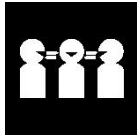# Community-based Crime Action grants

Frequently Asked Questions (FAQs)

 If you have difficulty understanding this publication or other funding documents and need language assistance, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Youth Justice, Small Business and Training on 13 QGOV (13 74 68).

Contents

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1. Eligibility

What types of organisations or groups are eligible to apply?

Eligible entities include sole traders, partnerships, co-operatives, incorporated not-for-profits, companies, or trusts. This encompasses a variety of entities such as small and medium sized businesses, academic institutions, an Aboriginal and Torres Strait Islander Corporation, research institutes, local councils, and social enterprises. The funding opportunity is open to a diverse range of organisations, including multicultural and community groups.

What is important is that you are a currently registered legal entity. Refer to page 5 of the Program Information and Grant Guidelines for further information on eligibility.

Defining small and medium sized businesses

- Small business 1-19 employees
- Medium business 20-199 employees
- Large business 200+ employees

I'm an individual and I have a great idea for a program, can I apply for a grant by myself?

Yes. You can apply if you have a currently registered Australian Business Number (ABN). You can also ask an eligible incorporated not-for-profit, registered business or legal entity, which operates or delivers services in Queensland, to auspice your project. Refer to page 5 of the Program Information and Grant Guidelines.

What are the CBCA locations?

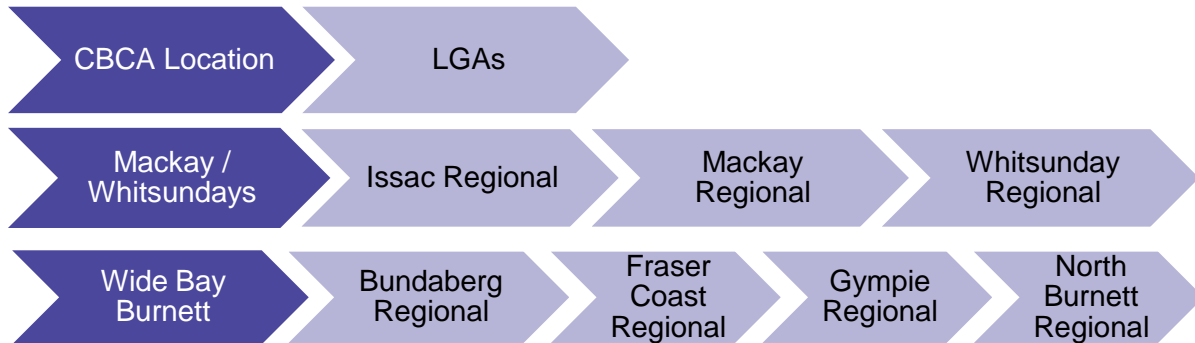|			
Capricornia	Darling Downs	Far North	Gold Coast
Ipswich	Logan	Mackay / Whitsundays	Moreton
Mount Isa	North Brisbane	South Brisbane	South West
	Townsville	Sunshine Coast	Wide Bay Burnett

My organisation operates in multiple locations / What if I have an idea that can be delivered across the state? Do we need to make a separate application for every site that we want to operate in?
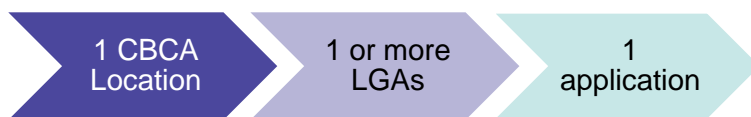
It's important to make the distinction between CBCA location, and Local Government Area (LGA). The 15 CBCA locations are listed above, and every CBCA location has several LGAs within it and specific to that location.

For example:

CBCA Location	LGAs		
Mackay / Whitsundays	Issac Regional	Mackay Regional	Whitsunday Regional
Wide Bay Burnett	Bundaberg Regional	Fraser Coast Regional	Gympie Regional	North Burnett Regional

Applications are submitted in relation to your <u>CBCA location</u>. Your proposal can cover multiple geographical areas within the CBCA location, and you will need to determine if that area covers multiple CBCA locations or only multiple LGA's within the one CBCA location.

