



**Australian Government**

**Department of Industry, Science and Resources**

**Attorney-General's Department**

## Grant Opportunity Guidelines

# Safer Communities Fund Round 5: Infrastructure grants

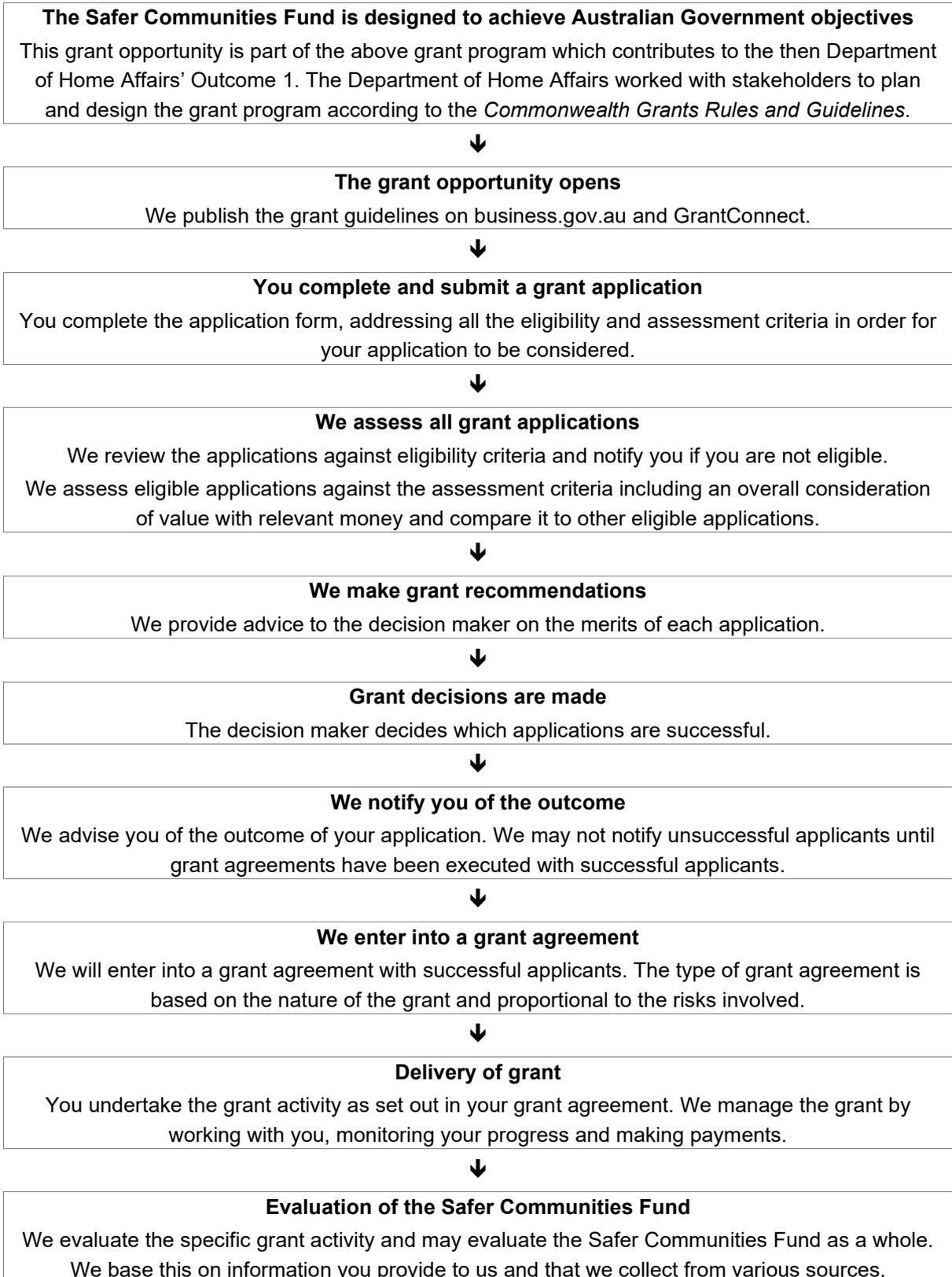
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<b>Administering entity</b>	Department of Industry, Science and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
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<b>Type of grant opportunity:</b>	Open competitive

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# 1. Safer Communities Fund Round 5: Infrastructure Grants processes



## 2. About the grant program

The Safer Communities Fund (the program) will run over seven years from 2017-18 to 2023-24.

