



OFFICIAL

WESTERN AUSTRALIA POLICE FORCE
COMMUNITY PARTNERSHIP & SUPPORT DIVISION

POLICE COMMUNITY SERVICES FUND

Crime Prevention Program

2024 – 2025

Contents Page and Contact Details

Contents

Police Community Services Fund	3
Crime Prevention Program	3
Program Objectives	3
How will the program operate?	4
Eligibility	4
Child Safeguarding	4
What qualifies for funding?	5
What does <i>not</i> qualify for funding?	5
Assessment criteria	6
How to apply	7
Assessment process.....	7
Notification of outcome	8
Payment of funds.....	8
Reporting	8
Variations.....	10
Changes to organisation details.....	10

For more information, please contact:

Community Partnerships and Support Division
 Western Australia Police Force
 Telephone: (08) 9222 1423
 Email: communitypartnershipssupport@police.wa.gov.au

Website:

<https://www.police.wa.gov.au/Our-Community/Police-Community-Services-Funding>

Police Community Services Fund

The West Australian Police Force through the Police Community Services Fund provides funding for services and programs that address the needs of the communities and the local Police who support them.

The Police Community Services Fund is aligned to and informed by the WA Police Force Agency Commissioning Strategy incorporating the principles of the State Commissioning Strategy.

The Police Community Services Funding Framework has reshaped the way the WA Police Force does business with all community service providers and aligns with WA's Implementation Plan for Closing the Gap and with the Aboriginal Empowerment Strategy. These strategies set the WA Government's high-level strategic approach for working with Aboriginal people towards empowerment and better outcomes across the State and will ensure the outcomes of the services and projects support priorities and targets in the National 'Closing the Gap' Agreement.

Our focus is on providing better services to Western Australians that:

- Meets the needs of the people that use them, at the right time and in the right place;
- Are sustainable and delivered by organisations that have the appropriate staff and systems in place;
- Are based on evidence of what works and robust quality standards; and
- Are culturally safe and tailored to local community needs.

Crime Prevention Program

The Crime Prevention Program is part of the Police Community Services Fund aimed at supporting local community crime prevention initiatives, involving or supported by Police and community working together on projects to address identified crime prevention priorities.

Program Objectives

The Crime Prevention Program will support projects that:

1. Address identified community - Police needs through projects that have been trialled and evaluated.
2. Seek to reduce the risk of crime occurring by intervening to influence their causes.
3. Pilots new evidence-based approaches to addressing crime and community safety issues that focus on prevention or early intervention.

How will the program operate?

Funding is awarded through a transparent application process to eligible locally based organisations for projects that align with the program objectives and successfully meet the assessment criteria of the Police Community Services Fund, Crime Prevention Program (CPP).

The program has been established to fund projects that run for a maximum of three years with funding of up to \$250,000 available.

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

Funding submissions will be individually assessed against the assessment criteria by the Police Community Services Fund Advisory Panel.

Funding will be administered in the form of a service agreement with clearly identified outcomes at the forefront.

Eligibility

The following organisations are eligible to receive funding from the Crime Prevention Program:

- Aboriginal Community Controlled Health Organisations (ACCHOs)
- Aboriginal Community Controlled Organisations (ACCOs)
- Aboriginal Corporations registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006
- Incorporated Not-for-Profit Organisations
- Local Government Authorities

Organisations not eligible to receive funding:

- Federal and State Government Agencies
- Government Trading Enterprises
- Academic institutions
- Individuals
- Non-incorporated bodies
- Commercial for-profit organisations
- An organisation that has not satisfactorily fulfilled previous funding requirements, such as service agreement acquittal and evaluation reports.
- An organisation or projects which has been defunded by other Government Agencies for performance or integrity reasons.

Child Safe Standards

Every child has the right to feel safe when participating in community activities. Organisations that undertake child-related work or activities have a duty of care to keep children and young people (those aged under 18 years) safe from harm. Protecting children and young people from harm, harassment, discrimination and abuse is in part a legal requirement, an ethical obligation and a future requirement.

