



Australian Government

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# **Torres Strait Regional Authority**

# **Safe Communities Programme**

## **Grant Guidelines**

**SECOND COMMON FUNDING ROUND FOR 2019 (CFR 2019-2)**

## **Part A – Programme Information**

### **Background**

Without people being safe within their homes and communities, it is difficult to implement other initiatives such as economic development, healthy lifestyles and environmental management. Whilst law and order are the primary functions of law enforcement agencies and the delivery of social service programmes reside with other agencies, there is a need for policy influence and monitoring - to develop standards for provision of services and facilities, advocate on behalf of communities and the region, and ensure standards are met. The Torres Strait Regional Authority (TSRA) will undertake such a role, utilising integrated service delivery forums.

The TSRA will also contribute directly to some public and community safety and accessibility outcomes through funding and support to targeted initiatives. Some of these initiatives will involve infrastructure or equipment (including transportation related), others may be focused on awareness raising and capacity building (e.g. in emergency response). The TSRA will also contribute funding to proactive and reactive social service providers implementing critical programmes, which will include support for capacity building and training initiatives. This is one of the key priority areas noted in the [Torres Strait and Northern Peninsula Regional Plan 2009-2029](#) and the [Torres Strait Development Plan 2014-2018](#).

### **Programme Aims**

The TSRA will contribute to the safety of communities by:

- Contributing to the development of standards for the provision of all mainstream social services and facilities including emergency response services, through engagement with responsible agencies.
- Undertaking a policy advocacy, monitoring and support role with respect to mainstream services, advocating and acting as solution broker on behalf of communities and the region, using Integrated Service Delivery forums.
- Providing direct funding and resource support for some social support services, and infrastructure, facilities and equipment, that contribute to improved safety and accessibility of communities and families (the TSRA will not provide mainstream social or community services).

### **Planned benefits**

#### 2014-2018:

- Increased effectiveness of social services support to communities
- Improved capacity of social services providers to respond to community identified needs.
- Increased level of family and individual participation in community events.
- Increased skills development and employment opportunity for community members delivering social support services

#### Future Development Plans

- Increased use of proactive and social support services by five per cent.
- Increased participation in social and cultural activities by community by five per cent.
- Improved access to sea transport and emergency services is report through the Integrated Service Delivery (ISD) evaluations.

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## **Part B – Initiative Information**

### **Who can apply**

Indigenous incorporated organisations or individuals from the Torres Strait Region and Northern Peninsula Area (Bamaga and Seisia communities only) can apply.

Board Members and employees of the Torres Strait Regional Authority are **not** eligible to apply for grant funding either in their own right or on behalf of another person or organisation. Organisations who wish to apply for grant funding, and who have TSRA Members of employees who hold Director positions within their organisation, must ensure that other Directors are used to sign the grant application forms.

### **What activities may be considered for funding**

Activities that directly support the following Safe Communities Projects and Initiatives:

- Torres Strait Islander and Aboriginal women, men and children social development and support programmes; child and family safety programmes
- Safe and accessible community infrastructure; land and sea communications systems; community capacity building
- Participate in interagency and Integrated Service Delivery meetings/forums to discuss issues of community and domestic safety and to contribute to shaping planning and service delivery in the region.

### **What is not funded**

- The Programme does not generally support activities which are the responsibility of other Programmes or that could reasonably be funded by other government departments.
- The Programme will not fund activities which are unable to demonstrate a contribution to the Programme's aims and targeted benefits.

### **Timing for submissions**

Submissions are to be received in line with the due dates specified in the TSRA common funding round notices.

Applicants will be required to complete a grant funding application when applying for funds. A copy of the grant application is available on the TSRA website at [www.tsra.gov.au](http://www.tsra.gov.au) or by contacting the TSRA Office on 1800 079 093.

### **Assessment Criteria and Process**

Applications for initiatives under the Safe Communities Programme will be considered against the assessment criteria below and in comparison to other applications in the round.

- a. A high quality project which benefits the local community and aligns to the aims and objectives of the initiatives under the Safe Communities Programme;
- b. Extent to which the proposal contributes to the short and long term benefits of the Safe Communities Programme;
- c. Ability of the applicant to deliver the proposed project (i.e. track record of organisation and individuals);
- d. Demonstrated need for government funding;
- e. Realistic and sound budget; and
- f. Evidence that an attempt at sourcing funding from other funding bodies relevant to the project has been undertaken.

### **Explanation of the Assessment Criteria**

- a. A high quality project which benefits the local community and aligns to the outcomes and targeted benefits of the initiatives under the Safe Communities Programme.

