



Dedicated to a better Brisbane

Lord Mayor's Safer Suburbs Grants Program Guidelines

The Lord Mayor's Safer Suburbs Grants provides funding to support projects that strengthen security for Council Community Leased Facilities.

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1. Objectives

The Lord Mayor's Safer Suburbs Grants program aims to deliver outcomes in alignment with Brisbane Vision 2031, which plans for the future of the city.

Projects must implement safety and security measures for Council Community Leased Facilities to help deter crime.

Applicants must demonstrate that they have the capacity to maintain completed improvement works.

2. Round dates

Grant round dates are outlined in the below table. Round closing dates and notification timeframes will also be documented in the application form.

Round Opening Date	Round Closing Date	Notification of Outcome	Project Start Date
6 August 2024	16 September 2024	Mid November 2024	25 November 2024

3. Eligible applications

Who can apply?

Applicants must be an incorporated not-for-profit organisation that leases a facility from Brisbane City Council (Council).

The applicant must:

- have met all acquittal conditions of previous Council grants, have no debt to Council and be financially viable
- have public liability insurance cover to a minimum value of \$20 million and have appropriate workplace health and safety policies in accordance with the Funding Agreement
- ensure that Council's annual lessee survey Census has been completed for the site subject to the application.

Ineligible applicants

Ineligible applicants include:

- organisations that are not authorised to undertake works on a Council community-leased facility.

4. What can be funded?

Eligible projects

Examples of eligible projects include:

installation of:

- CCTV cameras (new and upgraded)

- NOTE: Professional advice should be sought when selecting the most suitable CCTV cameras for provision of effective security benefit
- alarm systems
- new locks
- security screens and fencing
- engagement of patrol services
- maintenance to existing security systems
- graffiti prevention, removal and management
- improved external lighting
- community safety signage.

Technical requirement considerations for CCTV cameras include:

- camera locations and lighting (cameras should be located with a view that is not affected by bright lights or physical obstructions, and there should be at least one camera at eye level height to increase the chances of identifying offenders)
- preference for installation of digital CCTV systems
- display resolution of captured footage (minimum 800 x 600 pixels, 1024 x 768 pixels recommended)
- frame rate (at least 25 frames per second)
- compression quality (MPEG-4 H264 encoded CCTV system with a minimum of 52 kilobits per second bandwidth transmission)
- data storage (recordings to be stored for at least 31 days)
- on-going system maintenance.

Ineligible projects

Examples of ineligible projects include:

- projects that do not directly aim to improve crime prevention
- general repair and maintenance work to facilities or grounds
- CCTV installation without required approvals, such as an Application for Works (AFW)
- works undertaken by inappropriately qualified, unregistered and unapproved installers
- commercial or profit-making use of CCTV systems
- recurrent operational, repair and maintenance costs associated with installed systems
- any rebates or reimbursements to existing installed systems
- non-premises based monitoring equipment such as mobile phones
- safety equipment (e.g. personal protective equipment, safety harness, etc.)
- projects that have already commenced or for which the applicant organisation already has expenditure under contract prior to the start date indicated in the round dates published on Council's website
- projects that are considered to be the core responsibility of other levels of government, (e.g. Queensland Government, Queensland Police Service or other State emergency services)
- consumable items and materials, unless they are part of the delivery of a project application (see Glossary for examples)

- general operating expenses and materials such as electricity, insurance, lease or rental payments, telephone, uniforms, sports equipment, etc., that are part of the organisation's ongoing expenses
- medical supplies
- training programs
- grant writing fees
- internal operating costs
- projects that cannot be completed within 12 months of receiving funding
- debt payment
- staff wages.

5. Funding available

Applicants can apply for grant funding up to \$10,000 (GST exclusive). Applications may be part funded.

6. Financial arrangements

Payments

If applicants are successful in obtaining a grant, they must sign the Funding Agreement and return it to Council. This step must be completed before any funding will be provided by Council under these guidelines.

GST

If an organisation or Auspice Organisation (where applicable) is GST registered, 10% GST will be added to the grant as an itemised GST gross-up.

If an organisation or Auspice Organisation (where applicable) is not GST registered, 10% GST will be added to the grant but will not be itemised as GST.

For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 24 78 or via its website.

7. Assessment process

Provided the eligibility criteria for making a grant application under these guidelines are satisfied, the project will be assessed against the following assessment criteria.

Criteria #	Assessment criteria	Percentage
1	How does the project contribute to meeting the objectives of the grant program?	50%
2	Does the organisation have the capacity to undertake the project? What is the level of project readiness?	20%
3	Is the budget realistic and does it demonstrate value for money?	20%

Criteria #	Assessment criteria	Percentage
4	Does the organisation have the capacity to maintain the completed project and has a maintenance plan been provided?	10%

Following the initial assessment by Council officers, recommendations will be provided to the Comparative Assessment Committee for review before presentation to Council's delegate. Council's delegate makes the final decision regarding funding allocation.

