


<b>TSRA Grant Opportunity Guidelines</b>	
<b>Grant Opportunity:</b>	Safe Communities Open Grant Round 2024-25
<b>Opening date:</b>	09.00 AM AEST on 14 March 2025
<b>Closing date and time:</b>	11.59 PM AEST on 20 April 2025
<b>Entity:</b>	Torres Strait Regional Authority
<b>Enquiries:</b>	If you have any questions, contact Safe Communities Programme – <a href="mailto:hscteambx@tsra.gov.au">hscteambx@tsra.gov.au</a> or phone 4069 0700.
<b>Date guidelines released:</b>	09.00 AM AEST on 14 March 2025
<b>Type of grant opportunity:</b>	<p>Non-competitive (applications considered on individual merit and not compared to each other)</p> <p>Open proposals (range of activities eligible if consistent with the Safe Communities Programme objectives).</p>
<b>Where to apply:</b>	<p>Applications are only accepted through the SmartyGrants online application portal at the link below.</p> <p><a href="https://tsra.smartygrants.com.au/SafeCommunitiesOpenGrantRound24-25">https://tsra.smartygrants.com.au/SafeCommunitiesOpenGrantRound24-25</a></p> <p>You must read and consider all the information in this document before you apply.</p>
<b>About the opportunity:</b>	<p>The Safe Communities Open Grant Round 2024-25 aims to achieve the strategic priorities of the TSRA Torres Strait Development Plan 2023-2028, with goals to:</p> <ul style="list-style-type: none"> <li>• Support and grow social support services and local safe community initiatives.</li> <li>• Advocate for quality support services for families and communities across the region.</li> </ul> <p>This specific grant opportunity aims to achieve this goal [s] by supporting the following outcomes:</p> <ul style="list-style-type: none"> <li>• People feel safe and supported in their home and community.</li> <li>• Young people feel included and connected to community.</li> <li>• Families and communities can access quality, universal and targeted services.</li> </ul>
<b>Grant amount:</b>	<ul style="list-style-type: none"> <li>• The minimum grant amount is \$10,000.</li> <li>• There is no maximum grant amount, but grants cannot exceed the Programme's amount of available funds.</li> </ul>
<b>Grant period:</b>	<ul style="list-style-type: none"> <li>• For activities delivered from 1 July 2025.</li> <li>• Grant reporting for funded activities must be finalised by 30 June 2027.</li> </ul>
<b>Eligibility (General):</b>	We cannot consider your application if any of the following apply:

	<ul style="list-style-type: none"> <li>You and/or your proposed activity do not satisfy all stated requirements for this Grant Opportunity.</li> <li>You and/or your proposed activity do not satisfy all TSRA's General Eligibility requirements (see <i>TSRA General Information About Grant Opportunities</i>).</li> </ul>
<b>Eligibility (Specific for this Grant Opportunity):</b>	To discuss queries related to your grant proposal, please contact the contact officer identified at the top of this form.
<b>Aligned activities (General):</b>	<p>To be successful, your grant activity or projects/services should:</p> <ul style="list-style-type: none"> <li>Align with the Programme Objectives and grant outcomes listed under <i>About The Opportunity</i> above.</li> <li>Benefit Torres Strait Islanders and Aboriginal persons living in the Torres Strait region (including the Northern Peninsula Area communities of Bamaga and Seisia).</li> </ul>
<b>Aligned activities (Specific for this Grant Opportunity):</b>	<p>In addition to Aligned Activities (General) above, for this opportunity, your grant activity or projects/services may include proposals supporting:</p> <ul style="list-style-type: none"> <li>Initiatives targeting safe, healthy and progressive homes and communities</li> <li>Building culturally safe, strong and healthy relationships</li> <li>Mental health and social, emotional and wellbeing education, awareness and information workshops/programs particularly for youth/young people, people with a disability and the LGBTIQ+ community</li> <li>Community based activities and projects designed and led by youth and youth people to strengthen culture, identity and wellbeing.</li> <li>Increased access to quality universal and targeted social services</li> <li>Online education products and services</li> <li>Appropriate research targeting local and regional data gaps, with a view to empowering and building strong and resilient communities</li> <li>Place-based approaches that directly support improving outcomes under the National Agreement on Closing the Gap.</li> </ul>
<b>Ineligible expenditure:</b>	<p>You cannot use the grant for the following expenditure:</p> <ul style="list-style-type: none"> <li>Income generation activities (for-profit activities).</li> <li>Catering costs for events that exceed more than 10% of the total project budget.</li> <li>Purchase of land or payment of land rates.</li> <li>Purchase of vehicles or other substantial assets.</li> <li>The covering of retrospective costs.</li> <li>Costs incurred in the preparation of a grant application or related documentation.</li> <li>Repayment of loans or existing debt.</li> </ul>

