



Australian Government

Attorney-General's Department

PROCEEDS OF CRIME ACT 2002 (POCA)

FUNDING APPLICATION

GRAFFITI PREVENTION REDUCTION

AND / OR REMOVAL PROGRAM

February 2012

Applicants to note:

Applications close at **5:00 pm** on **Friday 16 March 2012**.

Details on how to lodge your application are provided in Part 9 of this application.

Contact details for the Department are also provided in Part 9 of this application.

Office use only

Application ID No.

Note: Do NOT alter the sequence of the information requested or delete any section

Answer in space provided on the application form and not as attachments

Please be aware of the Information Privacy Principles contained in the Federal Privacy Act 1988. Personal information about program or service participants should NOT be included without their explicit and informed written consent.

Name of your organisation

Your organisation's ABN

Is your organisation registered for GST?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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Name of project

Location(s) in which the project will take place

Suburb(s)	<input type="text"/>		
City/Town/LGA	<input type="text"/>		
State/Territory	<input type="text"/>	Postcode(s)	<input type="text"/>

Brief description of project (not more than 50 words)

(This may be used for publication purposes.)

Total POCA funding requested

Funding requests ranging from **\$50,000 to \$150,000** are preferred

(do **not** include GST)

\$ **NO GST**

Length of project

Months

Note: Minimum time period is **18 months** and the maximum time period is **24 months**

PART 1 Applicant details

1.1 Please describe your organisation's primary purpose and your main activities? Please also include information on how long your organisation has been established. Include website URL if available.

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1.2 Your organisation's contact person for this project

Name	
Position	
Address	
Telephone ()	
Fax ()	
Mobile	
E-mail address	

1.3 Partner organisation's details

Name	
Position	
Organisation's Name	
Address	
ABN	
Incorporation Status	
Telephone ()	
Fax ()	
Mobile	
E-mail address	

Please attach a letter from your partner organisation confirming support for this application and their commitment to the delivery of the project (if we do not receive this letter your application will be ineligible and will NOT be assessed).

1.4 Referees

Please provide details of two referees for your organization who can comment on your organisation's grant management experience and capability

Name	
Position	
Organisation	
Address	
Telephone ()	
Fax ()	
Mobile	
E-mail address	

Name	
Position	
Organisation	
Address	
Telephone ()	
Fax ()	
Mobile	
E-mail address	

PART 2 Proposed project

2.1 Description of project

The project description should provide **detailed** information about the project activity. It should clearly tell us about each of the following:

- the **main issue** to be addressed by the project (what are you planning to do as well as where and when and with whom)
- identify the **need** for and the likely crime prevention benefits of the project;
- the capacity of your organisation to successfully manage the project;
- the project's consistency with proven best practice;
- the involvement of the local community and the support of appropriate Indigenous communities where relevant;
- the value for money of the project;
- explain how the project will complement and NOT duplicate any State Government funding received; and
- the likely on-going benefits of the project beyond the funding period.

Main Issue

Need and Crime Prevention Benefits

Capacity

Best practice

Community Involvement

Value for money

Complement and NOT duplicate State Government funding

On-going Benefits

2.2 Is your project working with Indigenous issues or communities? No Yes ► Indigenous communities/issues are the primary focus
There will be some Indigenous involvement

If you answered yes above, has elder support for the project been confirmed? No Yes

2.3 Is your project working with Culturally & Linguistically Diverse (CALD) issues or communities? No Yes ► CALD communities/issues are the primary focus
OR
There will be some CALD community involvement

2.4 Has a conflict of interest been identified? No Yes ► Please provide a supporting statement as to why a conflict of interest should not impact on the organisation's application for funding

PART 3 Project objectives and work plan

3.1 Project objectives – What are the project’s objectives?

The objectives should set out the main aims of the project. These objectives should be consistent with the project description listed in section 2.1 of this application. You can have more or less objectives if required.

For each objective, detail the activities you intend to undertake to realise the objective, the timeframe in which these activities will commence and complete, the expected outcome of the activities and how you might measure their success.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Please add or delete objectives as required.

3.2 Milestones

Milestones are major stages in the progress of your project. Establishing milestones will help your organisation to achieve its objectives.

Please indicate a list of milestones to achieve over the life of your project.

Make sure you include likely payment points to be based on the successful completion of the milestones. Also include any key events and a final report.

Ensure that you allow sufficient time for staff recruitment and start-up of the project.

Milestones	Enter date as time in months after funding agreement signed
Sign the Funding Agreement with Attorney-General's Department	TBA

3.3 Staffing to meet agreed work plan

Please provide details of the staffing needed to deliver the project. Please include the contingency plans you have to ensure staffing will be maintained during the term of the grant.

3.4 Given that POCA funding is **NOT recurrent**, what is your exit strategy?

How will you conclude the project? For example, how will you refer clients on to other services? What will happen to staff at the end of the project? What will happen to capital items?

3.5 Subcontractors

Does your project require you to subcontract any activities?

No

Yes

► Provide the names of the subcontractors and the services they will be delivering/providing. If you do not know the names of the subcontractors at this stage, indicate an intention to use such services. You will need to provide this detail at a later stage (if your application is successful).

NB: If you are uncertain how to answer this question, please contact the Department for clarification

Subcontractor	Services to be provided

PART 4 Community Support

4.1 How have you engaged with other organisations, groups or individuals in developing this proposal aside from with your partner agency? And who did you consult?