If you are delivering your proposal to one or more LGAs within the one CBCA location, you will submit one application.

1 CBCA Location	1 or more LGAs	1 application

- *For example, you plan to deliver to Bundaberg Regional and Gympie Regional LGAs within the Wide Bay Burnett CBCA location.*
- *You will submit 1 application.*

If your proposal covers *multiple CBCA locations,* you will be required to submit a separate application for each location. Each application must demonstrate how your proposal is responsive that that specific location.

More than 1 CBCA Location	1 application per CBCA location, and specific to that area

- *For example, you plan to deliver across the Mackay/Whitsundays <u>and</u> Wide Bay Burnett CBCA regions.*
- *You will need to submit 2 separate applications, that specifically talk to those locations (e.g., not just submitting the same content twice).*

You can look up your project LGA here to determine which CBCA location your proposal covers.

Our business has a few different projects we would like to trial. Do we need to submit separate applications for each type of project?

Yes. If your projects are different types, separate applications need to be submitted – one for each project. Be clear in your application of the purpose of the projects, including if they complement an existing service or activity already occurring in your community, or if your projects are intended to complement each other.

We have an existing program that is being successfully run in locations across Queensland. We would like to trial the same program in some new locations. Are we eligible to apply for this grant?

Yes, the department welcomes proposals that are new to a location, particularly where stakeholder consultation indicates a local need for the program.

How can I find the identified areas of community concern?

The Resources page has information about our statewide and regional Community-based Crime Action grant's identified areas of community concerns.

Can our organisation apply for a Community-based Crime Action grant while awaiting the outcome of a current grant application with either the same, or another, government department?

Yes, applying for funding from other sources does not preclude you from submitting an application for a Community-based Crime Action grant. Please refer to the Program Information and Grant Guidelines to ensure your application meets funding requirements.

Who would be Auspice organisations that could assist with applications?

An organisation is only required to be Auspiced if they are not an entity eligible to apply for the grant themselves. If the organisation has an ABN and are an eligible entity, they do not require an Auspice organisation.

I see that there is also funding available via the Targeted Responses to Youth Crime grant. Can I apply for both? Can I use the same application for both streams of funding?

Yes, you can apply for either or both streams of funding. We recommend that anyone doing so carefully reads the supporting documentation, available resources, funding parameters and Application Form to ensure you understand the difference between the specific grants, what they are each aiming to achieve, and what is required from applicants.

2. Target audience

What age range does the funding target?

The primary focus is on individuals and groups aged 8 to 17, as this is the key target group for support. The intention is to prioritise the core age range while remaining open to certain cases beyond this bracket, with consideration for those outside of this range.

Your application should outline the specific age group and cohort your project is targeted at.

Is this funding pitched at a specific demographic of young people, at Aboriginal and Torres Strait Islander peoples, and/or those already in the Youth Justice system?

The Community-based Action Crime grants are generally targeted at projects:

- focusing on prevention early intervention, and diversionary strategies
- designed in partnership with the local community that could help respond to youth crime issues in your area
- that improve community safety
- and achieve positive outcomes for all young people in the local community who may be displaying anti-social behaviours

It's important to acknowledge the disproportionate representation of Aboriginal and Torres Strait Islander young people in the Youth Justice system. While the program places a particular emphasis on inclusivity and collaboration with Aboriginal and Torres Strait Islander communities, it is not exclusive to this demographic.

Your application should outline the cohort your project is targeting and must also provide details on how your idea/concept is culturally safe and is supported by Aboriginal and Torres Strait Islander peoples and communities.

3. Specific program features

What duration does a short-term project constitute?

There is no specified duration. Your application must include a clear project plan outlining activities and major milestones, including the duration, and when you expect the project to finish.

When does the project need to start and finish?

