



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Justice

Criminal Property Confiscation Grants Program Guidelines

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1 About these Guidelines

These guidelines provide information about the grant funding opportunity under the Criminal Property Confiscation Grants Program (CPCGP) administered through the Department of Justice, including how to apply for funding.

Applicants are encouraged to discuss their funding proposals with the Grants Team prior to commencing their applications. Applications can only be submitted through the *Smartygrants* portal when a funding round is open.

A separate document *Guide to Completing the Criminal Property Confiscation Grant Application Form* is available at www.justice.wa.gov.au to assist applicants through the application process.

If you have any queries regarding the CPCGP, please contact the Department's Grants Team at:

- Telephone: (08) 9264 9903 or (08) 9264 9948
- email to confiscation.grants.program@justice.wa.gov.au

2 About the CPCGP

The CPCGP is an application based, competitive and matched funding program providing funds to eligible organisations for projects that aim to address the impact and damage caused by criminal activities. The CPCGP can only fund projects that both align with CPCGP objectives and successfully meet a range of assessment criteria.

Projects must be implemented in Western Australia for the benefit of the Western Australian community or address an issue in Western Australia.

2.1 Background

The *Criminal Property Confiscation Act 2000* (the Act) provides for the confiscation in certain circumstances of property acquired as a result of criminal activity and property used for criminal activity. The primary intention of the Act is to deprive people of wealth that has been unlawfully acquired. Section 131 (2) of the Act provides the Attorney General with discretion to direct proceeds from confiscated property for a number of purposes including:

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

2.2 CPCGP Objectives

To provide funding to projects and new initiatives that are designed to:

- prevent or reduce drug-related criminal activity and the abuse of prohibited drugs
- implement services and other assistance to victims of crime

- aid law enforcement¹ through the implementation of community safety and crime prevention initiatives within Western Australia.

2.3 Level of Funding available

A grant of up to a maximum of \$200,000 per project is available.

2.4 Matched Funding

The CPCGP requires applicants match the funding requested from the CPCGP (that is, applicants must contribute 50 per cent of the total cost of the project). For example, if you are applying for a CPCGP grant of \$200,000, you will also need to contribute \$200,000 to your proposed project. Your contribution can consist of both cash and in-kind services, however, in-kind services are not to exceed 50 per cent of your contribution.

Cash contributions can include funding from other sources, for example, from another funding program, your organisation's surplus funds or donations. If applying for more than one CPCGP grant, you will need to meet the contributory amount required for each project.

2.5 Grant Period

Applicants can apply for a grant to fund projects that run for a minimum of 12 months to a maximum of two years.

2.6 Who can apply

The following organisations are eligible to apply for funding under the CPCGP:

- Incorporated not-for-profit organisations²
- Local Government Authorities.

2.7 Who is not eligible to apply

You are not eligible to apply for grant funding under the CPCGP if you are:

- a State or Federal Government agency
- an individual
- a non-incorporated body
- an organisation operating for profit
- an organisation that has not satisfactorily fulfilled previous grant requirements, such as acquittal and evaluation reports
- an organisation or projects which have been defunded by other Government agencies for performance and or integrity reasons.

¹ An important component of maintaining Australia's justice system is law enforcement, which ensures that everyone follows the law.

² For the purposes of the CPCGP, a not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters.

3 What CPCGP Funding may be used for

You can only use grant funds for the agreed purpose and/or eligible grant activities that will contribute to the outcomes of the proposed project. These can include:

- administration
- consumables (eg food and drink)
- evaluation
- marketing/communication (eg advertising, printing)
- operational (eg telephone, postage)
- personnel (eg employment of staff)
- transport/travel (eg participant bus transport, fuel)
- venue and equipment hire (not owned or occupied by applicant).

This list is not exhaustive and funds must only be used to cover costs directly related to the proposed project. Contact the Grants Team if you are unsure about any proposed expenditure associated with your project as ineligible items will not be funded by the CPCGP.