The broader aim of the Safer Communities Fund is to support the Australian Government's commitment to deliver safer communities by:

- boosting the efforts of schools and pre-schools, community organisations and local councils to address crime and anti-social behaviour by funding crime prevention initiatives that benefit the wider community or community organisations (such as fixed and mobile CCTV and lighting, as well as early intervention services)
- protecting schools, and pre-schools, places of religious worship, community organisations and local councils that may be facing security risks associated with racial and/or religious intolerance
- protecting children who are at risk of attack, harassment or violence stemming from racial or religious intolerance.

The intended outcomes of the program are to:

- contribute to the enhancement of community safety and improve security through local security infrastructure that benefits the community
- contribute to greater community resilience and wellbeing by addressing crime, anti-social behaviour and other security risks
- help to reduce fear of crime and increase feelings of safety in the Australian community and contribute to greater community resilience
- contribute to the safety of communities that may be at risk of racial and/or religious intolerance

Approximately \$50 million is available for Round 5 as follows:

- approximately \$31 million is available for Infrastructure Grants as outlined in these guidelines
- approximately \$4 million to implement a 2019 election commitment in relation to infrastructure funding in the [Northern Territory](#)
- approximately \$15 million is available for Early Intervention Grants and further information on this stream will be available on [business.gov.au](http://business.gov.au) by early 2020.

The Minister has discretion to determine the final split of funding between these streams, depending on the demand for each stream.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

### 2.1. About the Safer Communities Fund Round 5: Infrastructure grant opportunity

These guidelines contain information for the Safer Communities Fund Round 5 Infrastructure Grants. The scope of each grant opportunity can change for each round, so it is important to read the below information to understand the type of organisations that can apply for funding in each round and the activities that are eligible.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

The objective of this grant opportunity is to reduce crime, violence, anti-social behaviour and/or other security risks driven by racial and/or religious intolerance by funding crime prevention initiatives.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering this grant opportunity on behalf of the Attorney-General's Department.

We have defined key terms used in these guidelines in appendix A.

You should read this document carefully before you fill out an application.

### 3. Grant amount and grant period

The Australian Government has announced a total of \$180.1 million over seven years for the program. For this grant opportunity, approximately \$31 million is available over five years from 2019-20 to 2023-24.

#### 3.1. Grants available

The grant amount will be up to 100 per cent of eligible project costs (grant percentage).

- The minimum grant amount is \$10,000.
- The maximum grant amount per location or school campus is \$500,000.
- The maximum grant amount per organisation is \$1,000,000.

We cannot fund your project if it receives funding from another government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Safer Communities Fund Round 5 Infrastructure grant or the other Commonwealth grant.

You can only submit one application for funding. If you wish to apply for funding at multiple locations/campuses, your single application must encompass the activities that will take place at each location/campus.

**For schools and pre-schools:** If you are the legal entity applying on behalf of a school or pre-school, you can submit one application for each school or pre-school you are applying on behalf of. In this case, the maximum \$1 million grant amount applies to the individual school or pre-school and not the legal entity who is making the application on their behalf.

#### 3.2. Project period

The maximum project period is 45 months.

You must complete your project by 31 March 2024.

### 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

**If you are a school**, you will need to determine your legal status before applying for a grant. Only schools who are legal entities can apply for a grant themselves. If your school is not a legal entity you will need to have your legal entity, such as a state education department, catholic diocese or education authority, apply for a grant on your behalf.

If you are a public school, please check your legal status with your education authority.

