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Department of Industry,
Innovation and Science

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Commonwealth Grant Agreement

between the Commonwealth represented by

Department of Industry, Innovation and Science

and

HOBART POLICE AND COMMUNITY YOUTH CLUB INC

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Grant Agreement AGSCF70674

Once completed, this document, together with each set of Grant Details and the Commonwealth General Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Hobart Police and Community Youth Club Inc
Legal entity type (e.g. individual, incorporated association, company, partnership, etc)	Other Incorporated Entity
Trading or business name	N/A
Any relevant licence, registration or provider number	N/A
Australian Business Number (ABN) or other entity identifiers	30433145456
Australian Company Number (ACN)	Not Applicable
Trust Name and ABN (where applicable)	Not Applicable
Registered for Goods and Services Tax (GST)?	Yes
Date from which GST registration was effective?	01/07/2000
Registered office (physical/postal)	Physical 300 Liverpool Street Hobart TAS 7000 Postal 300 Liverpool Street Hobart TAS 7000
Relevant business place (if different)	72 Wimot Road Huonville TAS 7109
Telephone	S. 47F(1)
Email	

The Commonwealth

The Commonwealth of Australia represented by the
Department of Industry, Innovation and Science
of 10 Binara Street CANBERRA ACT 2600
ABN 74 599 608 295

Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use the Grant and undertake the Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details AGSCF70674

A. Purpose of the Grant

The purpose of the Grant is:

- improved engagement of at-risk youth in education, work ready programs and the community more generally
- decreased anti-social behaviour or engagement in criminal activity by at risk youth.

The Grant is being provided as part of the Safer Communities Fund Round 3: Early Intervention Grants opportunity.

The Program aims to:

- contribute to the preservation of the safety of Australians through funding local crime prevention activities that address anti-social behaviour and/or racial or religious intolerance by at-risk youth
- help at risk marginalised young people aged 12 – 25 to develop life skills to prevent them from becoming entrenched in the criminal justice system and to promote inclusion and build community resilience.

B. Activity

The Activity is made up of your Project and all eligible project activities as specified in these Grant Details.

s. 47G(1)(a)

s. 47G(1)(a)

In undertaking the Activity, the Grantee must comply with the requirements of the Grant Opportunity Guidelines (as in force from time-to-time).

You must notify us about events relating to the Project and provide an opportunity for the Minister or their representative to attend.

C. Duration of the Activity

The Activity starts on execution of this agreement and ends on 30 June 2020

Activity Schedule

s. 47G(1)(a)

No.	Title and description	Due date
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s. 47G(1)(a)

D. Payment of the Grant

The total amount of the Grant is \$208,313.00 (plus GST if applicable).

The Grant will be provided at 100 per cent of Eligible Expenditure as defined in the Grant Opportunity Guidelines.

The Grant will be paid over the following financial years subject to sufficient Program funding being available. The Commonwealth is not obliged to make a payment if it would result in the amount paid in a financial year exceeding the annual capped amount for that financial year as specified in this table.

Financial year	Annual capped amount (GST excl)
2018/19	\$208,313.00
Total	\$208,313.00

An initial payment will be made on execution of the Grant Agreement based on forecast eligible expenditure for the first quarter. Subsequent payments will be paid quarterly in advance, based on

forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project and compliance by the Grantee with its obligations under this Agreement.

A final payment of at least 5 per cent of the Grant will be withheld until the Grantee submits a satisfactory final report demonstrating end of project reporting obligations have been met.

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

The Grantee agrees not to issue tax invoices in respect of any taxable supplies.

The Grantee acknowledges that where it is registered for Goods and Services Tax (GST) it will notify the Commonwealth if it subsequently ceases to be registered for GST.

GST means a tax that is payable under GST law as defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

E. Reporting

The Grantee agrees to provide the following reports to the Commonwealth representative in accordance with the Reporting Templates (Schedule 2).

