the Unit will negotiate a funding agreement based upon your successful project proposal and the amount of funding awarded. A copy of the standard funding agreement can be obtained from Policy and Research.

### **8.1 Funding Agreement**

Your grant is managed through a Funding Agreement, which is a contract between your organisation and the Attorney General, acting on behalf of the South Australian Government. The Funding Agreement outlines the terms, conditions and obligations of funding, service

delivery, accountability and reporting requirements for both the Attorney General and your organisation. You will be required to comply with the obligations in Treasurer's Instruction 15 which can be accessed at <http://www.treasury.sa.gov.au/default.jsp?xcid=455>

## **8.2 Release of Funding**

Funding will be released in one payment before 30 June 2008 upon receipt of an tax invoice.

## **8.3 Reporting**

An interim financial and project report will be required 6 months after the commencement of the project. The date when these are to be submitted will depend upon the agreed start date for each project.

## **8.4 Acquittal of funding**

Grant recipients will be required to evaluate and report on the overall outcomes of the project in terms of meeting the stated objectives, its impact on the community and to provide evidence that the project was carried out as agreed. This report should include a financial acquittal and be submitted no later than 2 months after the funding agreement expires.

Unspent funds must be repaid and funds granted can be recovered by the Attorney-General if there is a breach of contract.

## **8.5 Continued incorporation, non-profitability and insurance requirements**

Your organisation is required to maintain its status as an eligible, incorporated, non-profit organisation. Your organisation is also required to take out the following insurance and must maintain such insurance for the life of the grant:

- public liability insurance (to a minimum of \$10 million);
- workers compensation insurance; and
- professional indemnity insurance (or association's liability insurance that is acceptable to the Attorney-General and to a minimum coverage level acceptable to the Attorney-General).

## **8.6 Goods and Services Tax**

Grant payments will include a GST gross-up component.

# **9 Evaluation**

Evaluation involves collecting data to say how effective a process has been and whether your original objectives have been met.

An evaluation process should be built into the proposal to ensure that the project is delivering the results it set out to achieve. It is important to keep this in mind when formulating the objectives and outcomes. Outcomes of the project should be tangible and realistically able to be delivered in the timeframe and budget.

Your evaluation methodology needs to be consistent with the aims and objectives of the project. This will focus the evaluation and identify who are the key people/groups that need to be included, and the kinds of questions that need to be asked.

If your project is large or complex, you may consider engaging an external organisation to conduct the evaluation. The cost could be addressed within the budget.

The kinds of evaluation measures that can assess the impact of the project include:

- the number of people who have engaged/utilised your project materials,
- key stakeholder feedback on the usefulness of your findings/products, and
- statistics on take-up of your findings/products, numbers of people who have successfully completed your project, the cost and time-efficiency of your project, etc.

Useful evaluation questions to apply are:

- What worked well?
- What did not work well?
- What improvements need to be made in order for the project to be successful in the future?
- How effective was the project overall?

## 10 Branding

For all documentation relating to successful grant applications (eg. reports, promotional material) there is to be acknowledgment of the funding organisation (Attorney General’s Department) and the inclusion of the Departments’ logo<sup>5</sup>.

All material published relating to the grant **must** be sighted and approved by the “Grants Officer” before final printing.

## 11 Glossary of Terms

ABN	The Australian Business Number (ABN) is a single identifier for all business dealings with the tax office and for dealings with other government departments and agencies.
Acquittal	Acquittals is an annual process the Department undertakes in conjunction with funded service providers for the purpose of ensuring that any funds provided during the acquittal period (i.e. financial year) have been fully expended for the purpose for which the funds were initially granted.
Aims	Results that need to be achieved through a crime prevention project stated in general terms, such as to reduce .....
Anti-social	Behaviour likely to cause alarm, harassment or distress to members

<sup>5</sup> Logo available from the Crime Prevention Unit

behaviour	of the public not of the same household as the perpetrator
Built Environment	The environment consisting of buildings, roads, fixtures, parks, and all other improvements that form the physical character of a city, town or other community.
Closed Circuit Television (CCTV)	A system where images from a camera are relayed to a monitor or other device (such as a video cassette recorder) through wire rather than broadcast through the air.
Community Capacity Building	Building up the skills and resources of members of a community, in order to enable them to contribute effectively to the regeneration of their own area.
Crime Prevention	The reduction, elimination or prevention of crime. Crime Prevention seeks to reduce the risks of criminal events and related misbehaviour by intervening in their causes.
Crime Prevention Through Environmental Design (CPTED)	A process for improved planning decisions that maintains that the physical environment can be manipulated to produce behavioural effects that will reduce the incidence and fear of crime thereby improving the quality of life. These behavioural effects can be accomplished by reducing the propensity of the physical environment to support criminal behaviour.
Community Crime Prevention	Community Crime Prevention can be described as actions that are designed to change the social conditions that are believed to sustain crime in communities
Community Safety	Measures that aim to address perceptions about crime and/or risk of victimisation which negatively impact on people's quality of life issues.
Early Intervention	Developmental crime prevention (or early intervention in crime prevention) seeks to reduce risk factors and build protective factors at significant periods of transition early in an individual's pathway to crime, in an attempt to reduce the onset, frequency or severity of offending.
Evaluation	Evaluation, as the word implies, involves assessing the worth or value of something. Evaluation in the technical sense involves a systematic and objective assessment of an initiative, project, service or program. Whilst evaluation may be a form of research, it can also be distinguished from strict research due to the inherent act of making judgements about what is evaluated, and the need to look broadly at various processes and situations.
Evidence Based	Evidence-based crime prevention involves a consideration of the best available evidence when deciding what sort of crime prevention program to implement and in assessing the merits of a program. Evidence-based crime prevention can be distinguished from crime prevention based on intuitive appeal, tradition, politics or the extension of existing practice.
Fear of Crime	Fear of crime represents a belief, perception or emotion experienced by an individual or group in relation to crime and disorder which has a negative impact upon their feelings, thoughts or behaviour and their quality of life.
Funding Agreement	The Funding Agreement outlines the terms, conditions and obligations of funding, service delivery, accountability and reporting requirements for both the Attorney General and your organisation.
High Volume Crime	Crime that has high rates of reporting. For example: Serious Criminal Trespass (break and enter), motor vehicle theft of and from, graffiti, anti social behaviour, property damage.

Not-for-Profit organisation	A not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters.
Objectives	Are aims restated in more specific and concrete terms. For example, to reduce ..... by 10% by 2008
Outcomes	Are the broader consequences of the crime prevention/community safety project's outputs. Anticipated outcomes are identified in the workplan. Actual outcomes will be identified through evaluation and by performance indicators.
Outputs	Are the products/services delivered of the crime prevention and community safety projects, narrowly defined in terms of what the committee has produced/done. For example: working group established; training package created.
Performance Indicators	are statistics and other forms of measurement used to determine outputs and outcomes. The indicator is what is to be achieved. The measure is how the progress in achieving the aim will be assessed.
Problem Solving Approach	Means a systematic approach to crime prevention which involves the identification and analysis of actual or potential crime, resulting in the implementation of measures that aim to reduce or prevent crime.
Strategies	Are the ways in which the aims are put into operation. That is, what it is that the crime prevention/community safety project is actually going to do in order to achieve its aim(s).
Targets	Are planned inputs, outputs and outcomes for a program, expressed as input, output and outcome measures.