Organisations that receive this funding may be required to complete the Child Safeguarding Self-Assessment provided the by the Community Services Division.

More information can be found at the following resources:

National Principles for Child Safe Organisations

<https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>.

Commissioner for Children and Young People Website

<https://www.cryp.wa.gov.au/>

What qualifies for funding?

Crime Prevention Program funds can only be used for the agreed purpose and/or eligible activities that will directly contribute to the outcomes of the proposed project, including:

Salaries	Staff employed by the organisation to positions directly associated with delivery of the project.
Administration	Allowance is provided for up to a maximum of 15% of the total amount allocated.
Equipment	Purchase of equipment directly associated with this service agreement, including items such as sporting equipment, musical instruments, art supplies, camping equipment, protective clothing, tools.
Travel / Transportation	Fuel allowance, vehicle hire, bus and driver hire.
Catering / Meals / Refreshments	Funding for the provision of food and non-alcoholic beverages directly associated with this service agreement. <i>Note: Government funding should be used to promote healthy lifestyle options. Funding will NOT be provided for alcohol and other restricted/illegal substances.</i>
Venue Hire	Directly related to the service agreement and may include sporting facilities or courts, meeting rooms, community centres and halls (not owned or occupied by the applicant).
Facilitators / Coaches	Engagement of third-party facilitators, coaches, or contractors.
Activities	Costs to undertake activities and personal development workshops (eg cooking classes, art lessons, fitness sessions, life skills, anger management, substance abuse, respectful relationships, etc.)
Excursions	Costs associated with excursions and offsite courses.
Camp Costs	Cost to attend all-encompassing camp (eg school camp facilities), or individual items such as food, board, activities, camp staff etc.

This list is not exhaustive, please contact the Community Services Division if you are unsure about proposed expenditure associated with your project as ineligible items will not be funded.

What does *not* qualify for funding?

Funding from the Crime Prevention Program will not be provided for the following purposes:

- Projects that conflict with current government policy.
- Capital expenditure for the purchase of assets and equipment such as office equipment, printers, photocopiers, motor vehicles or machinery, electronic devices (computers, laptops, tablets or mobile phones).
- Capital works, including CCTV infrastructure; the construction, renovation or extension of facilities; fixed or permanent equipment; building maintenance or capital improvements.
- Activities that are already established or ongoing projects that require continued funding.
- Any activity or event that does not occur in Western Australia.
- Legal or industrial action.
- Meeting existing debts/financial obligations or retrospective funding.
- Fundraising activities, competitions, incentives.
- Offering prizes, trophies, awards or gifts.
- Gift cards or vouchers
- Promotional products/merchandise excluding educational materials.
- Sporting equipment in excess of 30% of total budget allocated.
- Venue hire for the applicant organisation's own venue.
- To applicants that have not fulfilled previous funding requirements, including acquittal reports and evaluations.
- To projects or applicants previously defunded by state or commonwealth government agencies due to performance and/or integrity issues.
- Supporting the organisation's core business.

Assessment criteria

Assessment criteria will be used to determine a proposal's suitability for funding and relevance to achieving the program objectives. Each submission will be assessed against the following criteria.

Criteria	Projects that demonstrate:
Alignment with Crime Prevention Program objectives	<p>The proposed project:</p> <ul style="list-style-type: none"> • addresses identified community - Police needs through projects that have been trialled and evaluated; and/or • seeks to reduce the risk of crime occurring by intervening to influence their causes; and/or • pilots new evidence-based approaches to addressing crime and community safety issues that focus on prevention or early intervention.
Demonstrated need for the project	<ul style="list-style-type: none"> • The local need and potential impact of the proposed project is clearly identified and evidenced. <ul style="list-style-type: none"> – The project addresses a service gap not currently being addressed. – The project demonstrates a clear benefit to the target group and/or the broader community.
Achievable outcomes	<ul style="list-style-type: none"> • Outcomes are clear, realistic, measurable and will effectively demonstrate the impact of the project.
Shared responsibility and collaboration	<ul style="list-style-type: none"> • Community co-design is inbuilt in the planning, delivery and evaluation of the project. • The application demonstrates that the project has been identified through consultation with the community, Police and stakeholder organisations. • Ongoing support from those receiving the service.
Organisational Capability	<ul style="list-style-type: none"> • Demonstrated experience in engaging the target group. • Demonstrated capacity of the applicant to implement the proposed project including provision of a sound project plan. • Evidence of financial viability has been provided.
Sustainability and best value	<ul style="list-style-type: none"> • Best value includes cost and quality to meet the needs of the community and project participants. • Budget items are substantiated, appropriate and justifiable in relation to the project.

