



Australian Government

Attorney-General's Department

NATIONAL COMMUNITY CRIME PREVENTION PROGRAMME

National Community Grants Programme
and
Greater Western Sydney Community Grants
Programme

**Information to assist you to manage
a NCCPP grant**

1 INFORMATION TO ASSIST YOU IN MANAGING A NATIONAL COMMUNITY CRIME PREVENTION PROGRAMME GRANT

1.1 Overview

If your organisation is successful in receiving a grant, the following information will help you to manage it.

You should read this information together with the Funding Agreement template provided at the back of this document for your information.

1.2 What happens if we receive an offer of funding?

If your organisation is successful in receiving an offer of a grant, you will receive a letter of offer. The letter may vary the terms of funding which your organisation required in your application (eg the amount of funding, the length of funding or the type of services to be delivered). Before accepting the offer of funding, please consider the terms and conditions of the offer as set out in the letter.

1.3 National Community Grants Programme funding arrangements

Your organisation can only use grant funding to deliver the project for which funding is offered. Funding will be paid to your organisation as specified in the Funding Agreement (timing of payments) and will only be paid if the Department is satisfied with your organisation's performance and the implementation of the Work Programme.

At the end of the grant, if your organisation has any unspent or uncommitted funds, you must return them to the Department. Your organisation cannot commit funding beyond the end of the grant period.

1.4 Goods and Services Tax

If your organisation is registered for GST, the grant payments will include a GST gross-up component.

1.5 Funding Agreement

Your grant is managed through a Funding Agreement, which is a contract between your organisation and the Department, acting on behalf of the Australian Government. The Funding Agreement outlines the terms, conditions and obligations of funding, service delivery, accountability and reporting requirements for both the Department and your organisation.

1.6 Authorised Representative of your organisation

Your organisation will need to nominate at least one person (usually Chairperson or equivalent) who is authorised to sign on behalf of your organisation, or to witness the organisation's seal, according to its constitution. Only the Authorised Representative(s) can sign the Funding Agreement, reports and any variations to the Funding Agreement.

1.7 Managing grants on behalf of another organisation

If your organisation is managing a grant on behalf of another organisation, the Funding Agreement is signed between your organisation and the Department. Your organisation is legally responsible for the management and implementation of the Funding Agreement. The different roles and practical arrangements between your organisation and the managed organisation in implementing the project should be set out in a letter of agreement, which will be included with the Work Plan. If these roles and arrangements change in any way that affects delivery of the project, you must notify the Department and request approval for any changes before they are implemented.

1.8 Continued incorporation, non-profitability and insurance requirements

Your organisation is required to maintain its status as an eligible, incorporated, non-profit organisation. Your organisation is also required to take out the following insurance and must maintain such insurance for the life of the grant:

- public liability insurance (to a minimum of \$10 million);
- workers compensation insurance; and
- professional indemnity insurance (or association's liability insurance that is acceptable to the Department).

Professional indemnity insurance protects organisations providing professional services if they breach their professional duty to a client and, for example, provide incorrect advice on which a client relies and suffers damages as a result.

1.9 What is a Work Plan?

Your grants programme Work Plan provides the details of the services to be delivered by your organisation for the duration of the project. You are required to provide a draft Work Plan with your funding application.

This Work Plan will be incorporated into the Schedule of the Funding Agreement.

1.10 How can a Work Plan be changed during the Funded Term?

If your organisation needs to change its Work Plan during the grant, the Authorised Representative must write to the Department requesting approval for a change. A Departmental officer will discuss the proposed changes with you and if the change is accepted, the organisation's Authorised Representative will be asked to sign a document outlining the amendment.

Changes to the Work Plan must not be made until approval is granted and finalised in writing.

1.11 Standards of behaviour of organisation's staff

The Department expects a certain standard of behaviour and conduct from organisations that are successful in their application for funding. Those involved in managing or delivering services under the project should act honestly, ethically and professionally, avoid activities which might jeopardise the grant, and comply with all relevant Australian laws. If your organisation becomes aware of any person involved in managing or delivering the Department's funded services under the Funding Agreement who does not meet these standards, you are required to notify the Department and remove the person from any role in administering the funding.

1.12 Appropriate salary levels of staff

Your organisation must ensure that all staff are paid at an appropriate salary for their skills and qualifications and in line with relevant legislation.