4.2 Please detail what other support there is for this project from the community

- Please substantiate community support, for example, by attaching letters of support or providing contact details for elaboration/verification
- Applications for projects in Indigenous communities or for Indigenous people need to demonstrate that they have the support and agreement from appropriate Indigenous communities and community elders

Stakeholder Name Position Organisation Contact Telephone	Role What will they do in relation to the activity	Skills/Experience	Letter of Support Provided
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>

PART 5 BUDGET

5.1 Supply a detailed budget for the project

Please note -

- Funding of preferably between \$50,000 and \$150,000 **per project** is available under s298 of the *Proceeds of Crime Act 2002*.
- Include all expenditure and financial contributions and income from all sources.
- Income for the project cannot be generated by related project activities, i.e. ticket or book sales.
- Any budget expenditure items that **exceed \$5,000** will require a **breakdown** / explanation.
- Incorporate into your budget requirements for
 - (i) relevant insurance for public liability, workers' compensation and any other insurance necessary for the project; and
 - (ii) an independent financial audit (if grant over \$50,000).
- Allow for cost increases relating to fuel and rent, as well as CPI and annual wage increases.

Please note that your organisation must have sufficient resources to complete the project before the final payment of grant funding is made, because the final instalment of the grant will only be paid upon the completion of the project.

PROJECT INCOME – EXCLUDING GST

	TOTAL (NO GST)
<i>Proceeds of Crime Act</i> grant	
Your financial contribution (if any)	
Your contributions in kind (if any)	
Any other income source (if any) Name of source: Financial or in-kind contribution: Purpose for which the contribution will be used:	
TOTAL INCOME (NO GST)	

Note: If you receive financial contributions from another source, please attach a recent letter(s) of support from that source(s), with details of these contributions as they relate to the proposed project.

Budget Notes

PART 6 Project management capacity

6.1 Detail your organisation's experience in managing community based projects in the local area

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

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6.2 Detail any other relevant project management experience

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PART 7 Applications to other agencies

- 7.1 Does your organisation have a current or planned application for grant funding for this particular project with any other agency? No ► Go to 8.1 Yes ► Provide the following details

Current application(s)

Agency name	Name of Program or Grants Scheme	Year of current application	Amount of funding sought	Status of application	Date you expect to learn the result of your application

Planned application(s)

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

PART 8 Previous and current government funding

8.1 In the last five years, has your organisation managed funding from:

- an Australian government organisation;
- a state/territory government organisation; or
- a local government organisation

No ► Go to 9.1

Yes ► Provide details below of most recent examples of government funding managed by your organisation.

Year(s) funded	Amount \$	Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>

Under which Program funding was approved

Purpose or project description

Name of government officer

Phone number

Name of government department

Year(s) funded	Amount \$	Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>

Under which Program funding was approved

Purpose or project description

Name of government officer

Phone number

Name of government department

Year(s) funded	Amount \$	Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>

Under which Program funding was approved

Purpose or project description

Name of government officer

Phone number

Name of government department

PART 9 Lodging your application

Note: Incomplete applications may not be assessed.

9.1 How to lodge your application

Lodging your application by email is preferred.

All applications and partnership letters must be emailed to crimeprevention@ag.gov.au by **5:00 pm** on **Friday, 16 March 2012**.

Applications not received by this deadline will not be accepted under any circumstances.

If your e-mail is over 20 MB in size, the Department's IT system will not accept it. Please only email necessary attachments (e.g. letter of support from partner organization) and do not send copies of additional attachments by email.

You may post any additional attachments by **5:00 pm** on the date advised to:

Crime Prevention Section
Border Management and Crime Prevention Branch
Criminal Justice Division
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600

If you don't have access to email, you may post your application to the address above. The application must be postmarked before **5:00 pm** by **Friday, 16 March 2012**.

All applications will be acknowledged by email (where possible).

9.2 Further information

For further information, contact:

Crime Prevention Section
Border Management and Crime Prevention Branch
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600

Telephone: (02) 6141 2711
Facsimile: (02) 6141 2873
Web: <www.crimeprevention.gov.au>
E-mail: crimeprevention@ag.gov.au

9.3 Freedom of information

Your completed application, as documents in the possession of this Department, is 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.

9.4 Privacy

If you are awarded a *Proceeds of Crime Act 2002* Grant, under the terms of the Funding Agreement you will be obliged to meet the requirements of the Information Privacy Principles contained in the Federal **Privacy Act 1988**.

These principles cover the collection, storage, use and disclosure of personal information. Under these principles, you should ensure that any personal information you may collect and hold is accurate, relevant to the purpose for

which it was collected, up to date and not misleading. In most cases, personal information should not be used or disclosed to another person, body or agency without the individual's consent.

Individuals have the right to access their personal information and to complain if they think their personal information has been mishandled.

Information about the Privacy Act can be found at <www.privacy.gov.au>

You should pay close regard to these principles in developing your project proposal. For example, if you are presenting case studies or evaluation data, personal information should be de-identified. ***Personal information about program or service participants should NOT be included without their explicit and informed written consent.***

9.5 Declaration by organisation's representative

Declaration

- 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 'Proceeds of Crime Act 2002 – Section 298 Programs of Expenditure; 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 Proceeds of Crime Funding Agreement
- This organisation will contact the Australian Government Attorney-General's Department immediately if any information in this application changes or is found to be incorrect
- I have read and observed the provisions of the Federal *Privacy Act 1988* in respect of information provided in this application

Signature

(please type in name for applications that will be emailed)

Name (please print)

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Position

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Date

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Application checklist

9.6 Are the following documents clearly marked and attached:

- | | | |
|---|-----------------------------|------------------------------|
| • a copy of the organisation's incorporation certificate, or other legal documentation? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • a statement to a conflict of interest, if applicable | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • letters of support from community stakeholders specific to this application? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • letter of support from partner organisation? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • Have you signed the declaration at the end of the Application Form? This must be signed by the organisation's delegate, e.g. Chair or President of the organization (type in relevant name for applications sent by email). | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

Thank you for your interest