

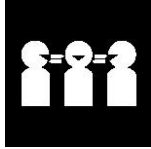
# **MAKE A DIFFERENCE**

**Create safer communities  
with a Community-based Crime  
Action grant.**



# Community-based Crime Action grants

## Program Information and Grant Guidelines



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

<b>Community-based Crime Action grants .....</b>	<b>2</b>
<b>Contents .....</b>	<b>2</b>
<b>1. Key grant details .....</b>	<b>3</b>
What are CBCA grants?.....	3
Who are CBCA grants targeting? .....	3
How must proposals align with the funding? .....	3
What can I apply for? .....	3
How much can I apply for?.....	4
Mandatory requirements .....	4
What funding cannot be used for .....	4
When are grants available?.....	4
When does the project need to be delivered? .....	5
Where does the project need to be delivered? .....	5
<b>2. Funding suitability and eligibility.....</b>	<b>5</b>
Who can apply for CBCA grants?.....	5
Who cannot apply for CBCA grants?.....	5
What happens if my organisation does not meet the eligibility criteria? .....	6
<b>3. Application and assessment process .....</b>	<b>6</b>
What does my application need to cover?.....	6
How to apply .....	6
How are the applications assessed? .....	7
When might I hear if my application was successful?.....	7
What happens if my application is successful?.....	7
<b>4. Further information and assistance.....</b>	<b>8</b>



## 1. Key grant details

### What are CBCA grants?

CBCA grants are available for short term, time limited responses to local youth crime issues and crime prevention responses.

### Who are CBCA grants targeting?

CBCA grants are targeted at young people, generally 8-17 years, in the local community who may be disengaged from school or education and displaying anti-social behaviours.

### How must proposals align with the funding?

Your response must:

- be prosocial, activity-based and targets young people displaying anti-social behaviours.
- have clear goals that address the [identified areas of community concerns](#) in response to youth crime and local community concerns.
- be culturally appropriate and include evidence of community support or partnerships with Aboriginal and Torres Strait Islander and/or Culturally and Linguistically Diverse peoples and communities.
- target prevention, early intervention and diversionary responses aimed at keeping the community safe and supporting victims.

### What can I apply for?

Your proposal can be for:

<p><b>Programs</b></p>	<ul style="list-style-type: none"> <li>• Involves working with the same group of young people over a set period.</li> <li>• There is a structured curriculum or set of activities designed to achieve specific outcomes.</li> <li>• Participants may "graduate" from the program after completing it.</li> <li>• Each new cycle of the program involves a new group of participants.</li> <li>• <i>e.g., a 10 week work skills program for 12 participants. Students work through set learning each week, and "graduate" the course at the end. If it is delivered again, it is with a different group of young people.</i></li> </ul>
<p><b>Events</b></p>	<ul style="list-style-type: none"> <li>• Single-serve content delivery to a particular group, like a presentation or a community event. That singular delivery may happen multiple times but to different groups.</li> <li>• They are not continuous or part of a structured program that has different/scaffolded curriculum each week.</li> <li>• <i>e.g., presentations delivered to a singular year level (and repeated for different groups), youth week events, weekly drop-ins where attendees are through an open invitation.</i></li> </ul>
<p><b>Project</b></p>	<ul style="list-style-type: none"> <li>• Projects encompass a range of initiatives, including events and programs, aimed at addressing broader community needs.</li> <li>• They are typically longer-term initiatives lasting months, designed to tackle various aspects of an issue or goal.</li> <li>• Projects may involve multiple programs and/or events coordinated to achieve a common objective.</li> <li>• <i>e.g., a 12 month, multi-program aiming to reduce crime and increase protective factors for young people</i></li> </ul>

## How much can I apply for?

Available funding to a maximum of \$75,000 per application.

## Mandatory requirements

- CBCA applications **must** address at least one [local or statewide area of community concern](#).
- You **must** demonstrate an understanding of your requirements under the Working for Children legislation. For more information visit: [Blue cards for working with children](#).
- If your project is to be delivered to an Aboriginal and/or Torres Strait Islander community, you **must** include a letter of support for the project from the community i.e., Aboriginal and/or Torres Strait Islander Regional Council
- If your service delivery response is directed to Aboriginal and/or Torres Strait Islander peoples, you **must** include a letter of support for the project from community leaders i.e., Aboriginal and/or Torres Strait Islander Regional Council, Traditional Owners, Local Elders
- If your application includes other partners or subcontractors, (e.g., co-delivered or delivered with a school, you **must** provide a letter of support from the other organisations involved in the delivery of your proposed project or program for which the grant is sought. If the project is to be delivered in a school, you must have a letter from the school supporting the project
- If organisations have any overdue progress or acquittal reports with the department or have not contacted the department to discuss alternative arrangements for the submission of an overdue report, they may not be considered for grant funding.

