



Australian Government

Attorney-General's Department

PROCEEDS OF CRIME ACT 2002 (POCA)

GRANT APPLICATION
February 2009

Applicants to note:

- **Applications close at 5.00 pm on 20 March 2009**
- **Applications not postmarked on or before the closing date will not be accepted**

Application for Funding

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 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

Name of project

Location(s) in which the project will take place

Suburb(s)

City/Town/LGA

State/Territory

Postcode(s)

Brief description of project (not more than 50 words)

(This may be used for publication purposes.)

Total POCA funding requested

Program funding is limited to \$500,000 (do **not** include GST)

\$

Length of project

Years

Months

Note: Maximum time period is 3 years

PART 1 Applicant details

1.1 What is your organisation's primary purpose? Also briefly describe your main activities. (150 words maximum) Include website URL if available.

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1.2 Are you a not-for-profit organisation? No Yes

1.3 ABN

--

1.4 Legal status

--

Please attach a copy of your certificate of incorporation and relevant and current insurance policies.

1.5 Your organisation's address

Street address

--

State/Territory

--

Postcode

--

Postal address

--

State/Territory

--

Postcode

--

Website

--

E-mail address

--

1.6 Your organisation's contact person for this project

Name

--

Position

--

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 include:

- the **main goal, purpose or issue** to be addressed by the project
- what you expect to accomplish
- a description of the **project model**, its content, activities and method of delivery
- specific **client or population group**, including numbers of people/communities to be involved in the project and how this group will be recruited to the project, and
- a description of the expected **outputs, outcomes and products (if applicable)**

If you are seeking funding for an existing project, please explain why funding cannot continue under its present source.

Please limit your response to 350 words.

2.2 Demonstrated need for the project

Please identify how this project meets community need. Where possible, use research or statistics, demographics and indicators of need.

2.3 Please detail the anticipated impact this project will have.

Specifically refer to how the project will address the demonstrated need that you identified in Part 2.2.

2.4 How does this project reflect current research, good practice models and government strategic plans?

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

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

2.7 Which of the POCA priority areas does your project address? Indicate one or more of the following:

INDIGENOUS PRISONER THROUGH CARE

CRIME PREVENTION (if Crime prevention please specify what type/s below)

Diversion or prevention projects

Early intervention projects with families, children and schools

Environmental crime

Youth crime

Property crime such as robbery, domestic burglary and motor vehicle theft

Fraud and scams

Crime prevention for seniors (personal and financial security)

Fear of crime

Family and Domestic Violence

Anti-social behaviour

Security related infrastructure

PART 3 Project objectives and work plan

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

These objectives should be consistent with the project description in section 2 and the aims listed in section 2.1 of this application. You can have more or less than 4 objectives.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Please add more objectives if required.

3.2 Project work plan

Note: Copy the table below if you have more than 4 objectives. Use a separate page for each objective. These objectives should be the same as those listed in the previous section (3.1).

Objective 1

Activity Detail the activities you intend to undertake to realise your objective and the timeframe in which activities will commence and complete.	Performance measures How will you measure the success of each of your activities?	Outcomes What are the expected outcomes that will result from the activities you undertake?

Objective 2

Activity Detail the activities you intend to undertake to realise your objective and the timeframe in which activities will commence and complete.	Performance measures How will you measure the success of each of your activities?	Outcomes What are the expected outcomes that will result from the activities you undertake?

Objective 3

Activity Detail the activities you intend to undertake to realise your objective and the timeframe in which activities will commence and complete.	Performance measures How will you measure the success of each of your activities?	Outcomes What are the expected outcomes that will result from the activities you undertake?

Objective 4:

Activity Detail the activities you intend to undertake to realise your objective and the timeframe in which activities will commence and complete.	Performance measures How will you measure the success of each of your activities?	Outcomes What are the expected outcomes that will result from the activities you undertake?

3.3 Milestones and timetable

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 and the approximate dates they will be completed.

Make sure you include quarterly Progress Reports between milestones as payments are directly linked to the successful completion of milestones. Also include any key events and a final report including your project's evaluation.

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

Milestones	Commence from [DATE – after project commences]
Sign the Funding Agreement with Attorney-General's Department	

3.4 Staffing to meet agreed work plan

Include the contingency plans you have to ensure staffing will be maintained during the term of the grant.

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3.5 Subcontractors

Does your project require you to subcontract any activities?

Note: this section must be completed for throughcare programs involving the provision of services by providers other than the applicant

No

Yes

► Provide the names of the contractors or subcontractors and the services they will be delivering/providing. If you do not know the names of the contractors 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).

Contractor or subcontractor	Services to be provided

3.6 Assets

Will you need to acquire any assets in order to undertake any activities?

No

Yes

► Provide a list of assets you need to acquire, a description and estimate of the cost. If you do not know details at this stage, indicate an intention to purchase or lease assets. You will need to provide this detail at a later stage (if your application is successful).

Assets	Description of Asset

3.7 Intellectual Property

No

Yes

► Provide a list of documents you intend to develop.

Will you need to develop any project materials, such as information leaflets, or advertising materials to promote your activity?