**If you are any other organisation applying for a grant, including community, religious or places of worship**, you will need to determine your legal status before applying for a grant. You must be a legal entity to apply.

A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions. An ABN alone does not mean an organisation has the capacity to enter into an agreement with the Commonwealth. For further guidance refer to [www.business.gov.au](http://www.business.gov.au).

#### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an incorporated not for profit organisation
- an Australian local government agency or body as defined in appendix A
- an Australian State/Territory Government education agency or body
- a registered school or pre-school that is a legal entity (with its own unique ABN) and that can enter into a grant agreement in its own right
- a legal entity applying on behalf of a registered school or pre-school.

#### 4.2. Additional eligibility requirements

We can only accept applications where you can:

- provide evidence of your incorporation
- 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](http://business.gov.au) prior to entering into a grant agreement
- commit to start your project within 8 weeks of executing a grant agreement which can include project planning activities.

We cannot waive the eligibility criteria under any circumstances.

#### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- partnership
- unincorporated association
- any organisation not included in section 4.1
- trust (however, an incorporated trustee may apply on behalf of a trust provided it meets the eligibility criteria in 4.1 above)

- an organisation such as a school or religious organisation that is not a legal entity and unable to enter into a funding agreement with the Commonwealth
- a school, preschool, community organisation or religious organisation previously defunded by State or Territory or Australian Government agencies for performance and/or integrity reasons
- a school or preschool that has gone into administration or receivership.

#### 4.4. What qualifications or skills are required?

If you are successful, all personnel working on the project must meet the following requirements:

- police clearance
- Working with Children check
- Working with Vulnerable People registration.

## 5. What you can use the grant for

### 5.1. Eligible activities

To be eligible your project must:

- be aimed at protecting schools and pre-schools, places of religious worship, community organisations and local councils that may be facing security risks associated with racial and/or religious intolerance
- have at least \$10,000 in eligible expenditure.

Eligible activities can include the following activities:

- Infrastructure activities, such as installing:
  - fixed or mobile CCTV cameras
  - security lighting
  - fencing and gates
  - bollards
  - external blast walls and windows
  - security and alarm systems
  - public address systems
  - intercoms and swipe access.
- Employing or hiring security guards, licensed by the relevant state or territory agency, for schools or preschools.

We may also approve other activities.

### 5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, see appendix B.
- For guidance on ineligible expenditure, see appendix C.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

## 6. The assessment criteria

You must address all selection criteria in your application. We will assess your application based on the weighting given to each assessment criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score at least 50% against each assessment criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

**The extent that your project will protect schools and pre-schools, places of religious worship, community organisations and local councils that may be facing security risks associated with racial and/or religious intolerance (50 points).**

You must demonstrate this by describing:

- a. the extent that crime and/or anti-social behaviour driven by racial or religious intolerance is an issue in your community **(30 points)**.

You should provide evidence 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 must provide relevant evidence for each location/campus such as:

- crime statistics
  - letters of support from the local police
  - police reports
  - letters of support from the community or other organisations
  - recent media articles
  - photographs of recent criminal damage/vandalism.
- b. how your project will protect people in your community who are at risk of attack, harassment or violence stemming from racial or religious intolerance. You should outline the security infrastructure issue you are trying to address in your specific location, and how the proposed project will reduce the risk of attack or harassment **(20 points)**.

## 6.2. Assessment criterion 2

### **The impact of grant funding on your project (30 points).**

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project **(10 points)**.
- b. justifying the cost of your project including details of the security infrastructure you will install and its intended benefits. You should attach evidence such as quotes to validate the costs of your project **(20 points)**.

## 6.3. Assessment criterion 3

### **Your capacity, capability and resources to deliver the project (20 points)**

You must demonstrate this by describing:

- a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project and if relevant who will have access to the CCTV footage and interactions between security guards and students **(10 points)**.
- b. how you will measure the success of the project **(10 points)**.