## What funding cannot be used for

Funding provided through the grants can only be used for the purpose of delivering the CBCA grant project. The following costs or use of funds will not be allowed:

- salaries and organisational running costs for existing staff performing usual business operations
- acquittal, auditing or reporting costs
- auspicing fees (for anything other than this specific project)
- existing debt or loan repayments
- gifts of any sort (e.g. gift bags, door prizes, raffle prizes, giveaways, tickets to events)
- purchase of assets (assets include capital items in excess of \$5,000 with a useful life of more than 12 months), or improvements to existing assets in excess of \$5,000.
- retroactive funding (e.g. covering costs of responses you have delivered before the funding approval date).

## When are grants available?

The opening and closing dates are outlined on the [CBCA webpage](#).

CBCA grants 2024-2025 will open with combined Rounds 1 and 2, covering the period 1 July 2024 to 31 December 2024.

For this combined round, applicants will be able to submit more than one application for two iterations of the same project to be delivered consecutively.

## When does the project need to be delivered?

If successful, it is generally expected the project/s will be delivered over October 2024 – April 2025.

## Where does the project need to be delivered?

Project proposals can be submitted for anywhere in Queensland.

If you have a project that is to be delivered in multiple CBCA locations, you must submit a separate application for each CBCA location. Each application must be responsive and specific to that location and its needs.

There is no guarantee or commitment of additional funding in future grant rounds. Applicants must resubmit an application in future grant rounds to be considered for further funding, and may be asked to provide evidence of program effectiveness.

## 2. Funding suitability and eligibility

### Who can apply for CBCA grants?

Applicants can be a single organisation, individual, joint partners, or combined organisations. Any type of registered legal entity is eligible to apply.

Aboriginal and Torres Strait Islander Community Controlled Organisations and Indigenous businesses are strongly encouraged to apply.

Small and medium sized business are also strongly encouraged to apply.

There must be one lead agency that will be legally accountable for the activity and grant expenditure. The Lead agency must:

- be either an incorporated not-for-profit, registered business or legal entity; or
- have an auspice agreement with any of the above entities (which is to be detailed in your application)
- have a registered and current Australian Business Number (ABN) or Australian Company Number (ACN)
- have experience delivering services in Queensland
- hold public liability insurance to the value of not less than \$10 million, or provide evidence of plans to obtain insurance to the value of not less than \$10 million to cover the proposed project
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by the Department of Children, Youth Justice, and Multicultural Affairs, or the Department of Youth Justice, Employment, Small Business and Training.

### Who cannot apply for CBCA grants?

State and Federal Government agencies are not eligible to apply.

Lead applicants must have an ABN – see section above.

## What happens if my organisation does not meet the eligibility criteria?

If your organisation is not incorporated or you do not have an active ABN, you can ask an eligible incorporated not-for-profit, registered business or legal entity, which has operations or already delivers services in Queensland, to auspice your project.

If successful in receiving funding, the auspicating organisation will be required to enter into a service agreement, receive the funding and disburse this to the applicant organisation at the start of the project, and submit report/s. The auspicating organisation must have no overdue reports or performance issues related to funding previously or currently provided by the department.

## 3. Application and assessment process

### What does my application need to cover?

Your application should include the following:

- Describe what your idea/concept is about, including clear goals and desired outcomes that respond to an identified area of community concerns.
- Key details of your service delivery:
  - What is it that you will explicitly be delivering in your community? How will you be delivering it?
  - Who are the young people you are specifically and intentionally targeting? How will you be getting referrals?
  - How will you be assessing and managing risk?
- Evidence of Community Consultation to show the relevance and approval of your proposal.
- Detail how you will demonstrate impact, how your model/program/project will contribute to positive participation and contribution to youth crime matters in your community:
  - a. Describe your approach on how your proposal will address the concerns identified by the community.
  - b. Provide details on how your idea/concept is culturally safe and if applicable, includes evidence of localised support and partnerships with Aboriginal and Torres Strait Islander and/or Culturally and Linguistically Diverse peoples and communities.
- Describe who will be involved in the delivery of your response (including local partners, organisations, and community members if any). Any partners **must** provide letter confirming their role in the response.
- A current and relevant legal registration document for your organisation.

