Building Safer Communities Program  
Frequently asked questions

The Building Safer Communities program guidelines provides important information on the requirements of the program and funded projects. You should read the program guidelines before you start your application.

This document has been prepared to provide additional information on the program and to answer some of the questions you might have. If you can’t find the information you need in either the program guidelines or this document, please contact the Grants Information Line on 1300 221 249 from 8:30am to 5:00pm weekdays or email the department at [communitycrimeprevention@justice.vic.gov.au](mailto:communitycrimeprevention@justice.vic.gov.au)

### Eligibility

1. **Can I submit more than one application?**

Victorian Councils – Yes. However you can only submit one application per stream.

All other organisations - No. You can only submit one application to the Crime Prevention Innovation Fund.

There is no limit to the number of applications you can partner on.

1. **Why can’t not-for-profit organisations apply for Creating Safer Places (Stream 1) funding?**

Stream 1 aims to address crime and increase public safety in open, public places. These are usually owned or managed by local government and therefore only councils are able to submit a Creating Safer Places application.

If a community organisation is interested in supporting a Creating Safer Places application, they should contact their local council to discuss their ideas and how they might partner with the council to deliver the project. Partnerships are strongly encouraged in both funding streams and the council can provide grant funds to local community groups to resource their contribution to the project.

1. **Can community organisations apply to upgrade security at a community facility?**

Basic security upgrades at a community facility through the installation of lights, alarms, fences etc. will only be considered as part of a larger, more comprehensive application through the Creating Safer Places stream (see Question 6). This funding stream is only open to Victorian councils.

If your organisation wishes to upgrade security, you are encouraged to contact your local council to discuss the problems you are experiencing and see whether the upgrade could be included in an application for Stream 1. Councils may offer small community grants that could fund these types of security upgrades and you are encouraged to speak with your council about possible funding opportunities. You should also discuss any security problems with local police who may be able to identify practical, low cost solutions to improve safety at your community facility.

Projects that only seek to upgrade security are unlikely to be recommended for funding through the Crime Prevention Innovation Fund as they do not align with the objectives of that funding stream.

1. **How is a public place defined?**

For the purposes of these grants, a public place is defined as ‘any place to which the public has access as of right or by invitation, whether express or implied and where no charge is made for admission to the place’.

1. **What is meant by an inclusive environmental design approach to deter crime and increase safety?**

Crime Prevention Through Environmental Design (CPTED) approaches aim to influence people’s behaviour and perceptions of safety in public places. Recent developments in CPTED emphasise active community participation in planning, decision-making and management processes and encourage a place-making approach that is inclusive, improves social connection and liveability and takes environmental sustainability into account. Projects that apply this approach to urban design will be prioritised for funding.

Projects that only focus on access control, surveillance and territorial reinforcement to reduce the opportunity for crime to occur in a location are less likely to be effective in encouraging positive use of public places and therefore are unlikely to be recommended for funding.

Further information on [urban design and crime prevention](https://www.crimeprevention.vic.gov.au/resources/urban-design-and-crime/fact-sheet-applying-a-placemaking-approach) can be found on our website.

1. **Can I apply for funding for CCTV?**

Funding for CCTV is only available through Stream 1 and only councils are eligible to apply under that stream. Community organisations therefore are not eligible to apply for funding for CCTV. The ‘Special note on applying for CCTV funding’ in the program guidelines provides details.

1. **Can an unincorporated organisation apply for funding?**

An organisation must be a legal entity to apply for government funding. For most organisations this means being incorporated and/or registered with Consumer Affairs Victoria under the Associations Incorporation Reform Act 2012 (the Act).

If your organisation is a legal entity created in another way, for example through an Act of Parliament, you will be required to provide evidence of this with your application.

If your organisation is not incorporated or another form of legal entity, you should refer to the ‘Information for unincorporated organisations’ section of the program guidelines for details and consider partnering with another organisation who is a legal entity.

1. **Can I apply for funding for a project that has already started?**

No. Applications that seek funding for projects which have already started will not be considered.

1. **Can I apply for Stream 2 funding to modify an existing crime prevention project?**

Yes, however you must clearly demonstrate the changes that will be made to the project and how these align with the objectives of the Crime Prevention Innovation Fund. You will also need to demonstrate what evaluation has been undertaken to date to inform the modifications proposed.

Funding will not be provided to continue an existing project unless there are significant, innovative modifications made.

1. **Can an application for Stream 2 seek to address a specific crime issue? For example, digital crime, family violence, bail offences, dangerous driving or sexual assault?**

Yes, however the crime type you intend to address should generally occur in public/community settings. The department will also consider whether there are government agencies dedicated to preventing that particular crime issue and/or alternative sources of grant funding available when assessing your application.

1. **Can evidence to support a project be anecdotal as opposed to statistical data?**

Yes. Anecdotal evidence may support an application, particularly for a project seeking to address perceptions of crime and safety. However stronger applications will be supported by a broad range of evidence, including statistical data where possible. Anecdotal evidence may compliment the statistical evidence supporting the need for the project.

1. **Are projects with multiple phases eligible for funding? For example, phase 1 using funding from this grant targeted to research a specific problem and co-design a solution, then phase 2 utilising a future grant to implement the solution?**

Multi-phase projects may be eligible for funding, however the phase to be funded by the grant must deliver real benefit to the Victorian community and make a significant contribution to addressing the identified crime prevention issue. As a result, the grants will not cover initial scoping or feasibility studies unless there is also sufficient time and resourcing to implement a significant component of the project within the funding and time constraints of the program.

The department will consider the likelihood of further funding being available to implement subsequent project phases when considering the viability of your application. The program guidelines state that projects that can’t be completed by 30 June 2023 or create the need for, or expectation of, further government funding are ineligible for funding.

