



Australian Government

Department of Industry, Science and Resources

Attorney-General's Department

Sample application form

Securing faith-based places

Version May 2023

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

Sample

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Securing faith-based places
- Field 2 select - Securing faith-based places

When you have selected the program, the following text will appear.

The Securing faith-based places grant opportunity will run over four years from 2023-24 to 2026-27.

This grant opportunity contributes to the Attorney-General's Department Outcome 1.6. Up to \$40 million is available for this grant opportunity.

The objective of the grant opportunity is to support religious schools and pre-schools, places of worship and faith-based community centres to address the risk of crime and violence motivated by religious or racial intolerance through the installation or upgrade of security infrastructure and/or the engagement of security guards at those sites.

The intended outcomes of the grant opportunity are to:

- enable faith-based communities to undertake activities safely and free from harassment
- deter crime and violence at faith-based places
- improve safety within faith-based communities when attending faith-based places, and
- contribute to greater community resilience and wellbeing.

The maximum grant amount is \$500,000 and the minimum is \$25,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 11 September 2023 .

Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Securing faith-based places grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you associated with an **eligible religion**? *

See guidelines for definition of eligible religion.

You must answer yes to proceed to next question.

- Do you have an Australian Business Number (ABN)? *

You must answer yes to proceed to next question.

- Select which type of eligible legal entity your organisation is. *

A legal entity is an entity in its own right that has capacity to enter into legally binding agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions.

- an entity incorporated in Australia
- an incorporated association
- an incorporated not for profit organisation
- none of the above

You must select one of the eligible options from a drop down menu to proceed to next question.

Can you start your project within 8 weeks of executing a grant agreement (can include project planning activities)? *

You must answer yes to proceed to next question.

Do you confirm that you have the authority of the site owner or manager to undertake the project at the nominated site(s). You will be required to provide a letter from the site owner or manager using the letter template provided on business.gov.au prior to entering into a grant agreement? *

You must answer yes to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. About your organisation

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

\$2 million should be presented as \$2,000,000

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.2. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.3. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

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E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Organisation name

Are you a legal entity applying on behalf of a school, pre-school or place of worship?

If you are, what is the name of the organisation where the project will be occurring?

Legal entities applying on behalf of a school, pre-school or place of worship can submit one application for each school, pre-school, or religious institution you are applying on behalf of.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.5. Purpose of activity

Which type of location are you improving security measures at? *

Activities must be undertaken at a religious school, pre-school, place of worship or faith-based community centre that is facing security risks

E.6. Alternative funding

Are you receiving funding from other Commonwealth, State, Territory, or local government grants. for a similar purpose? *

Yes or no

If yes, provide details on who is providing the funding and what activities are being funded. *

Your response is limited to 5000 characters including spaces and does not support formatting.

E.7. Religious Association

Which eligible religion is your organisation associated with? *

Which religious group within the religion are you associated with?

An eligible Religion is any religious group as listed in the Australian Bureau of Statistics' Australian Standard Classification of Religious Groups, groups one to six at Table 1.3. You will need to provide the narrow and religious group from the Table.

E.8. Activities

Enter the number of specific installation or engagement activities to be undertaken in your project.

All questions are mandatory so enter 0 if not applicable.

As part of your project how many:

- security cameras do you plan to install? *
- security lighting items do you plan to install? *
- fencing and gate items do you plan to install? *
- traffic barriers and bollards do you plan to install? *
- emergency communication systems do you plan to install? *
- external blast walls do you plan to install? *
- security windows do you plan to install? *
- intrusion detection and alarm systems do you plan to install? *
- security guards do you plan to engage (include the full time equivalent number)? *

Are you planning to install other security infrastructure activities? *

Provide details of what other security infrastructure activities are being planned and how many of the items you will install. Your response is limited to 1000 characters including spaces and does not support formatting.

What access controls will your project fund? *

Provide details of what the access controls are and how many of the items you will install. Your response is limited to 1000 characters including spaces and does not support formatting.

E.9. Project duration

Your project must be completed by 28 February 2027.

Estimated project start date

- Estimated project end date
- Estimated project length (in months)

Your project can be no longer than 40 months.

E.10. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can enter a maximum of 10 milestones.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

E.11. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$25,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Purchase and installation of security cameras and/or security lighting		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Purchase and installation of fencing and gates, traffic barriers and bollards and/or access controls		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Purchase and installation of blast walls and/or security windows		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Purchase and installation of intrusion detection and alarm systems, and/or emergency communication systems		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contract expenditure (including Security Guards)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Project Management Costs (up to 5% of the total eligible expenditure claimed)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Independent Audit costs (up to 1% of grant amount)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Other eligible expenditure		\$
		2023/24	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	\$
		2025/26	\$
		2026/27	\$
Total			

Provide details of other eligible expenditure.