How to apply

Funding is available to service providers either:

- Upon invitation to address a project scope based on community need identified by the WA Police Force and in consultation with local stakeholders; or alternatively
- Via the Emerging Crime Program (ECP) where projects are piloted for up to 12 months. If a project funded through the ECP demonstrates success through addressing the evaluation criteria or is supported through Police data, projects can be progressed through to the CPP for a longer-term contract.

Eligible service providers are invited to submit through an online platform an application addressing the project scope/s.

Along with organisational details such as ABN, Certificate of Incorporation, Financial Statements and copies of the organisations Constitution (if applicable), organisations are requested to provide details on how they plan to deliver the program or project taking into consideration the information provided in the project scope.

All funding opportunities circulated will identify a cut-off date for applications to be received. Late submissions will not be accepted in the case where one or more applications have been received. Community Partnerships and Support Division reserve the right at their discretion to reopen the invitation for application should circumstances require such action.

Submissions are then assessed against eligibility criteria, reviewed by Police District Representatives and presented to the Police Community Services Fund Advisory Panel for review.

General submission information

CPSD team members are available to assist organisations with project planning and development. They can also provide guidance on the submission requirements to assist ensuring all the required information is included.

Applications are submitted online using the SmartyGrants portal. Within the submission form, organisations can upload supporting documentation up to provide tailored and detailed project information.

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

Should an organisation be offered funding, the amount of funding approved may differ from the original amount requested in the submission. In this case funding recipients will be asked to revise their budget and project in line with the funding offered. Equally, organisations have the opportunity to decline the offer of funding.

Assessment process

The assessment of all submissions will be carried out as follows:

- Proposals will first be assessed for eligibility. Proposals deemed ineligible will not be progressed and the applicant will be advised.
- Eligible proposals will be pre-assessed against the program's assessment criteria by the Community Partnerships and Support Division.
- Recommendations will be presented to the Police Community Services Fund Advisory Group for assessment and approval or decline of funding submission. The Committee consists of WA Police Force Commanders from the Metropolitan, Operations Support, Regional WA, State Crime and Office of the Commissioner Portfolios.

A Conflict of Interest Declaration is signed by all committee members to address any conflicts of interest in the funding assessment/recommendation process.

Notification of outcome

All organisations will be notified in writing of the outcome of their submission. Please allow up to four months from the submission of the application for the outcome.

Successful funding submissions

Successful organisations will receive a funding offer detailing the approved amount, any conditions attached to the offer and a service agreement detailing the service specifications including the project deliverables, outcomes and approved budget. To accept this offer completion of the Acceptance of Offer form will need to be submitted via Smartygrants portal.

The Acceptance of Offer form will contain all the necessary instructions to formally accept the offer.

Feedback on unsuccessful submissions

Organisations who were unsuccessful in securing funding can seek feedback on their submission by emailing CommunityPartnershipsSupport@Police.wa.gov.au

Payment of funds

Funding will be paid in accordance with the terms and conditions in the funding agreement. Crime Prevention Program funds may not be used to cover any project expenses incurred before or after the specified term in the funding agreement.

All funding amounts are GST exclusive. If you are registered for GST the funding amount will have GST added to it.

Funding will be released from the Police Community Services Fund at the discretion of the program administrator.

Reporting

All Crime Prevention Program projects will be internally evaluated by the WA Police Force. Evaluating project outcomes will assist in establishing 'best practice' models and maximising the investment of crime prevention funds.

All outcomes (KPIs) will be negotiated prior to the release of funds to a successful applicant.