Approved projects can start once a contract has been executed. It is expected the project will commence within 12 weeks of your contract execution date. If you are successful in receiving funding for two applications to deliver the same project consecutively this timeframe will be extended so your project delivery dates do not overlap. Your application must include a clear project plan outlining activities and major milestones, including the duration, and when you expect the project to finish.

Will the department help us gain access to young people who will be participants of the program?

This may depend on the type of program and the location. If the program targets young people on statutory Youth Justice orders, then youth justice service centres may be able to promote the program to young people on youth justice orders and may also refer young people to the program.

However, if the program targets young people not on statutory orders Youth Justice, including those that may be interacting with police and/or courts, the departmental staff may be able to promote the program with other stakeholders that may interact with these young people.

Please note, engagement in most Youth Justice funded or delivered programs is voluntary unless it is part of a court order.

Will the department provide a venue/premises where the program could be delivered?

This may depend on the target group, program type, frequency and geographic location of the program proposed to be delivered. It would be best to confirm this with the relevant youth justice service centre or detention centre as part of completing your application form. You will need to clearly identify where you intend the program to be delivered in your application and include evidence that the youth justice entity can provide the venue for the period needed.

4. Budget

The guidelines and FAQs clearly state what the funding can't be used for. What *can* the funds be used for?

The funding parameters are designed to be adaptive and suit the needs of those applying. Each applicant, whether an organisation or an individual seeking funding, will have unique programmatic requirements and resources, and will need to detail how they intend to effectively address a specific need within their community.

Outside of the areas detailed within the guidelines and FAQs, the funding intentionally avoids being overly prescriptive, allowing flexibility for short-term, culturally responsive, community-based projects, based on local needs, that address youth crime prevention and improve community safety.

Can we use the funds to purchase a vehicle, buy sporting equipment, and program resources for our project?

While we recognise the importance of acquiring assets for project implementation, it's crucial to understand the limitations on capital item expenditures. Capital items are durable, long-lasting assets, distinct from consumable items.

For this funding opportunity, the following conditions apply to any asset purchases in your budget:

- If the capital item has a useful life exceeding 12 months (e.g., vehicles, electronics, hardware, equipment, etc.), then
- The value of each item must not exceed $5,000.

In summary, you are allowed to include asset requests in your budget, provided that each item's value is below $5,000 if it has a useful life of more than 12 months.

Include all relevant items for your proposed project in the budget. Further information on ineligible expenses can be found on Page 4 of the Program Information and Grant Guidelines.

Is the development of a technology product or software considered a capital item?

Software or the development of a technology product is not considered a capital item, even if the useful life is more than 12 months.

Is the Budget section GST inclusive or exclusive? How will GST be managed?

If your organisation is registered for GST, the requested funding amount and budget submitted in your application should be GST exclusive. When disbursing grant funding to

successful organisations, GST will be added to the total amount of funding requested in your application/budget.

If your organisation is NOT registered for GST, the requested funding amount and budget submitted in your application should be gross amounts. When disbursing grant funding to successful organisations GST will NOT be added to the total amount of funding requested in your application/budget

When paying invoices to partners do they include GST?

This is to be determined by your organisation, and you will need to discuss this with your account's department/accountant.

Can we apply for staff salary for a specific program for eligible clients and families?

Yes, your application for funding can include staff salaries that are related to the salary costs for the proposed project. The funding cannot be used for existing staff performing usual business operations. If applying to cover staff salary, your budget should include a detailed breakdown of the salary costs related to your proposed project.

Can we add in transport costs for staff to get to venues to provide services and home visits?

All costs associated with running your proposed project should be included in your budget. This includes transport costs if specific to your project proposal. Purchase of vehicles is not allowed, if the cost exceeds $5,000.

Is there a set amount or percentage of the total budget that can be used for administrative costs?

What an individual, group or organisation considers the administrative cost of operating their business may be different. The budget you submit should realistically reflect the cost of delivering the project. Refer to page 4 of the Program Information and Grant Guidelines.

Can I apply to cover Marketing and Promotion costs for my program/project?

