

APPLICATION GUIDELINES¹

1. PURPOSE OF THE FUND

Money may be paid out of the Confiscation Proceeds Account for the purposes prescribed in Section 131(2) of the *Criminal Property Confiscation Act 2000* (the Act) and for the purpose of the Criminal Property Confiscation Grants Program (CPCGP), specifically for:

- For the development and administration of programs or activities designed to prevent or reduce drug-related criminal activity and the abuse of prohibited drugs;
- To provide support services and other assistance to victims of crime;
- For any other purpose in aid of law enforcement.

2. OBJECTIVES OF THE PROGRAM

The objectives of the CPCGP are to allocate funding to support projects and new initiatives that:

- implement services and strategies that aim to achieve widespread benefits in the areas of crime prevention, victim support and reducing the abuse of prohibited drugs.
- increase public awareness and the capacity for communities to address issues related to law enforcement, victim support and the abuse of prohibited drugs.

KEY PRINCIPLES

The following principles underpin the Program's decision making, management and policy requirements:

- *Targeting* – applications need to be based on data about the volume, impact, extent and location of crime in the community;
- *Evidence based applications* – research about what works, what doesn't work and what shows promise will guide decisions on how to allocate resources for the prevention or reduction of drug related criminal activity, aiding law enforcement, and the provision of support services or other assistance to victims of crime;
- *A focus on results* – performance measures will need to set clear targets for improvement; and

¹ Acronyms

CPAC: Confiscation Proceeds Accounts Committee
CPCGP: Criminal Property Confiscation Grants Program

- *Shared responsibility and collaborative approaches* – community safety, preventing the use of prohibited drugs, law enforcement and victim support are the responsibility of all sectors of the community.

3. FUNDING PERIOD AND GRANTS

Grant funding is non-recurrent and is available for projects that will run for a minimum of one year and a maximum of two years. A grant up to a maximum of \$200,000 per project will be available.

4. APPLYING FOR GRANT FUNDING

Applications must conform to the requirements outlined in the standard application form and guidelines. Applications and relevant accompanying documents need to be lodged prior to the advised closing time and date. **Late or incomplete applications will NOT be accepted.**

5. ELIGIBILITY

To be eligible for funding, applicant organisations will need to contribute at least 50% of the effort of the project. The contribution can consist of both cash and in-kind services however; in-kind services are not to exceed 50% of the contribution. Cash contributions can include grant funding from other sources.

The following organisations are considered to be eligible to apply:

- Incorporated not-for-profit organisations;
- Local government authority;
- Western Australian Police (WAPOL) and the Director of Public Prosecutions (DPP) for purposes only related to the confiscation of property acquired as a result of criminal activity and property used for criminal activity.

For the purposes of the Program, a not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters.

Funding will **NOT** be granted to the following organisations, which are deemed ineligible:

- a. State or Federal Government agencies (other than the Western Australian Police Service and Director of Public Prosecutions);
- b. Non-incorporated bodies;
- c. Individuals;
- d. Commercial for profit organisations; and
- e. Organisations which have not satisfactorily fulfilled previous grant requirements including acquittal reports and evaluations, or organisations or projects previously defunded by State/Territory or Australian Government agencies for performance and/or integrity reasons.

Funding will **NOT** be granted for any of the following:

- an organisation's recurrent running costs;
- retrospective or deficit funding (i.e. payment of expenses incurred by an organisation prior to grant funds being approved, or meeting existing debts);
- projects that have already commenced under other funding arrangements or programs. (However, funding will be considered for a new direction or enhancement of an existing project, or to ensure a project's continued viability where it can be demonstrated that recurrent funding will be available in the longer term);
- large scale capital equipment (with the exception of CCTVs) and capital works;
- lease or purchase of motor vehicles;
- any development costs associated with an application e.g. the cost of a survey to establish the need for a project;
- travel to conferences, fund raising or sponsorship;
- individual scholarships;
- projects that provide personal protection for specific individuals; and
- projects that duplicate existing programs in the same community which are accessible to and adequate for the target group.

6. SELECTION CRITERIA TO BE APPLIED TO THE ASSESSMENT AND RECOMMENDATIONS OF GRANT APPLICATIONS

In deciding whether to direct a grant of funding be made from the Account, regard will be given to organisations meeting the following criteria:

- a. a clearly demonstrated need for the proposed project;
- b. a detailed description on how the project will deliver tangible, measurable benefits;
- c. a project plan detailing key activities and milestones;
- d. projects with the greatest potential for positive, long-term outcomes;
- e. the potential for the project to establish positive, long term outcomes;
- f. the organisational and financial capacity of the applicant organisation to manage and carry out projects with a minimum funding level of \$150,000;
- g. demonstrated community/key stakeholder agreement, support and appropriate involvement in the project;
- h. identified means by which the proposed project can be sustained after the funding period ceases; and
- i. the proposed project does not provide a service currently available through a Government agency.