Progress Reports

Multiyear projects will be required to submit annual progress reports via SmartyGrants prior to subsequent payments being processed.

This report needs to include:

- activities undertaken,
- participant statistics such as age and gender and
- progress against the benefit measures.

As part of the Progress Report a project income and expenditure statement and evidence of expenditure to date must also be provided. Evidence of expenditure should be in the form of tax invoices and/or receipts for purchases of goods and third-party services; and financial reports from the organisation's financial and payroll system for salaries and wages.

Final Evaluation Report and Financial Acquittal Statement

A final report will be required at the completion of the project. The Final Evaluation Report and Financial Acquittal Statement will need to be submitted to the WA Police Force within two

months of completing the project, or as required by the program administrator. The Final Evaluation Report and Financial Acquittal Statement form can be accessed by logging into SmartyGrants within two months of the proposed end date.

Project Evaluation

Assessing project outcomes will assist in ensuring services are delivering the agreed outcomes for participants. Consequently, a project evaluation must be provided through SmartyGrants within two months of project completion (or as otherwise agreed).

This evaluation must report against the project's expected outcomes, using the outcome measures stated in the submission, service specifications and any subsequent correspondence. The evaluation report will assist in assessing the completed project to:

- confirm the project was implemented as per the submission;
- compare the project's expected outcomes to its actual outcomes;
- consider any problems in implementing the project; and
- evaluate the project's overall effectiveness.

Financial Acquittal

Subject to the terms of the funding agreement, successful organisations will be required to submit an acquittal report through SmartyGrants. Project expenditure must be itemised and in line with the funding submission and subsequent correspondence unless the organisation received approval from the Community Services Division to vary the project budget.

The Final Financial Acquittal will need to be completed by an independent auditor which includes an income and expense statement for the full amount of the service agreement audited by:

1. a Registered Company Auditor under the Corporations Act 2001 (Cth); or
2. a member of CPA Australia; or
3. a member of the Institute of Public Accountants in Australia; or
4. a member of the Institute of Chartered Accountants in Australia.

The income and expense statement should be accompanied by an audit opinion. The financial acquittal report should also confirm that the funding has been spent in accordance with the Service Agreement, Service Specifications and Terms and Conditions.

The Financial Acquittal statement must be signed by the Head of Organisation (the person who is responsible for an organisation's compliance and financial management, usually the Chairperson, President, Chief Executive Officer) or a formally delegated officer of the organisation.

Expenditure Categories

The following table outlines the expenditure types and the proof of expenditure that will be required to provide for each category upon acquitting the project.

Category	Proof of Expenditure Required
Salaries	Payslips, timesheets and/or summary directly from payment system.
Administration	No proof of expenditure required, however no more than 15% of total amount funded.
Equipment	Itemised invoices and/or itemised tax receipts.
Catering / Meals / Refreshments	Itemised invoices and/or itemised tax receipts.
Travel / Transportation	Itemised invoices and/or itemised tax receipts and/or vehicle mileage logbook.
Venue Hire	Itemised invoices and/or itemised tax receipts.

Facilitators / Coaches	Itemised invoices and/or itemised tax receipts.
Activities	Itemised invoices and/or itemised tax receipts.
Excursions	Itemised invoices and/or itemised tax receipts.
Camp Costs	Itemised invoices and/or itemised tax receipts.

Variations

It is recognised that unexpected events may affect the progress of projects. In these circumstances, organisations can request a variation to the funding agreement by emailing CommunityPartnershipsSupport@Police.wa.gov.au

Variations can include extensions to the term, amendments to scope, activities or budget.

Organisations should not assume that a variation request will be successful. Requests will be considered based on provisions in the funding agreement and the likely impact on achieving outcomes.

Changes to organisation details

Organisations need to keep CPSD informed of anything that likely to affect the project or the organisation. This includes any key changes to the organisation or its business activities, particularly if they affect the ability to complete the project, carry on business and pay debts due.

Organisations must also inform CPSD of any changes to their:

- Name
- Addresses
- Nominated contact person.