



Frequently Asked Questions

Safer Communities Fund Round Six: Infrastructure Grants

1. How can I lodge my application?

Before applying, you should read and understand the [Grant Opportunity Guidelines](#) and the sample [grant agreement](#) published on business.gov.au and [GrantConnect](#).

All applications must be lodged via the [online portal](#) on or before the closing date (**5:00pm AEST 19 August 2021**).

You will need to set up an account to access our online portal. The portal allows you to apply for and manage a grant or service in a secure online environment.

To apply, you must:

- complete and submit your application through the online portal
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

We are unable to accept faxed, posted or emailed applications or supporting documents.

More information is available on the portal's [Frequently Asked Questions page](#).

2. How do I know if my application was submitted successfully?

A confirmation status screen in the portal will appear to confirm the submission is complete and a submission reference number will be provided (this is your application ID). The status of the application will also change from 'Draft' to 'Submitted'.

If you are unable to submit your application due to technical difficulties with the application form please [contact us](#) at business.gov.au or by calling 13 28 46. If you only become aware

that your application failed to successfully submit following the close date as set out in the guidelines, please contact us as soon as possible and retain all records relating to the submission form.

3. I require assistance in completing the application form

Please [contact us](#) at business.gov.au or by calling 13 28 46 if you experience general or technical difficulties with the lodgement of your application.

4. When will I be notified about the outcome of my application?

It is anticipated that applicants to the Infrastructure Grants funding stream will be notified of the outcome of their application around December 2021.

5. How much funding is available under Safer Communities Fund Round Six: Infrastructure Grants?

Approximately \$10 million is available for Safer Communities Fund Round Six Infrastructure grants.

6. How much funding can my organisation apply for?

- The minimum grant amount is \$10,000
- If you apply for multiple locations, the maximum grant amount per location or school campus is \$250,000
- The maximum grant amount is \$500,000.

All activities and expenditure in the project must be eligible.

7. Is my organisation eligible to apply?

To be eligible you must:

- have an Australian Business Number (ABN)
- have not previously received a Safer Communities Fund Infrastructure or a Safer Communities Fund Northern Territory Infrastructure grant in earlier round unless:
 - (a) you are a school or pre-school applying for funding for security guards
 - (b) you are applying for infrastructure at a different project location/campus to your previous grant.

and be one of the following entities:

- an incorporated AND not for profit organisation (i.e. must be both incorporated and not for profit)
- an incorporated trustee applying on behalf of a not for profit trust
- an Australian local government agency or body
- an Australian State/Territory Government education agency or body
- a registered school or pre-school that is a legal entity, has its own unique ABN, and can enter into a grant agreement in its own right
- a legal entity applying on behalf of a registered school or pre-school.

8. My organisation is a government school with its own unique ABN. How do I know if it is a legal entity and can enter into a grant agreement in its own right?

Only registered schools who are legal entities can apply for a grant themselves. If you are a registered government school in:

- Victoria, Queensland, Northern Territory and the ACT, your school is a legal entity and can apply for a grant and enter into a grant agreement in its own right
- New South Wales, South Australia, Tasmania or Western Australia, you are not able to apply for a grant yourself. Your relevant State or Territory Education Department will need to submit an application on your behalf. If you apply using the ABN of your Department of Education, then the school would need to

be satisfied that they have the authority to do so before submitting an application.

9. Can my registered Catholic school apply for grant funding?

Your school may not be a legal entity in its own right and you may need your legal entity such as the archdiocese, diocese or your education authority in your state or territory to submit an application on your behalf. You should check your legal status before applying for a grant.

Refer to Appendix C of the Grant Opportunity Guidelines for further guidance on legal entities.

10. Is an unincorporated not for profit organisation eligible to apply for funding?

No. An unincorporated entity is not eligible to apply. An eligible entity must be both incorporated **and** not for profit.

11. What evidence can I provide to verify my organisation's legal status?

- a) For incorporated not for profit organisations, evidence may include:
 - State or Territory incorporated association registration number
 - Certificate of incorporation or equivalent documentation.
- b) For organisations established through specific Commonwealth or State/Territory legislation (including public benevolent institutions, churches), evidence may include the relevant Act or legislation under which the body was formed.

12. How many applications can I submit for funding?

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 registered schools, pre-schools and churches/religious institutions: If you are the legal entity applying on behalf of a school, pre-school or church/religious institution you can submit one application for each school, pre-school, church/religious institution you are applying on behalf of.

In this case:

- the maximum grant amount of \$250,000 per location or school campus; and
- the maximum grant amount of \$500,000 applies to the individual school or pre-school or church/religious institution and not the legal entity who is making the application on their behalf.

13. What are eligible activities?

Eligible activities may include:

- 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, security doors
- for registered schools and pre-schools only – employing or hiring security guards, licensed by the relevant state or territory agency.