If you do not know details at this stage, indicate an intention to develop such materials. You will need to provide this detail at a later stage (if your application is successful) and submit all materials to the Department for approval prior to distribution.

Description	

3.8 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?

Note: Projects without an appropriate exit strategy will not be considered for funding.

Applicant/Other Funding Partner Cash Contributions			
Name of Funding Partner and purpose for which contribution will be used	\$	\$	\$
Sub Total - Applicant/Other Funding Partner Cash Contribution	\$	\$	\$
TOTAL ACTIVITY CASH CONTRIBUTIONS	\$	\$	\$

IN-KIND CONTRIBUTIONS (name of contributor and description of in-kind support)
Year 1
Year 2
Year 3

4.2 Budget notes: (Include number of staff and salary levels and breakdown of items over \$2,000)

4.3 Do you have sufficient resources to complete the last phase of the project before the final payment is made? No Yes

PART 5 Evaluation

5.1 Will your evaluation be internal or external? Internal
External

5.2 Have you made adequate provision in your budget for the costs of the evaluation? No Yes

5.3 How will you evaluate your project?

If your project is successful the final payment is dependent upon Departmental acceptance of your final evaluation. Therefore the Department needs to be satisfied that your evaluation strategy will provide all the information required. It is important that you outline the methodology, tools and timeframes that you expect to use throughout the project.

PART 6 Community Support

6.1 How have you engaged with other organisations, groups or individuals in developing this proposal and who did you consult?

Note: Projects involving prisoner throughcare will require support from the relevant prison/detention centre (evidenced by a letter of support). Post-release programs will also need support from the relevant post-release service providers (eg. Centrelink or the State or Territory Housing Authority).

6.2 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 leaders

Stakeholder Name Position Organisation Contact Telephone	Role What will they do in relation to the final 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 7 Project management capacity

7.1 Describe your organisational structure including the composition of your board/committee and each member's lines of responsibility

7.2 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.

7.3 Detail any other relevant project management experience

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7.4 Identify the relevant qualifications/experience of members of your organisation's LOCAL Management Committee

Name	Position	Qualifications/Experience

PART 8 Applications to other agencies

- 8.1 Does your organisation have a current or planned application for grant funding for this particular project with any other agency? No ► Go to 9.1
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 9 Previous and current government funding

9.1 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 9.2

Yes ► Provide details below of most recent examples of Australian, State/Territory or local government funding managed by your organisation. Use an attachment as necessary.

Year(s) funded	Amount \$	Agency

Under which Programme funding was approved

Purpose or project description

Name of government officer

Phone number

Name of government department

Year(s) funded	Amount \$	Agency

Under which Programme funding was approved

Purpose or project description

Name of government officer

Phone number

Name of government department

Year(s) funded	Amount \$	Agency

Under which Programme 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 Programme 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 Programme 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 Programme funding was approved

Purpose or project description

Name of government officer

Phone number

Name of government department

9.2 If you answered 'No' to 9.1, please provide examples of your organisation's experience over the last five years in administering and accounting for funds it has received or its capacity to administer funds

PART 10 Lodging your application

Note: Incomplete applications may not be assessed.

10.1 How to lodge your application

All applications are required to be postmarked.

If an application is received after the closing date and not postmarked on or before **5.00 pm 20 March 2009** it will not be accepted for consideration. Faxed or e-mailed applications will **not** be accepted.

Submit **one (1) original** with all supporting documentation and **three (3) copies** of the Application Form and letters of support. Only ONE copy of the annual report, financial statements and relevant evaluations are required. ALL should be unbound, completed and signed. Please do not send any bulky attachments such as CDs or DVDs.

Send to:

POCA 2009 NGO Funding Round
Strategic Policy Coordination Branch
Criminal Justice Division
Attorney-General's Department
Robert Garran Offices
National Circuit
BARTON ACT 2600

10.2 Further information

For further information, contact:

Strategic Policy Coordination Branch
Attorney-General's Department
Robert Garran Offices
National Circuit
BARTON ACT 2600

Telephone: (02) 6250 6711
Facsimile: (02) 6273 0912
Web: <www.crimeprevention.gov.au>
E-mail: poca@ag.gov.au

10.3 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.

10.4 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.***

10.5 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

Name (please print)

Position

Date

Application checklist

10.6 Are the following documents clearly marked and attached:

- | | | |
|---|-----------------------------|------------------------------|
| • a statement to a conflict of interest, if applicable | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • a copy of the organisation's incorporation certificate, or other legal documentation? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • copies of relevant and current insurance policies? | 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"/> |
| • letters of support from financial partner(s)? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • copy of any evaluation/review of previous successful grant project? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • Have you included a copy of the organisation's latest Annual Report? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • Have you included an audited financial statement or statement of income and expenditure for the last financial year? | 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 organisations delegate, eg Chair or President of the organisation. | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

Thank you for your interest

Feedback

10.7 Feedback Sheet

To help better inform the community about funding under section 298 of the Proceeds of Crime Act 2002, please tell us how you found out about this funding round:

- Major national newspaper
- Koori Mail
- Regional newspapers
- The Attorney-General's Department or Crime Prevention website
- Other web sites
- State Government officials
- Service providers
- A colleague
- Conference
- Other (please specify) _____