4 What CPCGP Funding may not be used for

Grant funding cannot be used for a purpose or activity that does not directly contribute to the outcomes of your proposed project or project-related activities. These may include, but are not limited to:

- an organisation's recurrent operating costs
- retrospective expenses (ie costs incurred outside the specified grant period)
- projects that have already commenced or were previously funded under other funding arrangements or programs. However, funding will be considered for a new direction or enhancement of an existing project
- Closed Circuit Television (CCTV), fencing or lighting
- large scale capital equipment and capital work including maintenance and construction
- motor vehicles
- furniture, mobile telephones, audio-visual, office and IT equipment (including laptops)
- costs incurred in the preparation of your grant application (eg cost of a survey, consultations, workshops or forums to establish the need for your project)
- research or research projects, conferences, forums, seminars or consultation
- overseas, interstate or intrastate travel³ (including travel to conferences)
- individual scholarships or projects that provide personal protection for specific individuals
- fund-raising, sponsorship, uniforms, trophies or individual membership fees

³ Contact the Grants Team regarding exceptions that may apply for travel to regional and remote locations.

- programs or services targeted to individuals under the supervision of the Department of Justice (the Department) eg in prison, detention or on bail
- in-school programs or programs targeting school-aged youth during school hours
- programs or services that duplicate existing programs for the target group
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

You will need to detail proposed project expenses in the application form. Contact the Grants Team if you are unsure if your expense item will be covered by the CPCGP.

5 Assessment Criteria

You must answer all the questions in the application form. The application form includes word limits however, you can attach evidence in support of your application (such as letters of support). Each application will be assessed against the following criteria, with all criterion having equal weighting:

Alignment with CPCGP objectives

Your project must meet at least one of the CPCGP objectives detailed at Item 2.2.

Demonstrated need for the project

It is recommended you demonstrate this by:

- stating clearly the problem or issue(s) that the project will address;
- identifying why your proposed project and activities are needed by the target community or group
- providing targeted and current supporting data (rather than historical information) for the need for this project, for example, data on the volume, impact, extent and location of crime in the community
- aligning the project, if appropriate, with any community or regional plans and priorities
- describing clearly how the project will facilitate improved outcomes for the target community or group (eg evidence based methodology, research about what works, what doesn't work and what shows promise).

Clear and achievable outcomes

It is recommended you demonstrate this by:

- detailing changes or improvements expected as a result of the CPCGP
- providing evidence that the proposed project can deliver the intended outcomes for the target community or group
- providing a well-designed project plan
- setting clear targets for improvement
- clearly describing how you will measure the effectiveness of the project (eg well-developed performance measures).

Shared responsibility and collaboration

It is recommended you demonstrate this by:

- identifying your stakeholders including the target community/group and service providers

- providing evidence of prior consultation and/or collaboration with relevant stakeholders including the target community/group and local service providers
- co-designing the project, wherever possible, in partnership with relevant organisations
- describing how stakeholders (including relevant service providers and community agencies) will be involved in the delivery of the project
- providing evidence of community / key stakeholder agreement, support, collaboration and ongoing involvement in the proposed project.

Sustainability and Value for Money

It is recommended you demonstrate this by:

- providing a defensible budget for the proposed project
- describing how the outcomes of the proposed project can be sustained beyond the funded period
- providing adequate strategies, if applicable, on how the proposed project can be sustained after the CPCGP funding period ceases
- describing the flow-on and extent of benefit(s) to the community (eg best outcome for every dollar spent).

Capability

It is recommended you demonstrate this by:

- providing details of your organisation's experience in engaging the target group
- detailing your organisation's capacity to manage and implement the proposed project, including evidence that you have delivered a similar project to a high standard
- providing evidence of your organisation's financial viability (ie the funding amount requested will be considered against your organisation's financial capacity and annual income). The grant must not constitute the greater part or entire financial base of the applicant organisation
- identifying the risks associated with the proposed project and how these will be managed
- identifying any conflicts of interest⁴ (actual, perceived to exist or potentially exist at some time in the future) in the delivery of the proposed project
- describing your organisation's ability to meet reporting and contractual obligations of a funding agreement.

6 How to Apply

Applications will only be accepted when a funding round is open.

6.1 Call for Applications

The Department will place four advertisements over two consecutive weeks in *The West Australian* inviting applications for funding of projects under the CPCGP.

