



**Australian Government**  
**Attorney-General's Department**

## **PROCEEDS OF CRIME ACT 2002 (POCA)**

# ***How to complete your POCA application***

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**For further information, contact:**

Address: Crime Prevention Section  
Strategic Policy Coordination Branch  
Criminal Justice Division  
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](http://www.crimeprevention.gov.au)

E-mail: [POCA@ag.gov.au](mailto:POCA@ag.gov.au)

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## Information for applicants

A new round of funding under the *Proceeds of Crime Act 2002* (POCA) has opened. The POCA aims to ensure that criminals are not able to benefit financially from their crimes and that confiscated funds are returned and used for the benefit of the Australian community. Funding can be awarded to non-government organisations who undertake crime prevention or law enforcement initiatives, measures relating to the treatment of drug addiction or diversionary measures related to the use of illegal drugs.

The focus of the February 2009 Funding Round is on the provision of Indigenous throughcare programs and crime prevention programs.

The award and amount of grants is at the discretion of the Minister for Home Affairs. Meeting the selection criteria does not guarantee funding. The maximum period of grant funding is three years and the total maximum funding that can be awarded is \$500,000.

Grants will be available to projects that target the specified priority areas and which accord with Australian government priorities. Projects must also reflect current research and good practice models.

If your project does not meet the guidelines for funding under the POCA, information about other possible funding sources may be found at:

- the Australian Government's Grantslink website at <[www.grantslink.gov.au](http://www.grantslink.gov.au)>
- the Australian Grants Register available from PO Box 299, Kew, Vic 3101
- The Parliament of Australia, Parliamentary Library guide to Community Grants <<http://www.aph.gov.au/library/intguide/sp/spgrants.htm>>
- the National database of Australian grants and scholarships <[www.grantsearch.com](http://www.grantsearch.com)>, and
- the State and Territory Government websites.

You need to:

- be familiar with the Guidelines in order to meet the requirements of the POCA
- be aware that applications may be subject to Freedom of Information requests from third parties.

**Note:** Please ensure that you complete your application for funding on the official application form. You can complete it electronically or by printing and completing the form by hand. We recommend that when developing your budget, you cross check your budget figures for accuracy.

Hard copies of the application form are also available on request.

Incomplete applications will not be accepted.

## PART 1 Applicant details

You must provide background information on your organisation.

**1.2** To be eligible for funding, organisations must be not-for-profit, incorporated, and community based. Local government associations/agencies are also eligible to apply. You are not eligible to apply if your organisation is for profit or if you are an individual.

**1.3** An ABN is an 11-digit number assigned by the Australian Taxation Office (ATO) to the applicant. If you do not have an ABN, you can apply for one on the ATO website at <[www.ato.gov.au](http://www.ato.gov.au)>.

**1.4** If unsure of the legal status of your organisation, check the Business Register at [www.abr.business.gov.au](http://www.abr.business.gov.au). You will also have access to your organisation's Australian Business Number (ABN) through this site.

If you are not able to attach a copy of your certificate of incorporation, you need to explain why. For example, if you have only recently incorporated, note that you will forward the certificate later. Please make sure you follow up and provide this at the earliest opportunity.

**1.5** A physical address must be provided. This can be the same or different to the postal address.

**1.6** The Department may contact this person during the assessment process to seek more information or clarification about some aspect of the project. Provide the name and title or position of the contact person in your organisation, along with current contact phone number, fax number and email address.

## PART 2 Proposed project

If you are re-applying for funding to continue an existing project, please explain why your organisation has not been able to continue or conclude the project under current funding arrangements.

**2.1** The project description should provide **detailed** information about the project activity and should also include:

- a description of the location and site where the project will be delivered
- the method you will employ to address issues, with consideration given to the provisions of the *Privacy Act 1988*, for example of de-identifying case studies, obtaining the informed consent of clients, etc.
- a description of the governance and administrative structure and any anticipated committees (eg a community advisory committee, a project steering committee, or variations of such bodies), and
- a communications plan for disseminating information about the project and its products.

**2.2** Need can be demonstrated by providing for example:

- relevant research or statistics to the issues which your project is seeking to address (eg from the Australian Bureau of Statistics, at <[www.abs.gov.au](http://www.abs.gov.au)>, your police local area command or state crime prevention office)

- demographics of the local area
- demographics of the target group
- any indicators of disadvantage
- any other relevant anecdotal information about crime and the target group, and
- media clippings.

**2.3** Please identify how your project will fulfil the need you have identified. If other programs are being conducted in your area, demonstrate how your project will address issues not met by other projects.

**2.4** You need to provide evidence that supports your project design. You can refer to research that has been carried out in the field your project intends to address. Research and examples of previous projects can be found at the Crime Prevention or AIC websites, or other sites that publish related material. <[www.crimeprevention.gov.au](http://www.crimeprevention.gov.au)> or <[www.aic.gov.au](http://www.aic.gov.au)>.