Marketing and promotion costs can be included however must be a reasonable portion of the total funding amount requested. You must be clear how these expenses will contribute to the success of your program/project and align with specific marketing strategies.

Can I combine other funding sources and/or in-kind support with the CBCA grant to deliver my proposal?

Yes, when providing your budget details you will be asked to list all sources of income or revenue for your proposal. Include any other grant funding, your own in-kind support, and contributions from other sources such as donations, volunteer hours, or partnerships.

What is in-kind support?

In-kind support refers to non-monetary donations or contributions that can include:

- Goods

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- Services
- Time and labour
- Expertise and skills

Would it be 'double' dipping to submit an application if an agency already has departmental funding?

No, not if the application is for additional, or a different type of, service delivery. We do ask to be notified if an applicant has applied for funding elsewhere for the same project.

I'd like to undertake an evaluation of existing services/programs to identify where there might be areas for service delivery improvement. Is that a suitable project for these funds?

Funding for an evaluation cannot be provided with a Community-based Crime Action grant. External and independent evaluations are contracted through other government procurement processes, which are advertised via QTenders.

You can sign up for official procurement and tender alerts and updates via the QTenders website.

5. Collaboration and partnerships

Does an application need to be a partnership to be considered?

No. New partnerships are encouraged but a single organisation can also apply.

My organisation wants to partner with other groups. How do we apply?

One organisation must nominate to be the lead agency and submit the application on behalf of the group. Refer to page 5 of the Program Information and Grant Guidelines.

If an agency has not been established for 2 years, can they submit an independent application or do they need to submit jointly?

They would be welcome to submit, applicants can be a single organisation or individual, joint partners, or combined organisations and there is no requirement for an organisation to have be established for a specific duration.

6. Application process

How does combining Rounds 1 and 2 impact the application and funding process?

Combining Rounds 1 and 2 of the 2024-2025 Community-based Crime Action grants allows for more flexibility and potentially greater funding opportunities for eligible projects.

Here's how it works:

- Original process (previously carried out in 2023):
  - Round 1 and Round 2 were separate grant cycles, each offering up to $1.25 million in funding across Queensland.

- You could apply for a grant of up to $75,000 funding in either or both rounds, depending on your project timelines, because Round 1 started in June and Round 2 started in October.

- Revised approach for 2024–2025:

   - Round 2's timeline has been moved forward to coincide with Round 1.

   - The funding for Rounds 1 and 2 has been combined to total $2.5 million across Queensland.

   - The application process for Rounds 1 and 2 has also been combined, meaning you can submit up to two applications for the same project—one for each round—if the second iteration of the project follows the first iteration without interruption. Consecutive delivery is essential. If your application is successful in both rounds, you will receive up to $75,000 grant funding for each phase.

Can I get some advice about my idea, or feedback on my application before the grants round is closed?

To maintain probity and support procedural fairness for all applicants, departmental staff cannot discuss the suitability of individual proposals, or provide information that is not publicly available to all prospective applicants.

What is probity and why is it important?

Probity means ensuring fairness, transparency, and integrity in the grant process. It's about making sure that everyone is treated equally, and that the selection process is conducted in a fair and ethical manner. This helps build trust in the system and ensures that all applicants have an equal opportunity to succeed based on the merits of their proposals. By adhering to probity, we make sure that no one receives an unfair advantage and that all decisions are made impartially.

I haven't submitted a grant before. Can you please help me?

As mentioned above, to maintain probity and procedural fairness, we cannot give guidance or advice on the specific content of your application. We have, however, created resources to assist with universal advice on preparing and writing grant applications, and program design. We encourage you to engage with the information that may assist you to shape the content of your application.

The department is available to answer clarifying questions about the application process via YJ_grants@cyjma.qld.gov.au.

Do I have to apply online?

All applications are required to be submitted online via SmartyGrants. In exceptional circumstances, we may consider methods of submission. You must email the department at YJ_grants@cyjma.qld.gov.au two weeks before the Grant closing date to discuss alternative options.

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What if something happens and I miss the closing date? Can I make a late application?