Report type	Period start date	Period end date	Agreed evidence	Due date
Progress	22/01/2019	31/03/2019	Progress	30/04/2019
Progress	01/04/2019	30/06/2019	Progress	30/07/2019
Progress	01/07/2019	30/09/2019	Progress	30/10/2019
Progress	01/10/2019	31/12/2019	Progress	30/01/2020
Final	01/01/2020	31/03/2020	Final	30/04/2020

During the Agreement period, we may ask you for ad-hoc reports on your project. You must provide these reports in the timeframes notified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	s. 47F(1)
Position	s. 47F(1)
Postal/physical address(es)	Postal 300 Liverpool Street Hobart TAS 7000 Physical 300 Liverpool Street Hobart TAS 7000
Business hours telephone	s. 47F(1)
Mobile	
E-mail	

Commonwealth representative and address

Name of representative	s. 47F(1)
Position	
Postal/physical address(es)	GPO Box 2013 Canberra 2601
Business hours telephone	s. 47F(1)
Mobile	Not Applicable
E-mail	s. 47F(1)

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Supplementary Terms

G1 Other Contributions

Not Applicable

G2 Activity budget

G2.1 The Grantee agrees to use the Grant and undertake the Activity consistent with the following budget

Eligible expenditure item	Estimated expenditure 2018/19	Estimated expenditure 2019/20	Estimated expenditure 2020/21	Total \$
Labour costs	s. 47G(1)(a)			
Contractor costs				
Travel costs				
Participant costs				
Education & training material				
Rental costs for buildings				
Costs of running workshops				
Sports equipment				
Lease of motor vehicles				
Work experience costs				
Other eligible costs				
Total Project costs				

Figures in the above table are GST inclusive amounts less GST credits that can be claimed in relation to the expenditure.

G3 Record keeping

G3.1 The Grantee agrees to:

- (a) maintain records that identify the receipt and expenditure of the Grant separately within the Grantee's accounts and records so that at all times the Grant is identifiable; and
- (b) keep financial accounts and records relating to the Activity so as to enable all receipts and payments related to the Activity to be identified and reported.

G3.2 The Grantee agrees to maintain the records for five years after the Completion Date and provide copies of the records to the Commonwealth representative upon request.

G3.3 Term G3 survives the termination, cancellation or expiry of the Agreement.

G4 Audit

G4.1 The Grantee may be required to provide the Commonwealth with an independent audit report verifying that the Grant was spent in accordance with this Agreement.

G4.2 Independently audited financial acquittal reports must be audited by:

- (a) a Registered Company Auditor under the *Corporations Act 2001* (Cth); or
- (b) a certified practising accountant; or
- (c) a member of the Institute of Public Accountants; or
- (d) a member of Chartered Accountants Australia and New Zealand

who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.

G5 Activity Material

Not Applicable

G6 Access

G6.1 The Grantee agrees to give the Commonwealth, or any persons authorised in writing by the Commonwealth, access to premises where the Activity is being performed and to permit those persons to inspect and take copies of any Material relevant to the Activity.

G6.2 The Auditor-General and any Information Officer under the *Australian Information Commissioner Act 2010* (Cth) (including their delegates) are persons authorised for the purposes of clause G6.1.

G6.3 Term G6 does not detract from the statutory powers of the Auditor-General or an Information Officer (including their delegates).

G7 Equipment and assets

Not Applicable

G8 Relevant qualifications or skills

G8.1 The Grantee agrees to ensure that personnel performing work in relation to the Activity are appropriately qualified to perform the tasks indicated and have the following relevant skills or qualifications:

- (a) where they may have contact with children, personnel are required to have working with children checks before commencing work on the Activity and must ensure those checks remain current for the duration of the Activity.

G9 Activity specific legislation, policies and industry standards

G9.1 Without limiting the generality of Item G11 below, the Grantee agrees to comply with the requirements of the following legislation, policies and industry standards when undertaking the Activity:

- (a) The *Work Health and Safety Act 2011* (Cth), any corresponding regulations made under that Act and any relevant Code of Practice approved for the purpose of that Act ('WHS Laws'). Note: The Grantee must ensure the Activity is undertaken in a safe manner. The Grantee must not, and must ensure its Personnel do not, by act or omission place the Commonwealth in breach of its obligations under the WHS Laws.
- (b) State, Territory or Commonwealth laws relating to the employment or engagement of persons in any capacity where they may have contact with children, including working with children checks
- (c) National Child Safe Principles, in particular the requirement to:
 - (i) complete a risk assessment in relation to the Activity and all persons who may engage with children in association with the Activity
 - (ii) put in place an appropriate strategy to manage risks identified through the risk assessment
 - (iii) deliver training and establish a compliance regime to ensure that all persons who may engage with children are aware of, and comply with: the risk management strategy in G9.1(c)(ii); relevant legislation relating to requirements for working with children, including working with

children checks; and relevant legislation relating to mandatory reporting of suspected child abuse or neglect, however described

(iv) provide the Commonwealth with an annual statement of compliance with G9.1(b) and G9.1(c).