Crime prevention projects often involve working with high-risk, vulnerable people. It is important that your application reflects and demonstrates that you are aware of the need to act ethically and sensitively, ensure the safety of your staff and project participants, and carefully manage any risks. For example, your application should reflect and demonstrate that:

- when working with children and adolescents you ensure that all staff and volunteers (including mentors) comply with all necessary laws and regulations applicable in your State of Territory
- when working on issues around domestic violence you ensure that strategies are in place to protect the safety of women, who have experienced, or may experience domestic violence, and ensure that they are linked into relevant service networks
- when working with young people 'at risk' of offending, you ensure that your project will not stigmatise them
- you protect participants' privacy by not disclosing their personal information to others (including in your POCA application)
- you ensure that all staff are adequately skilled to work with clients who have significant issues around violence or anger and that there are protocols in place to deal appropriately with any distressing disclosure or violent incidents, and
- you are aware of your occupational health and safety requirements and provide debriefing opportunities to staff regularly.

**2.5** One of the focus areas for this funding round is the provision of treatment and support services for Indigenous prisoners in custody and as they transition back into the community. Funding for throughcare programs and any program targeting Indigenous communities need to address the specific needs of Indigenous Australians.

For example, effective Indigenous throughcare programs should examine and consider the following issues:

- demonstrated capacity to deliver accessible and culturally appropriate services to Indigenous Australians

- demonstrated understanding of the factors contributing to the incidence of violence, offending and incarceration in Indigenous communities
- involvement of community and family in the development and delivery of programs where appropriate and feasible
- involvement of elders and Indigenous facilitators where appropriate and feasible
- addressing issues of grief, loss, and any mental health problems that may exist, and
- responding to the other barriers to reintegration such as entrenched disadvantage and lack of adequate support services

**2.6** You must indicate any potential conflict of interest arising from the proposal. A perception of conflict of interest can arise if an individual (or their family members) associated with the application receives a direct benefit from a project.

If there is a possible perception of a conflict of interest, a statement addressing this should be included in the application, demonstrating why a conflict of interest should not impact on the organisation's application for funding.

## **PART 3 Project objectives and work plan**

**3.1.** You need to think about the types of activities and outcomes that link to the objectives and take into consideration that they will be closely linked to the evaluation.

It may be helpful to look at the crime prevention Tip Sheets at [www.crimeprevention.gov.au](http://www.crimeprevention.gov.au) on the topics related to your project. You should ensure that your project fits into any existing community safety plan for your area/region/state.

**3.2.** The Work plan is where you provide all the details about the project, specifying who is going to undertake an activity, and what that activity may be. It may be helpful to look at Tip Sheet Two on the topics related to your project.

- **OBJECTIVES** are what is expected to change as a result of having undertaken the project and reflect high level outcomes desired by the organisation. An example of an objective may be 'To prevent crime by matching at-risk youth with a positive role-model to undertake the role of a mentor'
- **ACTIVITIES** comprise all of the things (work) that people involved in the design and/or the delivery of the project actually do. For example, 'Conduct training courses for volunteer mentors'.
- **OUTCOMES** are what happen as a result of completing the activities and producing the outputs – the benefits to everyone involved in the project. For example, 'A reduction in crime and recidivism'
- **PERFORMANCE INDICATORS** are what are measured to determine whether something has been done and done well (process indicators) and what the result of that is (outcome indicators). An example of a performance indicator may be 'xx (number) of training courses for volunteer mentors are conducted every month'.

Note that setting up a committee, employing personnel, etc, are pre-planning rather than work plan tasks.

**3.3.** If your application is successful, the milestones and timetable that you provide to us are critical in determining a payment schedule for the contract.

For example, 'conduct first volunteer training session' may be an appropriate milestone. In general, budgets, timings and reports are indicative of major stages. These milestones will be subject to further negotiation should your project be successful.

**3.4** Please provide details of how many staff you plan to engage and the level of qualification/experience they will require. Also include issues such as how to retain staff until the end of the project and how the project will continue if staff leave unexpectedly, for example, how quickly can new staff be recruited and trained.

**3.5** Note that contractors and subcontractors only include those organisations or individuals who you are intending to undertake the work as a separate entity. Do not list staff you will employ to carry out the project under the direction and management of your organisation.

**3.7** All project materials, including publicity materials and project information will need to be submitted and approved by the Department prior to distribution.

**3.8** You will need to demonstrate a clear plan regarding what will happen with the project once POCA funding ceases, including a strategy for ensuring the financial viability/sustainability of the project if relevant. You also need to explain how you will refer any existing clients to alternative services. Please provide us with a contingency for managing your records, for example the archival and safekeeping or the destruction of files, and how you will treat assets provided as part of the funding.

**Note:** It is not enough to say that your organisation will attempt to secure further funding.

## **PART 4 Budget**

**4.1** When completing the budget figures:

- If the project runs for more than one year, provide a budget for each year. Please note that all projects have a maximum duration of three years.
- Include all expenses and all contributions including financial and 'in-kind' contributions by your own and/or other organisations, and indicate which expenses each contribution will cover.
- You must make adequate provision for the costs of evaluating the project.
- Consider using a spreadsheet (or similar application) to confirm that your calculations are correct.
- Use the Budget Notes to briefly list details of funding from partner sources.