⁴ A conflict of interest occurs when an individual or organisation becomes (or can become) unreliable because of a clash between personal interests and professional duties or responsibilities. A real or perceived conflict of interest can arise if an individual (or their family members) associated with the application receives a benefit from the project.

The Department will also call for applications on its website and other communication channels considered appropriate when the funding round is open.

6.2 Community Information Sessions

Community information sessions to assist potential applicants in the application process will generally be held when a funding round is opened. These sessions will be advertised as part of the call for applications and will be delivered in person or online in the metropolitan area or online to regional Western Australia.

Community information sessions may also be held prior to the opening of a funding round particularly if there are changes to the CPCGP or the delivery of the CPCGP. Notice of these sessions will be advertised through *The West Australian*, the Department's website and social media platforms.

6.3 Closing Date for Applications

The closing date for applications will be eight weeks from the date of the first advertisement. The closing date and time will be advertised at the same time as the call for applications. Applications and supporting documentation must be received by the Department no later than the advertised closing time and date as requests for extensions will not be granted. Late applications are ineligible for funding consideration.

6.4 Read the Guidelines

Before applying, you must ensure you read and understand these guidelines. It is recommended that you contact the Grants Team on (08) 9264 9903 or (08) 9264 9948 to discuss the suitability of your proposed project.

6.5 Complete the Application Form

To apply, please log into our online Grants Administration System via the Department website www.justice.wa.gov.au. A separate document *Guide to Completing the CPCGP Application Form* is also available to assist you to complete your application.

Please ensure that you provide all the information requested and submit your application, including supporting documentation by the stated closing time.

You cannot make any amendments to your application after the closing date and time.

Once lodged, your application will be formally acknowledged through the online portal.

6.6 Required Supporting Documents

You will need to provide the following documents with your application:

Local Government Authority

- Link to most recent Annual Report and audited financial statements

Not-for-profit organisation

- Certificate of Incorporation
- Constitution or Rules of Association
- Most recent Annual Report and audited financial statements; or

- If your organisation does not have an Annual Report, your two most recent Management Committee minutes and the last Annual General Meeting minutes along with your most recent financial statements.

7 Assessment Process

7.1 Assessment of Applications and Independent Review

All grant applications are subject to two separate assessments against the CPCGP assessment criteria. The first assessment, conducted by the Department's Grants Team will also include a comprehensive background screening of each applicant organisation, examining proposed project budgets and conducting checks with other funding bodies, stakeholders and nominated referees where required.

The second and final assessment of all grant applications is independently conducted by the Confiscation Proceeds Accounts Committee (the Committee). Membership of the Committee comprises senior level representatives from:

- Department of Justice (Chair) – appointed by the Director General
- Department of Justice (Office of the Commissioner for Victims of Crime)
- Department of Justice (Aboriginal Justice Program)
- Western Australia Police Force
- Office of the Director of Public Prosecutions
- Mental Health Commission (Drug, Alcohol and Prevention Services Division).

The Committee will evaluate and make recommendations to the Attorney General (via the Department) for his consideration and approval.

8 Notification of Application Outcomes

All applicants will be notified in writing of the outcome of their application. Please allow up to six months⁵ from the opening date of the funding round for the outcome.

The Department will write to each applicant who was unsuccessful in securing a grant.

8.1 Successful Grant Applications

If you are successful, you will receive a grant offer detailing the approved funding level and any conditions attached to the offer. If you choose to accept this offer and once you have fulfilled any conditions attached to the offer, the Department will enter into a Grant Agreement with you.

8.2 Feedback on Unsuccessful Applications

Applicants who were unsuccessful in securing a grant should first contact the CPCGP Grants Administrator on confiscation.grants.program@justice.wa.gov.au to request feedback. This will facilitate the arrangement of a mutually convenient time to provide the feedback and answer any questions that the applicant may wish to raise.

⁵ This is an approximate date. Every effort is made to complete the assessment process as quickly as possible.

8.3 Offer of a Grant and Grant Agreement

Funding of approved grant applications are subject to acceptance and the fulfilling of conditions attached to the grant offer. An offer of a grant is valid for 12 months from the date of offer to enable you to meet any conditions attached to the offer. This offer will be rescinded after 12 months from the date of offer if you are not able to fulfil the conditions by this time. The Grants Team will assist you to meet these conditions.

