

Jewish Community Security Infrastructure Program

Program guidelines



Accessibility

If you would like to receive this publication in an alternative format, please email the Multicultural Affairs Programs and Grants Team at <multicultural.infrastructure@dpc.vic.gov.au>

Interpreters

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on 131 450 then ask for 1300 112 755.

Hearing impairments

If you are deaf, hearing-impaired, or speech-impaired, please call the Department of Premier and Cabinet (the department) via the National Relay Service: Teletypewriter (TTY) users call 133 677 then ask for 1300 112 755.

Voice Relay – Speak and listen users call 1300 555 727 then ask for 1300 112 755.

For Multicultural Affairs (MA) and department grant queries, please email the Multicultural Affairs Programs and Grants Team at <multicultural.infrastructure@dpc.vic.gov.au>

Privacy

Your personal information will be dealt with in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973* (Vic).

The department is committed to protecting the privacy of personal information. At the time the department collects personal information about an individual from the individual, the department will advise you about how you can contact the department, the fact that you are able to gain access to the information, the purposes for which the information is collected, and to whom the department usually discloses information of that kind.

Enquiries about access to personal information held by the department should be directed by email to the [Multicultural Affairs Programs and Grants Team](mailto:multicultural.infrastructure@dpc.vic.gov.au) <multicultural.infrastructure@dpc.vic.gov.au>

Disclaimer

This publication is provided for information purposes only. No claim is made as to the accuracy or authenticity of the information contained herein.

Information is provided on the basis that all persons accessing the information undertake responsibility for assessing it for relevance and accuracy.

The department makes no representations, either expressed or implied, as to the suitability of the aid information for a particular purpose, and disclaims all liability for any error, loss or other consequences, which may arise from you relying on any information in this publication.

Acknowledgement

We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Premier and Cabinet, April 2024.



With the exception of any images, photographs or branding (including, but not limited to the Victorian Coat of Arms, the Victorian Government logo or the Department of Premier and Cabinet logo), this work, the Jewish Community Security Infrastructure Program: program guidelines, is licensed under a Creative Commons Attribution 4.0 licence.

The terms and conditions of this licence, including disclaimer of warranties and limitation of liability are available at [Creative Commons Attribution 4.0 International Public License](https://creativecommons.org/licenses/by/4.0/) <<https://creativecommons.org/licenses/by/4.0/>>

You are free to re-use the work under that licence, on the condition that you credit the State of Victoria, Australia (Department of Premier and Cabinet) as the author, indicate if any changes have been made to the work and comply with the other licence terms.

Available at the [Jewish Community Security Infrastructure Program website](https://www.vic.gov.au/jewish-community-security-infrastructure-program): <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>>

Victorian Government values

Multiculturalism in Victoria is more than just diversity of cultures, languages, faiths and traditions. It is providing the systems and supports that make our shared community stronger. It is the knowledge that sharing cultures and understanding our cultural differences is a strength. It also provides a sense of belonging that contributes to the community harmony Victorians are so proud of.

The Victorian Government is committed to:

- protecting the rights of all Victorians to be free from racism, vilification and discrimination of any kind
- building community harmony
- ensuring every Victorian feels safe and can participate in all aspects of Victorian life, irrespective of Aboriginality, gender, sexual orientation, ethnicity, faith, language, culture, migration or visa status, class, ability and age.

The contractual relationship between funded organisations and the Department of Premier and Cabinet reflects this commitment. It sets out the expectation that in the delivery of projects and initiatives funded by the Victorian Government, organisations will promote and uphold the government's stated values of:

- one law for all
- freedom to be yourself
- discrimination is never acceptable
- a fair go for all
- it is up to all of us to contribute to a Victoria we can be proud of.

Message from the Minister for Multicultural Affairs



Having access to safe and secure community infrastructure is critical to ensuring Victoria's multicultural and multifaith communities remain connected and have a strong sense of belonging in Victoria.

The Victorian Government is committed to strengthening multiculturalism in Victoria and ensuring all Victorians have a safe space to celebrate their culture.