1. **Would an application that attempts to respond to similar public space crime issues, but within two different suburbs be eligible, testing alternate responses based on evidence in different geographic locations?**

Yes, this approach would certainly be eligible. A key focus of the program is the ability to test and evaluate crime prevention approaches and to build the knowledge base of effective crime prevention approaches.

1. **Can a lead organisation (applicant) or a partner organisation be based outside of Victoria?**

The lead applicant will need to have an established presence in Victoria and the proposed project will need to be delivered in Victoria and be of benefit to the Victorian community.

Organisations that are based in other states or territories may partner on a project and receive grant funds to cover their involvement, but the application must be prepared and submitted by an eligible Victorian organisation.

### Project Partnerships

1. **Do I need to partner with other organisations?**

Partnerships are strongly encouraged in both streams. If you do not intend to partner with other organisations to deliver your project, you may still apply. Your application will not score highly against assessment criteria two however and therefore is less likely to be recommended for funding.

Refer to the ‘Work in partnership’ section of the program guidelines for further information on partnership approaches.

1. **What information should I provide about project partners in my application?**

Your application should clearly outline all the partners you will work with and explain how they will support your project. It is a good idea to provide information on the skills and experience these partners bring to your project to ensure it is a success.

If you plan to share grant funds with partners, or if your partners will provide either financial or in-kind contributions to your project, this should be clearly outlined in the budget in your application.

It is strongly suggested that applicants provide a letter of support from each of your partners that confirms their role and contribution to the project.

Refer to the ‘Provide evidence to support your application’ for further information.

### Project budget

1. **Can I request funding for salaries and project management costs?**

Stream 1: No. Staffing and project management costs can be included as your contribution to the project but will not be covered by the grant. As there are no mandatory co-contribution requirements this is considered reasonable.

Stream 2: You may seek funding for reasonable staff and project management costs that are directly related to delivering your project. General or ongoing operating costs that relate to business-as-usual activities, including employment of staff are not eligible for funding. The amount of funding proposed for administration will be considered when assessing value for money.

1. **Do we need to contribute funding to the project?**

You are not required to make a financial contribution to your project, but it is strongly encouraged. This helps to show your project is a high priority and that your organisation and its partners are prepared to partner with government to fund the project. It also helps to demonstrate value for money for government by increasing the amount of funding available to your project.

1. **Can I include funding from other sources as part of my project?**

Yes, this is strongly encouraged. You must show whether this other funding is confirmed, or not, in the budget section of your application.

1. **Do you have any tips for completing the budget?**

Yes, here are some tips:

* The total project income must equal the total project expenditure.
* The budget needs to include all income (including the grant you are requesting and any financial contributions from your own organisation or partners) and all main costs (expenditure items) related to the project.
* Clearly show what costs will be paid from the grant if your application is successful and how any other financial contributions will be spent.
* Identify whether any financial contributions are confirmed or unconfirmed. If funding from another source is not confirmed, this will be considered when we assess the viability of your project.
* Be accurate in your costings – you cannot ask for additional funds later because the project was not accurately costed at the start.
* If you cannot provide quotes, tell us how you have costed something.
* Only include income or expenditure items relevant to the project. If the cost is not directly associated with your project, it should not be in the project budget.

### Submitting an application

1. **I haven’t used an online application before. What help is available for me?**

The department uses an online application system to accept grant applications. When you click the ‘Apply now’ link on the Building Safer Communities page on our website, you will be directed to a page where you will need to register to use the SmartyGrants system.

The application form is easy to complete. If you experience any technical difficulties while writing, saving or submitting your application, please contact SmartyGrants Support by phone (03) 9320 6888 or email service@smartygrants.com.au.

1. **When do applications open and close?**

Applications will be accepted from 9.00am 18 January 2021 to 4.00pm Monday 15 March 2021, via the SmartyGrants system. Applications will not be accepted before or after this timeframe.

The department will not accept applications that are emailed directly before or after the program has closed.

1. **Will there be an information session to explain the program?**

An information session will be held on Tuesday 9 February 2021 at 2.00pm-3.30pm.

Topics to be covered include:

* Overview of the Building Safer Communities grants.
* How to design an effective crime prevention project.
* How to write a quality application.
* Urban design for crime prevention (Stream 1).
* Questions and answers.

The information session will be held on Zoom and a link is available on our website at [crimeprevention.vic.gov.au/buildingsafercommunities.](https://www.crimeprevention.vic.gov.au/buildingsafercommunities)

If you are unable to attend, information from the session will be made available on the crime prevention website as soon as possible after the session.

Grant application outcomes

1. **When will we find out if our application is successful?**

We hope to let applicants know the outcome of their application within three months of the Building Safer Communities grants closing date, however this will depend on the number of applications we receive. You should consider this timeframe when developing your project plan.

1. **Will we be given feedback if our application is unsuccessful?**

Yes. If your application is not successful, we will send you an email to notify you of the outcome and to provide contact details if you wish to seek feedback.

Further assistance

1. **Where can we go to get advice on our application?**

To ensure a fair and equitable approach for all applicants, the department is not able to discuss the detail of your application but may be able to provide information on whether your project idea is eligible for funding.

Information to assist you to prepare a high-quality application is available on our website at crimeprevention.vic.gov.au/buildingsafercommunities. This includes the program guidelines, fact sheets, and featured projects. You are strongly encouraged to read support material related to your project idea.

If you have any general questions after reading the resources, either phone the Grants Information Line on 1300 221 249 from 8:30am to 5:00pm weekdays, for the cost of a local call, or email the Community Crime Prevention Unit at [communitycrimeprevention@justice.vic.gov.au](mailto:communitycrimeprevention@justice.vic.gov.au).