## 7. How to apply

Before applying you should read and understand these guidelines and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

### 7.1. Attachments to the application

Provide the following documents with your application:

- evidence to support your claims under assessment criterion 1 that crime and/or anti-social behaviour is an issue in the communities targeted by your project
- evidence to validate the costs of your project under assessment criterion 2
- evidence of your incorporation

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

## 7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around May-June 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	14 weeks
Approval of outcomes of selection process	May 2020
Negotiations and award of grant agreements	June - July 2020
Notification to unsuccessful applicants	May 2020
Earliest start date of project	The date you are notified your application has been successful
End date of grant commitment	31 March 2024

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications in the group
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous unsuccessful application, we may refuse to consider it for assessment.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and conditions that cannot be changed. Sample [grant agreements](#) are available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of funding.

If you enter an agreement under the Safer Communities Fund, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### 10.2. Exchange of letters grant agreement

We will use an exchange of letters grant agreement for projects up to six months long and receiving up to \$50,000. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning it to us. We consider the agreement to be executed from the date we receive your signed document. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

### 10.3. Simple grant agreement

We will use a simple grant agreement for all projects.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

#### 10.4. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

##### 10.4.1. Child Safety Requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

#### 10.5. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

For projects up to six months long and with a grant up to \$50,000, we will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

For projects longer than six months or with a grant more than \$50,000, we will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside at least five per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum five per cent of grant funding for the final payment.

## 10.6. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>2</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your project

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

## 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date
- be in the format provided in the grant agreement.

### 12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

## 12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum 36 month period.

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 12.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>3</sup> of the [Public Service Act 1999 \(Cth\)](#)<sup>4</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)<sup>5</sup>.

### 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1 or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

#### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive

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<sup>3</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>4</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>5</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>6</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

### 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>7</sup>](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>7</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Eligible expenditure guidance	The guidance that is provided at Appendix B.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Legal entity	A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions. An ABN alone does not mean an organisation has the capacity to enter into an agreement with the Commonwealth. For further guidance refer to <a href="http://www.business.gov.au">www.business.gov.au</a>
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth) and the ACT Government.
Minister	The Commonwealth Attorney-General.

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ul>
Program Delegate	A manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

## Appendix B. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

### How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

### Eligible expenditure items

Eligible expenditure items can include:

- the cost of purchase and installation of:
  - fixed or mobile CCTV cameras
  - security lighting
  - fencing
  - bollards
  - blast walls
  - security and alarm systems
  - public address systems
  - intercoms and swipe access
- security guard employment or hiring, licensed by the relevant state or territory agency, for schools or preschools.
- Project management costs up to 5% of the total eligible expenditure claimed. This may include internal labour and/or contractor costs as detailed below.

other specific expenditure items may be eligible as determined by the Program Delegate.

## Labour expenditure for project management

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ for project management activities on the core elements of the project. Labour expenditure other than project management costs is ineligible.

We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

We limit project management costs, for direct employees and/or contractors, to 5 per cent of the total amount of eligible expenditure claimed (plus the 30 per cent administrative overhead below).

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

## Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

## Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

### Other eligible expenditure

Other eligible expenditures for the project may include:

- financial auditing of project expenditure
- contingency costs up to a maximum of 10% of the eligible project costs. Note that we make payments based on actual costs incurred
- costs directly associated with the installation of crime prevention equipment. For example digging trenches for cabling or erecting poles for CCTV.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix C. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is successful
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs for rent and utilities
- construction, (including of guard houses), major renovation or extension of buildings. Major renovations include but are not limited to building or substantially modifying walls or other building structures if not directly linked to crime prevention through environmental design in public or community spaces.
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges or other structures
- costs related to security infrastructure for buildings that do not currently exist, or that require other major works to be completed first
- costs of purchasing, leasing, depreciation of, or development of land
- depreciation of plant and equipment beyond the life of the project
- maintenance of vehicles
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- labour expenditure for employees other than project management costs
- staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- ongoing equipment maintenance costs
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs
- fund raising or sponsorship costs
- personal protection for specific individuals

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.