Eligible applications are considered on merit against the assessment criteria so not all eligible applications will be awarded funding.

8. Application process

How to apply

All applications are to be submitted via SmartyGrants. This online application system will allow applicants to save, develop and print out applications before they are submitted. Supporting material can be attached to the online application.

A budget table is required to support the application. This is a critical aspect of the submission. Before applying, it is highly recommended applicants review a budget table example to assist with developing a budget. An itemised quote is required for items to be supported by Council funding.

Once an application is submitted through SmartyGrants, applicants will receive an email confirming receipt of the application. The submitted application will be kept confidential and the contents will not be disclosed to any person outside the application and Assessment Process.

The schedule of program dates for notification timeframes can be found on Council's website.

When open for submission, all applications are submitted online.

Apply now

Assessment and outcomes

The applicant will receive a letter advising whether their application was successful or unsuccessful within the timeframe indicated in the round dates table.

The list of successful applicants will be published on Council's website.

Successful applicants

If an applicant is successful in obtaining a grant, they must sign the Funding Agreement and return it to Council. This step must be completed before any funding will be provided to the successful applicant by Council under these guidelines.

Applicants must:

- ensure that the project continues to comply with these guidelines

- deliver the approved project in accordance with the contents of the submitted applications approved by Council for the provision of a grant
- comply with the terms and conditions in the Funding Agreement (including any applicable special conditions)
- fully acquit the grant to Council in accordance with the terms and conditions in the Funding Agreement.

Unsuccessful applicants

Unsuccessful applicants can seek feedback on their application by contacting a Council Grants Officer.

Applicants may wish to consider submitting the application to another grants program. Council now provides access to Funding Finder, a national database of grant and funding opportunities for local businesses, community groups and not-for-profits. This site provides a comprehensive list of grant and funding opportunities available and applicants can register to receive emailed alerts for new grants, save favourites and access tips to help apply for grants.

9. Acquittal

The successful applicant must provide a completed Acquittal Form to Council within 12 months of the Notification Date. This document must detail the outcomes of the project and how the funds were spent. It must demonstrate that funding has been used for the purpose for which it was provided, include a report of financial transactions, and provide evidence that the project achieved its intended objectives.

Successful applicants will receive a link to the Acquittal Form that will be attached to their application in SmartyGrants.

10. Enquiries

All applicants must contact Council and ask to speak with a Council Grant Officer to confirm their eligibility, obtain advice on their proposed project, and complete the AFW Form prior to commencing an application. An approved AFW will need to be attached to the application.

If applicants have a hearing or speech impairment, please contact Council through the National Relay Service (NRS):

- TTY (Type and Listen or Speak and Read) users can phone 133 677 and then ask for 07 3403 8888
- Voice Relay (Speak and Listen) users can phone 1300 555 727 and then ask for 07 3403 8888
- NRS Chat (instant messaging) users can connect to the NRS and then ask for 07 3403 8888.

If applicants require this information in other languages, please phone the Translating and Interpreter Service (TIS National) on 131 450 and ask to be connected to Brisbane City Council on 07 3403 8888.

All enquiry services are free.

11. Glossary

Acquittal Form - This is an online form and is a condition of grant funding. Council requires successful applicants to submit a project acquittal report at the end of the funded project. This report must include a financial report that details project expenditure, and an evaluation report outlining the project's outcomes and how they contributed to the aims and objectives of the grant program.

Application for Works Form (AFW) - This is an online form available on Council's website. Tenants of Council land must complete the AFW on a Community Lease Site online form to request the consent of Council as landlord for any proposed works within the lease area.

Assessment Process - The process where applications are assessed against the assessment criteria under these guidelines and a determination is made for recommendation to Council's delegate.

Council Community Leased Facility - Land and/or facilities that are owned or controlled by Council and that Council has leased to a community organisation for sport, recreation, cultural or other community purposes.

Comparative Assessment Committee - This committee reviews the assessment process of applications under this grant program and funding recommendations for applications under this grant program.

Consumable items and materials - These include items such as stationery, sports equipment, uniforms, food and fuel.

Council Grants Officer - A Council officer responsible for the management of the grant administration process.

Equipment - Equipment purchased for use during the project that can continue to be used after the completion of the project.

Expenditure - Expected eligible costs such as construction costs, professional fees, statutory fees and charges, and materials for projects.

Funding Agreement - The agreement between Council and a successful applicant under this grant program and which contains terms and conditions relating to the grant of funding including any special conditions that may be applicable.

GST - Goods and Services Tax payable pursuant to the GST Laws.

GST Laws - A New Tax System (Goods and Services Tax) Act 1999 (Cth) together with all other laws and regulations which impose or regulate the implementation and operation of the GST.

Materials - Materials which are purchased to be used for the purpose of the project and are intended to be used up by the completion of the project.

Notification Date - The date that Council notifies the applicant in writing of the application outcome.

Not-for-profit organisation - An organisation whose constitution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual or group of individuals.