9 Payment of Grant Funds

Funding will be paid in accordance with the terms and conditions in the Grant Agreement. CPCGP funds may not be used to cover any project expenses incurred before or after the specified dates in the Grant Agreement.

Grant payments are generally made in quarterly instalments subject to satisfactory reporting and presentation of an invoice. To facilitate compliance in the acquittal of CPCGP grants:

- 10 per cent of the total CPCGP grant awarded to a Local Government will be payable only upon satisfactory acquittal of the grant.
- 10 per cent of the last CPCGP grant instalment of the total grant awarded to an incorporated not-for-profit organisation will be payable only upon satisfactory acquittal of the grant. In this instance, the penultimate payment will comprise 90 per cent of that instalment.

10 Reporting and Contractual Obligations

A separate document *Guide to Managing your Criminal Property Confiscation Grant* is available at www.justice.wa.gov.au to assist you to meet reporting and contractual requirements (as detailed in your Grant Agreement) for the term of the grant.

11 Acknowledgement of CPCGP funds

All Grant Recipients are required to provide formal public acknowledgement of the Western Australian Government and the CPCGP on its website including in instances where there are any written or verbal references to the funded project.

Any material produced which involved the use of CPCGP funds must also be acknowledged.

The Grants Team will provide the appropriate logo to the Grant Recipient, with its use subject to the prior approval of the Department.

11.1 Sale of Material and Intellectual Property

Any materials produced with CPCGP funds will remain the property of the Department, or nominated delegate and cannot be offered for sale. Any arrangements relating to these matters or intellectual property will be determined at the time of the approval of the CPCGP application.

12 Other Relevant CPCGP documents

These documents are available on the Department's website www.justice.wa.gov.au

- Policy Concerning Payments Out of the Confiscation Proceeds Account under the Criminal Property Confiscation Act 2000 Grants Program.
- Guide to Completing the Criminal Property Confiscation Grants Program Application Form.
- Guide to Managing your Criminal Property Confiscation Grant.

13 Further Information

If you have a query or would like further information regarding the CPCGP, please contact the Grants Team on:

- Telephone: (08) 9264 9903 or (08) 9264 9948
- email to confiscation.grants.program@justice.wa.gov.au

14 CPCGP Process Flowchart

The Department uses funds acquired under the *Criminal Property Confiscation Act 2000* to administer the CPCGP, which invites eligible not-for-profit organisations and Local Governments to apply for a competitive grant to deliver a program or service that:

- prevents or reduces drug-related criminal activity and the abuse of prohibited drugs; and/or
- provides support services and other assistance to victims of crime; and /or
- in aid of law enforcement through the implementation of community safety and crime prevention initiatives within Western Australia.



The CPCGP funding round opens

The Department invites grant applications via its website, other relevant websites and media platforms.



You complete and submit the CPCGP application through the *Smartygrants* portal by the closing date

Read the guidelines and the *Guide to Completing the Criminal Property Confiscation Grants Program Application Form*, complete the application form and contact the Grants Team if you have a query.



We assess your application

We will determine whether your application meets eligibility requirements under the guidelines. We will notify you if you do not meet these requirements. We will assess your application against the assessment criteria and make a recommendation to the Confiscation Proceeds Accounts Committee.



The Committee meets to formally assess and make a recommendation on your application

The Committee advises the Attorney General through the Department's Director General on the merits of each CPCGP application received and how well each application meets the assessment criteria.



The Attorney General makes the final decision

The Attorney General considers the Committee's recommendations and decides whether your application will be funded and the level of funding to be provided.



All applicants are notified of the outcome of their application

If you have been successful, you will receive a grant offer from the Attorney General. The Department will notify unsuccessful applicants and provide feedback upon request.



You enter into a Grant Agreement

If you accept the grant offer and once you have met all the conditions attached to the offer, the Department will enter into a Grant Agreement with you. There is no guarantee of funding until both parties have signed the Grant Agreement.



You implement your project

You undertake the grant activities and meet reporting obligations as set out in your Grant Agreement.



You acquit the grant

You will be required to acquit the grant within three months of the agreed funded period.