1.13 Service Standards for the delivery of the National Community Crime Prevention Programme's requirements

As indicated in the assessment criteria in Part 2 of this booklet, your organisation is required to provide services to a high standard, by demonstrating a commitment to the following:

- Information Privacy Principles (see <http://www.privacy.gov.au> or Tel: 1300 363 992);
- Declaration of Conflict of Interest;
- Relevant Occupational Health and Safety legislation; and
- Relevant workplace standards (contact the Office of Workplace Services, Australian Government Department of Employment and Workplace Relations; see <http://www.wagenet.gov.au>, or Wageline National, Tel: 1300 363 264).

1.14 How to manage a Project

Your organisation is expected to employ sound financial management strategies. The Department would prefer funding to be directly credited to your organisation's bank account (ie through electronic banking). If payment is by cheque, it should be immediately deposited into your organisation's appropriate account. Your organisation may like to consider opening a separate bank account for your grant.

Any interest earned on the balance of the bank account must be credited to the account. If your organisation holds the same account for more than one source of funding, you must be able to monitor and report on the grants programme project separately.

Grants programme monies drawn from the account during the funded term are to be used only for fulfilling the approved purposes of the project.

Accounts and records should be kept in a way that enables accurate and timely preparation of the financial statements and the End of Funded Period audited financial statement.

All records relating to the project are to be kept for at least seven years with, if required, assurance of access by the relevant authorised authorities. If electronic records are used, hard copy versions need to be stored for the same period.

1.15 Reporting and accountability requirements

During the life of your grant, you will be required to provide reports to the Department about different aspects of your project. These reports are needed so your organisation's performance and the progress and effectiveness of your project can be monitored. Reporting ensures that both your organisation and the Department will be aware of any issues or difficulties which may affect your organisation's ability to deliver the project. Completing the reports is linked to payments as set out in the contract.

Your organisation is required to submit reports throughout the life of the grant(s) as specified in the contract. Generally speaking this would be:

In each 12 month funding period:

1. Milestone Report,
2. Mid-funded Period Report,
3. Milestone Report, and
4. End of Funded Period/Term Report.

For less than 12 month funding period:

1. Milestone Report,
2. Milestone Report, and
3. End of Funded Period/Term Report

A brief description of each type of report is provided below.

Milestone Report

A Milestone Report provides an overview of the progress of the project and is a performance measure for the implementation and delivery of the project. Each Milestone Report is used as a way of assessing the overall performance of your organisation's delivery of the project. The milestones are selected from the Outputs identified in the Work Plan. Generally, you need to identify some milestones to report against in each funding period. However, the number may vary depending on the complexity of the project.

Mid-Funded Period Report

A Mid-Funded Period Report requires wider, progressive reporting on achievement in delivery of the project. It includes a non-audited financial statement and a project progress summary. The financial statement should demonstrate the funding has been used to deliver the agreed project. Receipts or audited financial statements are not required for a Mid-Funded Period Report, however, the financial statement should clearly demonstrate that the funding has been spent on appropriate items relating the delivery of the approved project. The project summary should be no more than 500-600 words in length and it should not be too detailed. However, it is essential that the report accurately and concisely:

- outlines how the project is progressing; and
- identifies any issues that affect, or that could affect, the timely and satisfactory achievement of the approved project.

End of Funded Period/Term Report

An End of Funded Period/Term Report must be provided at the end of each funding period to demonstrate the satisfactory management and implementation of the project. It includes four parts:

1. an audited financial statement which must be prepared by a certified auditor,
2. a summary of your organisation's performance against each of the performance measures outlined in the Work Plan,
3. a copy of your organisation's annual report, and
4. any additional information or documentation which demonstrates the achievement of the project.

The audited financial statement must be submitted no later than three months after the End of Funded Period/Term report is submitted.

1.16 How to prepare reports

To help your organisation meet the Department's reporting requirements, there are reporting pro formas available which your organisation can use to prepare its reports. A Departmental officer will be able to provide you with reporting pro formas as needed.

1.17 What happens if we can't meet the reporting requirements?

If your organisation cannot meet a reporting requirement, condition or deadline, you must write to the Department before the due date explaining the reason that is preventing, or likely to prevent, your organisation from meeting the requirement. If the Department accepts the reason(s) for the delay, a document varying the Funding Agreement, and outlining the new requirements will be completed. The milestone and/or report is then expected to be achieved by the new due date, to the standards required and to the satisfaction of the Department.