F.2. Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought **
- *your contribution (if applicable)*
- *other contributions as allowed in the grant opportunity guidelines (if applicable).*

F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is \$25,000.

The maximum grant amount under this grant opportunity is \$500,000.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (50 points)

The extent to which your project will contribute to improved crime prevention or community safety outcomes for your faith-based community and support community members to undertake activities safely and free from religious or racially motivated harm or harassment

You should demonstrate this by describing:

- the extent that religious or racially motivated crime and/or violence is an issue in your community, including at the proposed project site(s) **(25 points)**

If you are submitting an application for funding at multiple locations/campuses, you must provide relevant information for each location/campus. This could include:

- *details of intimidation, criminal damage or vandalism*
- *photographs of recent criminal damage/vandalism*
- *crime statistics*
- *police reports*
- *letters of support from the community or other organisations*
- *recent media articles or social media posts*

Your response is limited to 3000 characters including spaces and does not support formatting.

- how your project will contribute to addressing the risk of crime and/or violence described in paragraph 6.1, at the proposed project site(s) and how your project will support community members to undertake activities safely and free from religious or racially motivated harm or harassment **(25 points)**.

Your application should describe:

- *the specific security risks you are trying to address at each location*
- *the details of proposed project activities at each location*
- *how the proposed project activities will reduce relevant risks at the project site(s), and*
- *how the proposed project will assist members of your faith-based community to undertake activities safely and free from harassment.*

Your response is limited to 3000 characters including spaces and does not support formatting.

G.2. Assessment criterion 2 (30 points)

How your project represents value for money

Demonstrate value for money by:

- justifying the costs of your project including through the provision of quotes from multiple suppliers to validate your estimated costs **(10 points)**

Your response is limited to 2000 characters including spaces and does not support formatting.

- outlining how the proposed infrastructure to be installed will be fit-for-purpose and provide ongoing benefits **(5 points)**

Your response is limited to 2000 characters including spaces and does not support formatting.

- demonstrating how the grant funding will assist your organisation by:
 - describing the likelihood the project would proceed without the grant, including impacts on delivery timing, and
 - explaining how the grant will assist members of your faith-based community and
 - describing how you will measure success of the project to ensure that the project achieves its intended goals. **(15 points)**

Your response is limited to 3000 characters including spaces and does not support formatting.

G.3. Assessment criterion 3 (20 points)

Your capability and resources to deliver the project

You should demonstrate this by describing:

- your plan to manage the project and key risks **(15 points)**

You must attach a project plan relative to the project size, complexity and grant amount requested.

The project plan should include:

- details of the key personnel who will manage the delivery of the project
- risk management strategy
- how you will gain relevant planning approvals
- If relevant, you should include detail about who will have access to security camera footage and under what circumstances, and how interactions between security guards and people at the site will be managed.

Your response is limited to 3000 characters including spaces and does not support formatting.

- how you propose to fund any ongoing costs of maintenance and operation of the infrastructure beyond the grant funding. If relevant, you should also detail how you propose to support the presence of security guards beyond the grant funding period **(5 points)**.

Your response is limited to 2000 characters including spaces and does not support formatting.

H. Bank account details

H.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

H.2. Account details

Account name

BSB

Account number

H.3. Payment contact

Given name

Family name

Email address

Phone number

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- **Project plan ***

Your project plan should at a minimum include details of your key personnel, risk management, details of relevant planning approvals and details on who will have access to security camera footage.

- **Letter from your board (or chief executive officer or equivalent if there is no board) detailing your association with an eligible religion ***

Letter must be on the template provided on GrantConnect and business.gov.au

- **Information to support your claims under each assessment criterion (except 2a, to be attached below)***

You should provide information to support your claim that is specific to your project's location. If you are submitting an application for funding at multiple locations/campuses, you should provide relevant evidence for each location/campus.

- **Quotes from suppliers outlining estimated costs of your project (Assessment Criterion 2a)***

You should provide quotes from multiple suppliers to validate your estimated costs as per Assessment Criterion 2a.

- **Evidence of your incorporation ***

- **Letter from the site owner or manager confirming that you have permission to undertake the project at the nominated site(s) (if applicable)**

Letter must be on the template provided on GrantConnect and business.gov.au

I.3. Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines?

You may select from a drop-down menu.

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for a grant?

You may select from a drop-down menu.

We welcome any additional feedback on the application process.

Your response is limited to 750 characters including spaces and does not support formatting.

Sample

J. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

Sample

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.