G10 Commonwealth Material, facilities and assistance

Not Applicable

G11 Jurisdiction

G11.1 This Agreement is governed by the law of the Australian Capital Territory.

G12 Grantee trustee of a Trust (if applicable)

G12.1 In this clause, 'Trust' means the trust specified in the Parties to the Agreement section of this Agreement.

G12.2 The Grantee warrants that:

- (a) it is the sole trustee of the Trust
- (b) it has full and valid power and authority to enter into this Agreement and perform the obligations under it on behalf of the Trust
- (c) it has entered into this Agreement for the proper administration of the Trust;
- (d) all necessary resolutions, consents, approvals and procedures have been obtained or duly satisfied to enter into this Agreement and perform the obligations under it; and
- (e) it has the right to be indemnified out of the assets of the Trust for all liabilities incurred by it under this Agreement.

Signatures

Executed as an agreement:

Commonwealth

Signed for and on behalf of the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science

Name (print)	s. 47F(1)
Position (print)	Program Manager
Signature	s. 47F(1)
Date	18/01/2019
Witness name (print)	s. 47F(1)
Signature	
Date	18/01/2019

Grantee

Full legal name of the Grantee	Hobart Police and Community Youth Club Inc ABN 30433145456
Public officer's name (print)	s. 47F(1)
Signature	
Date	17.01.19
Committee member / Secretary name (print)	s. 47F(1)

Signature	s. 47F(1)
Date	17. 01. 2019

Schedule 1 Commonwealth General Grant Conditions

1. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 The Parties agree to notify the other Party of anything reasonably likely to affect the performance of the Activity or otherwise required under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee remains responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Grant Details.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant.

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 The Grantee owns the Intellectual Property Rights in Material created undertaking the Activity.

12.2 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

12.3 The licence in clause 12.2 does not apply to Activity Material.

12.4 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.

- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity.

- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.

- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.

- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.

- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Commonwealth General Grant Conditions** means this document.

- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.

- **Completion Date** means the date or event specified in the Grant Details.

- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material.

- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details.

- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Grant Details** means the document titled Grant Details that forms part of this Agreement.

- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).

- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.

- **Party** means the Grantee or the Commonwealth.

- **Personal Information** has the same meaning as in the *Privacy Act 1988*.

- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details.



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Safer Communities Fund - Round 3 Early Intervention Grants Application Form

Tracking Code: **2RN6CCHT**

Receipt

Your form has been successfully submitted. Please keep a copy of this acknowledgement for your records.

Date and Time: **25 Sep 2018 2:43:25 PM**

Receipt Number: **SCFEIG-15**

Instructions

About the Safer Communities Fund

The Safer Communities Fund will run over three years from 2017-18 to 2019-20. The Safer Communities Fund supports the Australian Government's commitment to deliver safer communities by:

- boosting the efforts of local councils and community organisations 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)
- protecting community organisations that may be facing security risks associated with racial and/or religious intolerance.

The Australian Government has announced a total of \$70 million over three years for the program.

About the Safer Communities Fund Round 3 - Early Intervention Grants opportunity

The objectives of the grant opportunity are to:

- contribute to the preservation of the safety of Australians through funding local crime prevention activities that address anti-social behaviour and/or racial or religious intolerance by at-risk youth
- help at risk marginalised young people aged 12 - 25 to develop life skills to prevent them from becoming entrenched in the criminal justice system and to promote inclusion and build community resilience.

This grant opportunity has approximately \$12 million available over two years.

Completing this form

You should read the [grant opportunity guidelines](#) before completing this application form.

Disclosure of personal and confidential information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the [grant opportunity guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#).

Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

Getting help

If you require assistance completing this application form you can contact us on 13 28 46 or at [business.gov.au](#). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [grant opportunity guidelines](#) and sample [grant agreement](#) before completing an application.

Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

Important information

Save regularly. **A new form will expire after 8 hours if not saved.** Click the 'Save for Later' button regularly

while completing this form to ensure the information entered is saved. Saved forms will be retained for a maximum of 30 days. If you do not save or submit your form within this timeframe, you will need to start a new form.

This form has a tracking code displayed in the top right corner. Make a note of this tracking code for your records. The tracking code is required to reopen your saved form and you will need to provide this code if you require assistance with your form. The tracking code is case sensitive so must be noted exactly as it is displayed.

Do not use your internet browser's 'back' or 'refresh' buttons as this will cause the form to close and any unsaved information will be lost. Navigate between sections of the form by using the tabs at the top of the form or by clicking 'Continue' or 'Go Back' at the bottom of each page.

Sharing the form

The form can be viewed by more than one person by sharing the form's unique tracking code. However, sharing the form increases the risk of losing unsaved information. The reason for this is that only one person at any one time has saving permission for the application form. If the form is shared, save regularly as the last person that accesses the form has the saving permission. It is recommended that the form tracking code is not shared widely so as to avoid inadvertent loss of information.

Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx, .xism" extension types can be uploaded. Total file size of all attachments in the application cannot exceed 20MB.

Submitting your form

Applications may be submitted at any time up until 5.00 pm AEST, Tuesday 25 September 2018.

Or

You can apply for the Safer Communities Fund Early Intervention at any time over the life of the grant opportunity.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records. A copy of your complete application is also emailed to both the contact person and the declarant email addresses supplied in your submitted form.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number or tracking code.

Eligibility

Eligibility

This section will help you determine whether you are eligible to apply for the grant opportunity.

Please select your type of eligible organisation from the list below *

Local Police Citizens' Youth Clubs or local Bluelight organisation are not eligible apply.

☒ a state or territory peak Police Citizens' Youth Club

☐ a state or territory peak Bluelight organisation

☐ Youth Off the Streets Limited

Does your organisation have an ABN? *

☒ Yes

☐ No

Will your project have at least \$200,000 in eligible expenditure? *

☒ Yes

☐ No

Will your project include one or more youth engagement activities aimed at crime prevention which may occur at multiple locations? *

The delivery of youth engagement activities may include but is not limited to:

- *services to youths who are, or are at risk of becoming, involved with the criminal justice system and/or*
- *programs that increase the levels of engagement youths have with their local communities, by building resilience, cultural connections and skills such as:*
 - *programs that assist young people prepare for the workforce*
 - *programs that facilitate activities directly related to crime prevention such as transition from detention*
 - *programs that provide opportunities for community involvement*
 - *assistance with vocational skills development, including support to address language and literacy issues, undertaking specific job training, as well as practical skills development such as gaining a driver's licence*
 - *programs to improve foundation skills such as the ability to work in a team, communication skills, motivation and reliability.*

☒ Yes

☐ No

Have you met relevant state or territory legislation obligations related to working with children, and can you ensure that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation? You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe. *

☒ Yes

☐ No

Is your organisation a *local* Police Citizens' Youth Club or *local* Bluelight organisation? *

Only state or territory peak Police Citizens' Youth Clubs or Bluelight organisations are eligible apply.

☐ Yes

☒ No

Contact details

Primary contact

The primary contact is the person authorised to act on behalf of the applicant.

Given name *

s. 47F(1)

Family name *

s. 47F(1)

Position title *

s. 47F(1)

Enter either a phone or mobile number *

Phone

s. 47F(1)

Mobile

s. 47F(1)

Email *

s. 47F(1)

Provide the postal address of the primary contact.

Address line 1 *

300 Liverpool Street

Address line 2

Address line 3

Suburb *

Hobart

State *

TAS

Postcode *

7000

Is the applicant the primary contact's employer? *

☒ Yes

☐ No

Feedback

How did you hear about the grant opportunity? *

☐ Advertisement

☐ Attend public forum

☐ Call centre

☒ Direct mail / email

☐ Industry group

☐ Internet

☐ Newspaper / magazine

☐ Word of mouth

☐ Social media

☐ Other

Applicant information

Joint application

Joint applications by one or more entities are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.