**4.2** All budget expenditure items that exceed \$2,000 per annum must be broken down. Use the budget notes to detail and clarify budget items.

**4.3** The final payment, usually 10 per cent of the total, is awarded upon completion of the project. You must let us know if you anticipate that you will not have sufficient resources to complete the project and acquittal of funding.

## **PART 5 Evaluation**

The evaluation is a very important part of the project. Your project evaluation will ultimately identify whether the project was successful (and how it was successful) with reference to the objectives, activities, performance indicators and outcomes identified in your application. The evaluation involves collecting data to say how effective a process has been and whether the original objectives of a project have been met. It includes consideration of the successes and failures of certain activities, and lessons that can be taken forward to the next phase of the project, or the next project.

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

An evaluation process should be built into the proposal to ensure that the project is delivering the results it set out to achieve. It is important to keep this in mind when formulating the objectives and outcomes. If your project is large or complex, you should consider engaging an external organisation to conduct the evaluation. The cost for this should be incorporated in the budget.

A reference booklet titled Guidelines for Evaluating Community Crime Prevention Projects is available on the Department's website <[www.crimeprevention.gov.au](http://www.crimeprevention.gov.au)> or on request by email to <[POCA@ag.gov.au](mailto:POCA@ag.gov.au)>. Referring to the tip sheets available online may also be helpful.

**5.1** To save time and expense, see if the evaluation can be done as part of other project activities (for example, a questionnaire attached to an information booklet, or a focus group to be run as part of a final project workshop).

**5.3** Please include evaluation information on:

- how it will be planned
- who will complete the evaluation
- who else apart from the evaluator will be involved in the evaluation, and
- whether you will have a planning committee for the evaluation and who will be involved.

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

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

Useful evaluation questions to apply are:

- How will I know?
- What will I need to measure?
- What worked well?
- What did not work well?
- What improvements need to be made in order for the project to be successful in the future?

- How effective was the project overall?
- Who will I need to involve?
- What is a good outcome?

It is also important to record any difficulties you may have encountered during the project. This will help to identify areas for change or improvement

## **PART 6 Community support**

**6.1** You need to name all community stakeholders for the project, and describe your process of consultation. Commitment to the project should be secured before the application is submitted, rather than being included in the work plan.

**6.2** Please detail what other support there is for this project from the community. There should be support for the project from relevant individuals, interest groups, prison/detention centre (if applicable), and service providers. For example, if your project involves delivering a program in a school or in collaboration with other organisations, you will need to secure their agreement before submitting your application.

Applications for projects working in Indigenous communities need to demonstrate that they have the support and agreement from appropriate Indigenous communities and community leaders.

Applications for throughcare projects need to demonstrate that they have the support and agreement from their local prison/detention centre and any relevant post release service provider.

Please substantiate support and agreement by attaching letters of support or providing contact details for elaboration/verification.

## **Part 7 Project management capacity**

Organisations must be able to comply with all reporting and financial accountability standards as set out in the Grant Funding Agreement in a timely manner and to the satisfaction of the Department. You need to provide evidence of your ability to commence the project on time and detail your organisation's experience in successfully managing community projects.

**7.2** Evidence of your organisation's track record in managing projects is also required. Organisations are encouraged to provide evidence of project management skills by providing information of previous projects successfully delivered on time and within budget. If possible, you should provide a copy of an executive summary of an evaluation/review of a successful grant project undertaken in the past five years, and where relevant include a link to a website where the full evaluation can be found.

**7.3** Describe any other relevant project management experience you have had in the community sector, particularly if this is the first grant for which you have applied.

**7.4** List relevant qualifications/experience of members already working in your organisation.

## **PART 8 Applications to other agencies**

It is important for us to know if you have applied, or are planning to apply, for funds from other sources for this project.

**8.2** If your organisation is eligible for funding from a State or Local government source. Please list the

- name of the funding agency
- program name under which you applied, and
- amount and the current status of your application.

You must inform us immediately in writing if you are successful in obtaining other funding, so this can be taken into account in the assessment of your application. If your project application is contingent upon other funding sources being received, the other funding must be verified before the POCA grant funding is awarded.

## **PART 9 Previous and current government funding**

**9.1** If you have answered **Yes**, please provide full details of ALL funding received in the past five years. The Funding Source is the name of the funding agency, and the Contact Number and Name is the telephone number and name of the contact from that agency (please include the area code). These people will be your referees about your ability to manage contracts and public money. Please differentiate between Australian, State/Territory and Local government funding sources.

**9.2** Only complete this section if your organisation **has not** previously received a grant from Australian, State/Territory or Local government and you have answered 'No' to 8.1 or 9.1. You will need to provide examples of your organisation's experience over the past five years in administering and accounting for funds, or its capacity to administer funds.

## **PART 10 Lodging your application**

**10.5** The person who signs the application form must have the authority to do so and their position in the organisation must be provided. This may not necessarily be the same as the project manager.

**10.6** The checklist is a useful tool to ensure you have met all the requirements of the Guidelines and Application Form. Please mark all attachments clearly:

- POCA Funding Application
- the name of your project and organisation, and
- the name of your organisation's contact person