	<ul style="list-style-type: none"> <li>• Unreasonable operational expenses including excessive rent, utilities &amp; insurances.</li> <li>• Proposals that duplicate the role of an existing service provider in the same region.</li> <li>• Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.</li> </ul>
<b>Assessment criteria:</b>	<p>You must address all the following assessment criteria in the application.</p> <p><b>Criterion 1 – Alignment with Programme Goals and grant outcomes</b></p> <p>Your activity should align with the Programme Objectives outlined in <i>About the opportunity</i> above.</p> <p>You can demonstrate this through identifying:</p> <ul style="list-style-type: none"> <li>• how the project contributes to supporting safe, accessible and quality social support services in communities.</li> <li>• how you will work in partnership with community organisations, groups and families to achieve successful delivery of safe, accessible and quality social support services in communities.</li> </ul> <p><b>Criterion 2 – Ability to deliver the proposed activity</b></p> <p>You should demonstrate you or your organisation has the required skills and ability to deliver the proposed activity.</p> <p>You can demonstrate this through identifying:</p> <ul style="list-style-type: none"> <li>• demonstrated skills and experience of key participants/stakeholders involved in project delivery,</li> <li>• evidence of capacity to successfully deliver the project, from inception to completion.</li> <li>▪ Evidence of capabilities, skills and/or experience in project or program management (including monitoring outcomes/data and project reporting)</li> </ul> <p><b>Criterion 3 – Value for money</b></p> <p>Your activity should demonstrate value for money.</p> <p>You can demonstrate this through identifying:</p> <ul style="list-style-type: none"> <li>• Demonstrated need for government funding, ensuring existing and available state/federal funding support is identified.</li> <li>• Evidence of “in-kind” resource or financial support secured for your project, particularly if the proposal is to be delivered in partnership with a key stakeholder and/or organisation.</li> <li>• Demonstrating how will you as the applicant contribute to the success of the project.</li> </ul>
<b>What to include:</b>	<p>It is recommended you upload appropriate documentation relevant to your proposal to support your application.</p> <p>Applications for complex, costly, or multi-year activities should provide more detail and supporting documentation.</p>

	<p>As a guide, proposals over \$50,000 should demonstrate evidence of partnership arrangements, including joint funding support/investment by key stakeholders.</p> <p>Applications for smaller, simpler grants may not require additional supporting documentation.</p> <p><b>If you are unsure about what supporting documentation to upload, please contact the officer identified at the start of this form.</b></p> <p>Following submission of your application, the TSRA may decide that further supporting documentation is required. In this case, the TSRA will contact you directly to request the additional documentation. Failure to provide additional requested documentation may result in your application not being assessed.</p> <p>You may upload the following supporting documents to support your application:</p> <ul style="list-style-type: none"> <li>• Detailed project proposal</li> <li>• Supporting evidence for your project – for example: <ul style="list-style-type: none"> <li>○ Copies of qualifications or resumes.</li> </ul> </li> <li>• Support letters - for example: <ul style="list-style-type: none"> <li>○ community members and organisations demonstrating support for your project,</li> <li>○ confirmation from proposed participants that they are willing/able to participate,</li> <li>○ confirmation from your auspice (if applicable) that they are willing/able to auspice the grant.</li> <li>○ confirmation from other contributors that they are willing/able to support the project.</li> </ul> </li> <li>• Detailed budget</li> <li>• Supporting evidence for the budget – for example: <ul style="list-style-type: none"> <li>○ Quotes from service providers</li> <li>○ Valuations of assets</li> </ul> </li> </ul>
<p><b>Before you apply:</b></p>	<p>Before applying, you must read and understand this document, TSRA Grant Opportunity – Guidelines for Safe Communities Open Grant Round 2024/25.</p> <p>To apply you must:</p> <ul style="list-style-type: none"> <li>• Complete the online Safe Communities Open Grant Round 2024-25 application form on SmartyGrants. You will be provided with a link to this online form when you are invited to apply.</li> <li>• Provide all the information requested.</li> <li>• Include all required supporting documents.</li> <li>• Submit your application at the link provided by the closing date and time</li> </ul>
<p><b>Your rights and responsibilities:</b></p>	<p>You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the</p>

	<p><a href="#">Criminal Code 1995</a> and we will investigate any false or misleading information and may exclude your application from further consideration.</p> <p>If you find an error in your application after submitting it, you should contact the contact officer identified at the start of this form. Aside from correcting factual errors, you cannot change your application after the closing date and time.</p> <p>If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.</p> <p>You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within five working days.</p>
<p><b>Further information:</b></p>	<p>See <i>TSRA General Information About Grant Opportunities</i>. This document is part of the terms and conditions of the Grant Opportunity.</p>