No. To ensure fairness to all applicants, we are unable to accept applications or supporting documentation after the closing date.

Is there a limit to what can be included in my application?

There are clarifying statements and guidance statements in the application form in SmartyGrants that will provide advice on what can and cannot be included. including word limits for answers.

Are supporting documents required?

You will be prompted throughout your application when you need to upload documentation (for example, when you need to provide evidence that there is community support for your finalised project plan).

Extra information or supporting documents like news stories, annual reports, references, or program brochures are not required as part of your application. Ideally, everything you need to tell us should be in your responses to the application questions. Refer to page 6 of the Program Information and Grant Guidelines for further information.

Only successful applicants will be required to provide supporting documents like evidence of insurance and other relevant registrations (for example, a Blue Card).

If I want to include supporting documents, what type or format do they need to be?

We understand that sometimes the best way to explain an idea or concept is visually, like an infographic, diagram, or drawing. No more than five single sided A4 pages can be uploaded via SmartyGrants. This may include letters of support, evidence of partnerships, infographics, diagrams, drawings, pictorials, graphs, charts and/or tables. You can also include links to online videos etc within the text boxes in the application form.

If you have other types of files you wish to submit as part of your application, please contact YJ_grants@cyjma.qld.gov.au .

The SmartyGrants application checklist mentions a video. Where can I find that?

The video referred to is the industry briefing. Information is regularly updated on the Community-based Crime Action grants website – recorded information or presentations about the grants, program information and guidelines, and other helpful resources will be posted there. Please continue to check the website to stay up to date.

I'm having a tech issue with my SmartyGrants form. Can you please help me?

If you need assistance with your SmartyGrants account, or for any technical issues, contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au. Support Desk Hours are from 9am – 5pm AEST, Monday to Friday.

7. Grant management

When will we find out if our application is successful? Will we be notified if we aren't successful?

We aim to provide advice on the outcome of applications 12 weeks from the grant round closing date, subject to the final approval process being completed. However, please note that this timeline is not a guarantee.

Applicants who are not successful will also be notified and can be provided feedback on their applications upon request within the timeframe advised in your unsuccessful letter.

What if I've already scheduled program delivery before knowing if my funding application is successful?

If you've arranged program delivery without confirmation of funding, it's important to understand that funding outcomes are not guaranteed. In such cases, you assume responsibility for covering the associated costs of running the program, regardless of the funding outcome. Please ensure you're prepared to absorb these expenses.

Retroactive funding (e.g. covering costs of responses you have delivered before the funding approval date) is also not permitted, as per page 4 of the Program Information and Grant Guidelines.

When do funds need to be acquitted by?

How frequently you need to report and when funds need to be acquitted will depend on a range of factors, including major milestones in your project plan and the duration of your project. Successful applicants will be advised of the dates that progress reports must be submitted, and grants funds must be acquitted.

What agreement will apply if we are successful in receiving grant funding?

The specific agreement for grant funding will be discussed with successful applicants in accordance with the Whole of Government Standard Suite of Contracts.

Can the department accept amendments to the Standard Terms should an application for a community-based Crime Action grant be successful?

No, amendments cannot be made to the department's Standard Terms of Service Agreement. The specific agreement will be discussed with the successful applicant, and will be sourced from the Whole of Government Standard Suite of Contracts. For examples of possible agreement templates visit Streamlined agreements.

8. Other questions and information

I have a question that isn't answered on the website or in the Guidelines, FAQs and Resources. Who can I contact for assistance?

Please thoroughly read the website, Guidelines, FAQs and available resources. If you have a specific query that's not covered in the existing documents, please advise via YJ_grants@cyjma.qld.gov.au and we will endeavour to assist.

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Additional relevant resources available to you on the [Community-based Crime Action grants website](#) include:

- [Program Information and Grant Guidelines](#)
- [Digital Fact Sheet](#)
- [Industry Briefing video](#)
- [Resources page](#)
- [How to prepare your application](#)
- [Program design resources](#)