**Please note:** Youth Justice staff will not be available to provide service delivery support or supervision to young people on grant funded programs. Applicants must ensure their application covers full-service delivery costs.

### How to apply

- Ensure you read these guidelines and review the other grant resources.
- Applications must be submitted through SmartyGrants. The application link is available on the [Community-based Crime Action grants website](#).
- Once you submit your application via SmartyGrants you will receive an acknowledgement email from SmartyGrants. If you do not receive an acknowledgement

email, your application has not been submitted. Check your application for errors and resubmit. If your application does not submit, contact SmartyGrants Technical Support (refer to end of this document for contact information).

- The SmartyGrants system will automatically shut off at the closing time and date of the grant round and will not allow applications to be submitted.
- To ensure fairness to all applicants, applications and supporting documentation will not be accepted after the closing date.
- In exceptional circumstances, the department may consider an alternative method of submitting an application. Please email the department no later than 2 weeks prior to the grant closing date at [YJ\\_Grants@cyjma.qld.gov.au](mailto:YJ_Grants@cyjma.qld.gov.au) to enquire.

## How are the applications assessed?

The applications go through a 3-stage assessment process:

1. **Eligibility.** Has the applicant provided all the legal documentation needed to confirm they are an eligible organisation?
2. **Regional assessment.** Does the application address local priorities and needs and has the application demonstrated an alignment to the funding criteria?
3. **Central moderation.** Do all the prioritised applications fit within the budget available?

## When might I hear if my application was successful?

We **aim** to provide advice on the outcome of applications 12 weeks from the grant round closing date. This timeframe is subject to internal approval processes and is **not a guarantee**. Both successful and unsuccessful applicants will be advised as soon as possible following internal approvals.

## What happens if my application is successful?

Before accepting funds, it is recommended you carefully read the agreement, including project deliverables, to ensure all information is correct. For examples of possible agreement templates visit [Streamlined agreements](#).

All successful applicants will be required to:

- **Enter into a funding agreement** with the Department of Youth Justice which comprises:
  - an approval letter
  - the grant guidelines
  - your submitted application, and
  - the [Short Form Terms and Conditions](#). (The ‘Particulars’ in the Terms and Conditions means your submitted application)
- **Comply with the requirements and conditions of the agreement in delivery of the project including:**
  - relevant laws and regulations (such as the *Working with Children (Risk Management and Screening) Act 2000* and the *Youth Justice Act 1992* including privacy provisions)
  - performance and financial reporting requirements and periods, including financial acquittals
  - the principles of the *Human Rights Act 2019* to respect, protect and promote the human rights of participants. Visit QHRC [Human rights for more information](#).

- **Acknowledge the Queensland Government funding** with the use of the Queensland Government crest (logo) on all promotional material associated with your funded project. Versions of the logo will be provided to you by the department.
- **Request approval from the department for any proposed change to the funded project**, including any changes to the project activities. The organisation must receive approval from the department BEFORE any changes can be implemented. Not receiving approval or notifying the department is in breach of the service agreement and may require the applicant to return some or all funding.

Please ensure when delivering project activities, that funded organisations stay updated with COVID Safe requirements. For further information, please visit [Queensland Health](#).

Successful applications may be advertised in Queensland Government publications and websites. An applicant must inform the department if the organisation does not want their contact information made public.

## 4. Further information and assistance

Ensure that you regularly check for updates and information about the CBCA grants on the [CBCA website](#).

Answers to **any frequently asked questions** will be regularly updated on the [Resources page](#).

Questions about the grants must be submitted to the department one week prior to the closing date and time of the applicable grant round.

Should you wish to be added to our stakeholder list for information on possible future grant rounds please [subscribe to our mailing list](#).

Should you require further assistance, please email: [YJ\\_Grants@cyima.qld.gov.au](mailto:YJ_Grants@cyima.qld.gov.au).

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](mailto:service@smartygrants.com.au). Support Desk Hours are from 9am – 5pm AEST, Monday to Friday.

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

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