Is this a joint application? *

☒ Yes

☐ No

The lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at business.gov.au.

Enter the ABN of all joint project partner organisations, starting with the lead applicant. Where the lead applicant or partner organisation is a trustee of a trust, enter the trust ABN. Lead applicant details will automatically fill to other sections of the form.

When you enter the ABN, click the Validate button to retrieve the details.

Lead applicant details

Australian Business Number (ABN) *

30 433 145 456

Australian Company Number (ACN)

Entity name

HOBART POLICE AND COMMUNITY YOUTH CLUB INC

Project partner 1 details

Australian Business Number (ABN)

26 721 016 814

Australian Company Number (ACN)

Entity name

Huon Valley Police & Community Youth Club Inc

Project partner 2 details

Australian Business Number (ABN)

71 174 133 960

Australian Company Number (ACN)

Entity name

s. 47F(1)

Type of applicant

In this section you must indicate what type of entity you operate under.

All entities must have an ABN.

Select which type of entity your organisation is *

☒ a state or territory peak Police Citizens' Youth Club

☐ a state or territory peak Bluelight organisation

☐ Youth Off the Streets Limited

Applicant details

These details have been populated from the lead applicant details entered above.

Australian Business Number (ABN) *

30 433 145 456

Australian Company Number (ACN)

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name

HOBART POLICE AND COMMUNITY YOUTH CLUB INC

Your business may have registered one or more business names. If you operate under a business name you can enter alternate name(s) here.

Business name

☒ GST registered

ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification

(ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).

Phone 13 28 46 if you require assistance.

ANZSIC division *

R Arts and Recreation Services

ANZSIC class *

9112 Sports and Physical Recreation Clubs and Sports Professionals

Address details

Provide your organisation's street address (Australian head office)

Address line 1 *

300 Liverpool Street

Address line 2

Address line 3

Suburb *

Hobart

State *

TAS

Postcode *

7000

Is the postal address the same as the organisation's street address entered above? *

☒ Yes

☐ No

Website address

Provide your organisation's website address

www.pcyctas.org

Project site address

Will the project's activities occur solely at the above listed head office address? *

A project site address must be a street address, not a postal address.

☐ Yes

☒ No

Site address 1 - where the majority of project activities will occur

Address line 1 *

300 Liverpool Street

Address line 2

Address line 3

Suburb *

Hobart

State *

TAS

Postcode *

7000

Site address 2

Address line 1 *

72 Wilmot Road

Address line 2

Address line 3

Suburb *

Huonville

State *

TAS

Postcode *

7109

Latest financial year figures

Has the applicant existed for a complete financial year? *

☒ Yes

☐ No

Select the latest complete financial year. *

2017/18

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

All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable. If they clearly do not apply to your organisation

you may select 'not applicable'.

FY 2017/18

Sales revenue (turnover) *

s. 47G(1)(a)

☐ Not applicable

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

Export revenue *

☒ Not applicable

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

R&D expenditure *

☒ Not applicable

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

Taxable income *

s. 47G(1)(a)

☐ Not applicable

Taxable income or loss as per the applicant's business income company tax return form.

Employees, including working proprietors and salaried directors (headcount) *

s. 47C

☐ Not applicable

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.

Independent contractors (headcount) *

s. 4

☐ Not applicable

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

Ultimate holding company

Does the applicant have an ultimate holding company? *

☐ Yes

☒ No

Project details and funding

Project title and description

If your application is successful, some project details will be published on the Department of Home Affairs website and [GrantConnect](#). Published project details include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title *

Example project title: NSW PCYC's Youth Outreach Project

Hobart PCYC Youth Works Program

Provide a brief project description for publication *

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

Example project description: The NSW PCYC will use the grant to develop an outreach program targeting at risk youth in NSW to prevent them from getting involved in criminal activity by increasing their engagement in community activities such as sport and preparing them for job opportunities.

The Youth Works Program is a holistic, integrated support program targeting at risk youths (aged 14-18) across multiple municipalities to enhance engagement with education and employment opportunities in order to minimise the incidence and risks associated with offending behaviours.