When writing to the Department, the following details should be included:

- the reasons why the milestone and/or report have not been or are unlikely to be achieved;
- how your organisation proposes to deal with the problem which has caused or may cause the delay;
- whether it will be possible to complete the milestone and/or report within a reasonable timeframe and the expected date on which they will be completed; and
- the expected effect the delay may have on the delivery of the project and on other milestone or reporting delivery dates.

Consideration can be given by the Department to genuine circumstances, beyond your organisation's control, which might affect your ability to perform as agreed and which may lead to renegotiation of the Funding Agreement.

Despite this, if your organisation does not provide a Milestone Report and/or Accountability Report to the satisfaction of the Department by the agreed due dates, the Department may withhold, or provide only part of, the next funding payment, until it is satisfied that performance and reporting requirements are satisfactorily met.

1.18 How to avoid and resolve disputes

To avoid or resolve disputes, both parties to the Funding Agreement need to work in a spirit of cooperation. When clarification is needed or a problem arises, both parties should aim to resolve it as quickly as possible. However, if an issue is not resolved within an agreed reasonable period, then a formal dispute process begins and must be formally recognised in writing. Even while a dispute process is occurring, your organisation is obliged to continue to deliver its approved services.

If a resolution which is acceptable to both your organisation and the Department cannot be reached, the Department may require your organisation and/or the managed organisation to undertake remedial action and/or to cooperate with a review or audit.

Where your organisation fails to undertake, to the satisfaction of the Department, the required remedial action within the specified time or where it appears to the Department that the dispute cannot be satisfactorily resolved, the Department can terminate the grant.

Departmental staff are available to provide assistance through the life of your grant to try to avoid disputes occurring.

1.19 Deed of Confidentiality and Privacy Principles

Your organisation may hold personal records about clients and other sensitive or confidential information. It is a condition of funding that your organisation does not disclose or use any personal or confidential information for purposes that are not related to the project, without first obtaining the Department's written approval. In all cases, your organisation must comply with the Information Privacy Principles contained in the *Privacy Act* (1988) (see <http://www.privacy.gov.au> or Tel: 1300 363 992) and the National Privacy Provisions.

Your organisation is also responsible for ensuring, during the project, that all members of the Management Committee, project workers and other associated employees, volunteers or approved sub-contractors understand:

- their responsibilities under the *Privacy Act* (1988) for access of personal information of clients under the Agreement;
- the possible penalties for not complying with the Act; and
- their need to sign and observe the Deed of Confidentiality.

Your organisation is responsible for the maintenance of signed Deeds of Confidentiality by all personnel with access to clients' personal information through the life of the grant:

- to ensure appropriate personnel and office security/handling procedures guarantee privacy for these records during and following the period of funding; and
- in the event of a complaint of breach of Privacy, that the Privacy Complaints Procedures are observed (available on the web site at <http://www.privacy.gov.au>).

1.20 Evaluation

Evaluation involves collecting data to say how effective a process has been and whether your original objectives have been met.

An evaluation process should be built into the proposal to ensure that the project is delivering the results it set out to achieve. It is important to keep this in mind when formulating the objectives and outcomes. Outcomes of the project should be tangible and realistically able to be delivered in the timeframe and budget.

Your evaluation methodology needs to be consistent with the aims and objectives of the project. This will focus the evaluation and identify who are the key persons/groups that need to be included, and the kinds of questions that need to be asked.

If your project is large or complex, you may consider engaging an external organisation to conduct the evaluation. The cost could be addressed within the budget.

The kinds of evaluation measures that can assess the impact of the project include:

- the number of people who have engaged/utilized your project materials;
- key stakeholder feedback on the usefulness of your findings/products; and
- statistics on take-up of your findings/products, numbers of people who have successfully completed your project, the cost and time-efficiency of your project, etc.





Useful evaluation questions to apply are:

- What worked well?
- What did not work well?
- What improvements need to be made in order for the project to be successful in the future?
- How effective was the project overall?

To save time and expense, see if the evaluation can be done as part of other project activities (for example, a questionnaire attached to an information booklet, or a focus group to be run as part of a final project workshop).

For further information, contact:

Community Safety and Justice Branch
Criminal Justice Division
Australian Government Attorney-General's Department
Robert Garran Offices
National Circuit
BARTON ACT 2600

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