We may also approve other activities. Refer to Appendix A and B of the Grant Opportunity Guidelines for further guidance on eligible and ineligible expenditure.

14. I have previously received a Safer Communities Fund grant, can I apply again under Round Six?

You cannot apply for a Safer Communities Fund Round Six Infrastructure grant if you have received a Safer Communities Fund Infrastructure or a Safer Communities Fund Northern Territory Infrastructure grant in earlier rounds, **unless**:

- you are a registered school or registered pre-school applying for funding for security guards only
- you are applying for infrastructure at a different location/campus to your previous grant.

15. My organisation experiences a lot of general crime and anti-social behaviour. Can I still apply?

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. Therefore applications which do not demonstrate that crime, violence, anti-social and/or other security risks are driven by racial and/or religious intolerance will not be considered competitive.

16. Can my project include the hire of security guards?

Only registered schools or registered pre-schools can apply for funding for security guards.

17. My building isn't built yet, can I apply to install CCTV cameras?

Costs related to security infrastructure (such as CCTV cameras) for buildings that do not currently exist at the time of your application submission, are considered ineligible expenditure.

18. My building is currently being renovated and I would like to install a security alarm system during the renovation – can I apply?

Costs related to security infrastructure (such as a security alarm system) for buildings that require other major works to be completed first are considered ineligible expenditure.

At the time of your application submission, a building is considered 'requiring other major works' if it is undergoing construction, major renovation or extension. Major renovations include but are not limited to building or substantially modifying walls or other building structures.

19. Can I claim the cost of a staff member or hire a contractor to manage the project?

Project management costs of up to 5 per cent of the total eligible expenditure can be claimed. This can include internal labour and/or the costs of a contractor you hire.

Project management for internal labour covers the direct labour costs of employees you directly employ for project management activities on the core elements of the project.

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 expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

You can only claim eligible salary costs when an employee is working directly on agreed

project activities during the agreed project period.

20. How can I strengthen my application?

Successful applications typically demonstrate the following:

- evidence that crime, anti-social behaviour, violence and/or security risks are driven by racial and/or religious intolerance. Independent evidence such as police reports, recent media articles, photographs of recent criminal damage/vandalism, letters of support are considered strong evidence
- how the proposed security intervention/s are a component of a wider comprehensive security strategy designed for your organisation's project location
- provides evidence of racial and religious intolerance at each project location (if applying for funding for more than one location/campus)
- has a clear project description outlining what will be undertaken, such as:
 - a description of what you are planning to do and why do you need to do it
 - the quantity, location and type of security infrastructure to be installed
 - an explanation of how the project will be delivered and what impact / outcomes will be achieved
 - how the project is aligned to the program objectives
- provides quotations from contractors and suppliers to justify the cost of the proposed security infrastructure. If unable to obtain quotations, then a clear explanation is provided to show how the costings were calculated
- identifies the key risks of the project and how these will be managed to successfully achieve its outcomes
- clearly describes how the success of the project will be measured
- the information provided is current and accurate.

Ensure you allow yourself adequate time to prepare your application, access supporting evidence and contact relevant parties involved well before the closing date. Once you start your application, the online portal will allow you to save your progress by clicking the Save

button. This will allow you to exit and re-enter the draft application at any time. The portal will save your application as a draft until it is submitted or deleted.

21. How do I account for GST in my project costs?

The application will ask you to provide your eligible project cost over the life of the project.

When calculating the total project cost, if you are registered for GST:

- you should remove the GST components of the project costs and provide the GST exclusive amount, and
- where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.

When calculating the total project cost, if you are not registered for GST:

- you should provide the cost of your project including the GST components (GST inclusive).

GST does not apply to grant payments to government related entities. If you are a government related entity, you should provide a GST exclusive amount, when applying on your own behalf.

22. Will the department contact me with questions relating to my application?

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 submitted application after the application closing time.

23. If successful when will my project commence and when will funding be provided?

If your application is successful the final activity deliverables and funding amount will be subject to negotiation of a grant agreement between the Business Grants Hub and your organisation.

24. Who will approve my application for funding?

The Assistant Minister for Customs, Community Safety and Multicultural Affairs decides which grants to approve taking into

account the application assessment and the availability of grant funds.

25. Can I commence my project as soon as I have been notified that the application was successful?

You may elect to commence your project from the date we notify you that your application is successful. Please note that we are not responsible for any expenditure you may incur until a grant agreement is executed.

26. How long can I take to complete my project?

If you are successful we expect you to complete your project by no later than 31 March 2024.

27. Can I apply for an extension to submit a late application?

No – extensions to submit a late application will not be considered.

You can only submit an application between the published opening and closing dates.

The published open date is 15 June 2021 and the close date is 5:00pm AEST on 19 August 2021.

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

28. Need more information?

For more information, visit business.gov.au or call 13 28 46.

We may update this document from time to time to add further information, where required.