All participants will undertake activities such as outdoor adventure therapy, self-esteem building activities, workplace exposure, assistance re-engaging back into education, mental and physical health development and short skill based learning course (e.g. such as those provided by TasTAFE).

Detailed project description and key activities

Provide a detailed description of your project including the project scope and key activities. Outline all the youth engagement activities your project will comprise of *

This information will not be published.

s. 47G(1)(a)

Project outcomes

Provide a summary of the expected project outcomes *

This information will not be published.

s. 47G(1)(a)

Project milestones and key activities

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

You must complete your project by 31 March 2020.

Create new milestones as appropriate. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. We expect grant agreements to be executed by January 2019 which is when you can start your project.

Milestone 1

Milestone title *

s. 47G(1)(a)

Milestone description *

s. 47G(1)(a)

Milestone start date *

21 Jan 2019

Milestone end date *

06 Feb 2019

Milestone 2

Milestone title *

s. 47G(1)(a)

Milestone description *

s. 47G(1)(a)

Milestone start date *

06 Feb 2019

Milestone end date *

20 Dec 2019

Milestone 3

Milestone title *

s. 47G(1)(a)

Milestone description *

s. 47G(1)(a)

Milestone start date *

06 Feb 2019

Milestone end date *

20 Dec 2019

Milestone 4

Milestone title *

s. 47G(1)(a)

Milestone description *

s. 47G(1)(a)

Milestone start date *

14 Oct 2019

Milestone end date *

30 Jan 2020

Project duration

Your project start and end dates are a result of the dates you entered into your milestones. If they are not correct you will need to modify the start date for Milestone 1 and the end date for your last milestone.

Project start date

21 Jan 2019

Project end date

30 Jan 2020

Project budget

Provide details on your eligible project costs over the life of the project. Enter the total eligible costs of all the youth engagement activities that your project is comprised of. *

If you are registered for GST, enter GST exclusive amounts. If you are not registered for GST, enter GST inclusive amounts.

We only provide grant funding based on eligible expenditure. Refer to the [grant opportunity guidelines](#) for guidance on eligible expenditure.

Cost Item	FY 2018-19	FY 2019-20	Total
Labour costs			s. 47G(1)(a)
Contractor costs	s. 47G(1)(a)		s. 47G(1)(a)
Travel costs	s. 47G(1)(a)		s. 47G(1)(a)
Participant costs	s. 47G(1)(a)		s. 47G(1)(a)
Education and training materials costs			s. 47C
Rental costs for buildings or facilities primarily used for project activities	s. 47G(1)(a)		s. 47G(1)(a)

Costs of running workshops, camps and events	<div>s. 47G(1)(a)</div>		<div>s. 47G(1)(a)</div>
Sports equipment			<div>s. 47C</div>
Lease of motor vehicles	<div>s. 47G(1)(a)</div>		<div>s. 47G(1)(a)</div>
Work experience costs including clothing and equipment			<div>s. 47C</div>
Other eligible costs (Please refer to appendix B and C of the guidelines)			<div>s. 47C</div>
Total project costs	\$208,313	\$0	\$208,313

Grant amount

Note: the minimum grant amount under the grant opportunity is \$200,000 and the maximum grant amount is \$2,000,000.

The grant amount has been prefilled based on the project budget you entered above. You can edit the grant amount if required.

Grant amount requested (\$AUD) *

\$208,313

Conflicts of interest

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

Refer to the [grant opportunity guidelines](#) for further information on your conflict of interest responsibilities.

☐ Yes

☒ No

Merit criteria

To be competitive you will need to score at least 50% against each merit criterion. Your application will be assessed against the indicators listed beneath each merit criterion. The merit criteria are weighted as indicated by the points.

You are not required to provide responses up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

You may attach documents to support your claims made in relation to the merit criteria where indicated.

Merit criterion one (50 points)

The extent that your project will contribute to improved social cohesion and outcomes for at risk youth

You should demonstrate this by identifying *

a. how your project will help at risk marginalised young people to develop life skills to prevent them becoming entrenched in the criminal justice system and to promote inclusion and build resilience. Include information on how many young people will benefit from your project, and how you will identify and encourage them to participate. **(25 points)**

s. 47G(1)(a)

b. the extent that crime and/or anti-social behaviour (including that which is driven by racial or religious intolerance) is an issue in the communities targeted by your project. **(25 points)** *

You should provide evidence to support your claims that is specific to each community's location and may include:

s. 47G(1)(a)

s. 47G(1)(a)

Your application is likely to be more competitive if you attach evidence to support your claims that crime and/or antisocial behaviour is an issue in the communities targeted by your project. We strongly encourage you to do so.