6.1. FUNDING OF OFFENDER PROGRAMS

Programs that aim to assist prior offenders will be considered; however, preference will be accorded to those programs where the offender is NOT under the supervision of the Department of Corrective Services and where the program is specifically designed to reduce the risk of re-offending, particularly by young people.

7. ASSESSMENT OF APPLICATIONS

All grant applications will be assessed by the Confiscation Proceeds Accounts Committee² (CPAC) which has been established to provide recommendations to the Director General, Department of the Attorney General. Final approval of CPAC's recommendations will be made by the Attorney General.

8. ACCOUNTABILITY AND COMPLIANCE REQUIREMENTS

Funding of approved grant applications will be subject to acceptance of conditions specified in a Grant Agreement. Applicants are required to provide a list of proposed outcomes with a timetable, which if the application is successful, will be the basis of a formal agreement. The agreement will be used to assess the extent to which stated outcomes are achieved.

Approved grant recipients will be required to sign an acknowledgement that they understand that the Criminal Property Confiscation Grants Program does not provide recurrent funding and that they agree not to re-apply or lobby for recurrent funding from this Program.

8.1. OFFER OF A GRANT

An offer of a grant shall be valid for 12 months from the date of offer to enable the approved grant recipient to meet any conditions attached to the offer. This offer will be rescinded after 12 months from the date of offer if the grant recipient is not able to fulfil the conditions by this time.

9. EVALUATION OF THE FUNDED PROJECT

Applications will be expected to include a project evaluation plan. Some of the issues which should be addressed include:

- How the objectives of the project will be met
- What are the indicators of success?
- How the outcomes will be measured
- How will the resource allocation be undertaken

Please note that a final project evaluation report is required within three months of completion of the project.

² For information about CPAC, please refer to the Policy Framework document – *Policy Concerning Payments Out of the Confiscation Proceeds Account Under the Criminal Property Confiscation Act 2000 Grants Program* Nos.19-21

10. PROGRESS REPORTS

Status reports on project progress will be required every six months unless otherwise specified. A final report is required to be submitted to the Grants Administrator within three months of the completion of the project.

11. FINANCIAL PROVISIONS

a. Payment of Grants

Grant payments to be made in accordance with a payment schedule agreed at the commencement of the project and contained in the Grant Agreement.

b. Salaries and Administration

Budgets for salaries and administration items must be on current costs ex-Goods and Services Tax (GST) and in accordance with relevant industrial awards or agreements, where they exist. Budgets for administrative expenditure should be itemised.

c. Financial Reports

Financial status reports relating to this funded project and certified by the organisation's Chairperson, Chief Executive Officer or equivalent will be required every six months unless otherwise specified.

The **final** financial report which relates exclusively to the funded project is required to be provided within three months of completion of the project. In addition:

- where the Grant Funds are valued at or under \$35,000, financial statements are to be certified by the Recipient's Chairperson, Chief Executive Officer or equivalent.
- Where the Grant Funds are greater than \$35,000, financial statements are to be certified by the Grant Recipient's Chairperson, Chief Executive Officer, or equivalent **AND** certified by a professional auditor who is:
 - (a) not an officer or employee of the Grant Recipient;
 - (b) registered as a company auditor or equivalent under a law in force in Western Australia; or
 - (c) a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

d. Revenue

All income arising from the conduct of the grant-funded project must be identified and applied to the project unless otherwise agreed to by CPAC.

e. Assets

Funding will **not** generally be provided to purchase assets; however, provision exists in the guidelines to purchase equipment items relevant for use in the project up to the value of \$5,000. Any proposal to purchase capital items over the value of \$5,000 must be stated in the grant application and will be subject to the approval of CPAC. Purchases falling into this latter category must be submitted for approval and accompanied by a minimum of two quotes. Disposal action of any equipment purchased through the grant funds shall, at the termination of the project, be determined by the CPAC at the approval stage of the process. Prior approval should be obtained from the CPCGP Grants Administrator on large capital items (e.g. furniture, office equipment etc.)

f. Termination of the Grant

A grant may be terminated if in the opinion of the Attorney General, on advice from the CPAC on the following grounds:

- project is not being carried out with competence and diligence;
- project is not being carried out in accordance with the terms of the Grant Agreement; or
- grantee fails to provide information concerning operational, administrative or financial aspects of the project in response to a reasonable request from the Grants Administrator.

g. Sale of Materials and Intellectual Property

Any materials produced with funds provided under these grant arrangements, shall remain the property of the Director General, or her delegate and shall not be offered for sale. All arrangements relating to these matters will be determined at the time of the approval of the grant application.

h. Acknowledgement

The grantee shall ensure that all materials produced which involved the use of grant funds, display due acknowledgement of the Western Australian Government and the Criminal Property Confiscation Grants Program. The grantee shall acknowledge the funding source in any formal public statement or printed material. Logos are available on application, with their use subject to the approval of the Department of the Attorney General.