A range of factors will be taken into account when assessing the quality of a project, including how well it has been thought through, the professional skills that are being brought to it, the opportunities and benefits it provides and the outcomes it will achieve. These aspects will be

seen in applicant's descriptions of their programme of activities and outcomes in the application. Applications should clearly demonstrate how the funding sought will directly contribute to the outcomes of the Safe Communities Programme.

- b.** Extent to which the proposal contributes to the short and long term benefits of the Safe Communities Programme.

Proposed projects should demonstrate that they directly contribute to the relevant short or long term benefits targeted by the Safe Communities Programme.

For most applicants this will mean outlining in detail the outcome or benefit the activity intends to achieve.

- c.** Ability to deliver the proposed project (i.e. track record of organisation and individuals).

The skills and experience of each key participant and the track record of the organisation are important ingredients of a successful project or programme. Applicants should ensure that the CVs of the key participants and a brief explanation of their roles are included in the submission.

- d.** Demonstrated need for government funding

Given the strong demand for support under the Safe Communities Programme, it is important that funding supports projects that will both achieve quality outcomes in line with the aims and objectives of the Programme, and would not be able to happen without government support.

- e.** Realistic and sound budget; and

- f.** Evidence that an attempt at sourcing funding from other funding bodies relevant to the project has been undertaken.

Applicants will need to complete the budget pro-forma which is part of the grant funding application template. It is important to ensure that proposed budgets are accurate, clear, reasonable and readily supported by evidence.

## **Performance Measures, Evaluation**

Performance Measures will be Programme specific and selected from the following:

- All Torres Strait Islander and Aboriginal people employed in the TSRA support social services sector in the region have appropriate accreditation.
- All TSRA funded service delivery organisations in the region provide quality services and operate in accordance with relevant standards.
- Reduction in service referrals, response timeframes and waiting lists for social service providers.
- Increase participation in TSRA supported community events by residents and TSRA funded service organisations.

The TSRA may conduct an evaluation of the project after its completion to measure its contribution to the targeted benefits under the Safe Communities Programme.

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## **Part C – Administrative Information**

### **Late applications**

Late applications will not be considered by the TSRA unless an extension to the submission date was granted. Approval for an extension to the submission date for an application (maximum of 24 hours) must be sought through the TSRA Contracts Officer before the close of applications at 4pm on **Tuesday 8 October 2019**, by phone on 07 4069 0700, or via email [grantapplications@tsra.gov.au](mailto:grantapplications@tsra.gov.au). You should confirm your request for a consideration of a late application in writing.

## **Funding Allocation**

The TSRA may approve less funding than requested in an application, or approve an application in part. If this occurs, the TSRA will work with you to revise your project's objectives, activities and budget.

## **Funding Agreements**

The TSRA will issue the Funding Agreement (FA).

## **Payments**

All funding will be subject to the terms and conditions set out in the FA, particularly conditions relating to the deposit of funds, auditing and unspent programme monies.

All payments will be made in line with the schedule and milestones set out in the FA.

## **Conflict of Interest**

Successful applicants need to undertake their activities in a way that avoids conflicts of interest, whether perceived or actual. This applies particularly to the selection of suppliers to the project, who must be chosen and engaged in an open and competitive process and in a way that maximises value for money.

## **Legal Advice**

Please note that the TSRA does not provide legal advice to applicants. You should seek your own independent professional advice on all financial and legal matters, including compliance with any statutory obligations.

## **Tax and Government funding**

There may be taxation consequences of obtaining funding from the TSRA depending on individual circumstances. Applicants should make their own enquiries about the taxation consequences (including income tax and Goods and Services Tax) of obtaining funding by consulting their financial adviser or the Australian Taxation Office Business Call Centre on 13 28 66.

## **Background Checks**

The TSRA may at any time in the evaluation and selection process, examine the financial records of the applicant and undertake background checks, including criminal records, to determine the good character and business reputation of the applicant and/or funding recipient.

## **Privacy**

The TSRA is accountable to Parliament and to the public in respect of all aspects of its Programmes. Treatment of submissions is subject to special obligations placed on Australian Public Service employees by the *Privacy Act 1988* and the *Public Service Act 1999*, which govern the TSRA's use of the information provided. In this context, the TSRA is generally unable to accept grant submissions on a confidential basis.

## **Decision**

The TSRA will endeavour to consider applications for funding and advise the applicant of the decision within 42 days from the closing date of the funding round or from the receipt of any additional information requested under these Guidelines.

## **Review Procedure**

Applicants have the right to the review and appeal of any decision made. For grant funding, an appeal of decision together with any supporting evidence must be lodged in writing with the TSRA Chief Executive Officer within 60 days of the date on which the applicant was notified of the decision. The appeal must demonstrate that the evidence available to the delegate at the time of making the decision has substantially changed, as demonstrated by evidence that was either:

- Not in existence at the time the application was made; or
- In existence but not discovered until after the application was made.