Evidence

s. 47G(1)(a)

Merit criterion two (30 points)

The impact of grant funding on your project

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. If you have already received Commonwealth funding for improving community safety, explain why you need additional funding **(10 points)**

s. 47G(1)(a)

b. justifying the cost of your project with respect to its scale and intended benefits. You should attach evidence such as quotes to validate the costs of your project **(20 points)** *

s. 47G(1)(a)

Your application is likely to be more competitive if you attach evidence such as quotes to validate the costs of your project. We strongly encourage you to do so.

Evidence

s. 47G(1)(a)

Merit criterion three (20 points)

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

a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project **(6 points)** *

s. 47G(1)(a)

b. your track record managing similar projects **(6 points)** *

s. 47G(1)(a)

c. how you will measure the success of the project **(8 points)** *

s. 47G(1)(a)

Applicant declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government grant opportunity and that the department will use the information I provide in accordance with the following:

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

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

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants; and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

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

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

The department will publish information on individual grants in the public domain, including on the department's website and the [GrantConnect](#) website, unless otherwise prohibited by law.

☒ By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

Applicant declaration

I declare that I have read and understood the [grant opportunity guidelines](#), including the privacy, confidentiality and disclosure provisions.

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

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

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

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

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete,

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

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

I agree to participate in the periodic evaluation of the program undertaken by the Commonwealth.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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

☒ By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

State your name *

s. 47F(1)

State your email address *

s. 47F(1)

From: [Crime Prevention](#)
To: [Crime Prevention](#)
Subject: Round Three of Safer Communities Fund - Early intervention Round (opening) [SEC=UNCLASSIFIED]
Date: Tuesday, 28 August 2018 9:30:00 AM

UNCLASSIFIED

Good morning,

On Tuesday 14 August 2018, the former Assistant Minister for Home Affairs, the Hon Alex Hawke MP announced that grant opportunities for round three of the Safer Communities Fund. This includes a funding stream available to eligible community organisations to deliver early intervention and activity based youth engagement projects.

Applications for the funding stream are now open. The online application form which must be completed in order to apply for funding is **available today**, and can be accessed at <https://www.business.gov.au/Assistance/Safer-Communities-Fund-Early-Intervention-Grants>.

Applications close on **25 September 2018** at 5pm AEST.

Information can be found at the link above or by calling AusIndustry on **13 28 46**.

Kind Regards

Crime Prevention Section

Department of Home Affairs

UNCLASSIFIED

UNCLASSIFIED

From: Crime Prevention
Sent: Tuesday, 14 August 2018 3:19 PM
Subject: Round Three of Safer Communities Fund - Early intervention Round (announcement) [SEC=UNCLASSIFIED]

Good afternoon,

I am writing to advise you that the Assistant Minister for Home Affairs, the Hon Alex Hawke MP has announced that grant opportunities for round three of the Safer Communities Fund are now available.

Round three includes a funding stream available to eligible community organisations to deliver early intervention and activity based youth engagement projects, similar to funding available under round two of the Safer Streets Program which ended on 30 June 2018.

To be eligible you must have an Australian Business Number (ABN) and be:

- a state or territory peak Police Citizens' Youth Club
- a state or territory peak Bluelight organisation
- Youth Off the Streets Limited

The online application form which must be completed in order to apply for funding will be available **from 28 August 2018**. An advance copy of the application form (in an uneditable format) and the Program Guidelines to assist you to prepare relevant information, is **available today**. Applications close on **25 September 2018** at 5pm AEST.

Information can be found at <https://www.business.gov.au/Assistance/Safer-Communities-Fund-Early-Intervention-Grants> or by calling AusIndustry on **13 28 46**.

AusIndustry is administering this grant round on behalf of the Department of Home Affairs.

Kind Regards
Ciara Spencer
Assistant Secretary
Law Enforcement Policy Branch

Department of Home Affairs