Maintaining a fair and inclusive Victoria means investing in facilities for communities to share in their culture and traditions, so I'm pleased to announce the establishment of the Jewish Community Security Infrastructure Program (JCSIP).

This program will support our Jewish community to upgrade the security of facilities that celebrate traditions, honour history and encourage community connection.

Securing these meaningful spaces plays an important part in contributing to the broader safety and wellbeing of all Victorians and in promoting a stronger and more inclusive society. Access to safe and culturally appropriate spaces is important and we recognise the barriers that multicultural and multifaith communities may face when it comes to providing secure spaces to gather and connect.

To ensure funding can support organisations most in need, applications from smaller Jewish community organisations or to support facilities with minimal or outdated existing security infrastructure will be prioritised.

We're proud to deliver this election commitment that will ensure Victoria's Jewish community remains connected, united and safe to participate in all aspects of Victorian life.

A handwritten signature in black ink, appearing to read 'Ingrid Stitt', located below the text of the Minister's message.

Ingrid Stitt MP
Minister for Multicultural Affairs

Contents

Victorian Government values	3
Message from the Minister for Multicultural Affairs	4
Program aim	6
Key terms.....	6
Funding priorities.....	7
Key dates and timelines	7
Information sessions.....	7
Funding available	7
What the grant money can be used for	8
Eligible grant activities – what will be funded.....	8
Possible project examples	9
What the grant money cannot be used for	10
Ineligible grant activities – what will not be funded	10
Organisation and project eligibility	11
Eligibility	11
Who is eligible to apply for a grant?	11
Who is not eligible to apply for a grant	12
Mandatory documents for projects costing \$75,000 or less	13
Mandatory documents for projects costing more than \$75,000.....	14
Additional documents for all projects.....	16
Assessment process overview.....	17
How your application will be scored.....	18
How to apply	20
Applications open on 9 May 2024.....	20
Submitting your application	20
Successful grants	21
Funding agreements	21
Acknowledging the Victorian Government’s support.....	21
Need more information or help?	22
Information sessions.....	22
Contacting the Multicultural Affairs Programs and Grants Team.....	22
Glossary	23

Program aim

The aim of the Jewish Community Security Infrastructure Program (JCSIP) is to improve safety for Victorian Jewish community members by supporting the community to secure or upgrade the security of their community facilities.

JCSIP will offer funding of up to \$200,000 per project to support the purchase, installation or upgrade of physical security infrastructure for Victoria’s Jewish community organisation facilities.

Improving the physical security measures at these community facilities will help provide community members with safer places in which to celebrate and share their history and traditions, access social and cultural opportunities, build connections and thrive.

Key terms

A **Jewish community organisation** is defined as an organisation owned and managed by the Jewish community which services Jewish community member needs, customs and traditions. The organisation will exist to support people from the Jewish cultural and faith groups.

Jewish community facilities eligible to apply include synagogues, Chabad houses, community centres and halls and hubs, youth centres and camp facilities, sports facilities, museums, theatres and galleries. School and health facilities are not eligible.

Security infrastructure eligible for funding support is defined as physical infrastructure which is intended to deter and/or reduce the risk of crime and violence against both the building and its immediate surrounds and the community members using the building and its immediate surrounds.



Funding priorities

The JCSIP grant program is an open and competitive program assessed on eligibility and merit. The Department of Premier and Cabinet (the Department) is delivering the program.

The program will prioritise providing funding support to smaller Jewish community groups and organisations which are operating with less secure facilities for the community.

Larger organisations and those seeking to upgrade significantly dated security infrastructure are not excluded and remain welcome to apply.

The program will prioritise applications when the proposed project specifically benefits:

- **smaller organisations and their facilities** such as community halls, centres and hubs.
- **facilities which currently have no, outdated or very little security infrastructure** in place.

Project locations must be in Victoria.

The JCSIP grant program is an open and competitive program assessed on eligibility and merit. The Department of Premier and Cabinet (the department) is delivering the program.

Not all applications will be successful. Only the most competitive will be offered funding. Some successful applications may only be offered part of the funding amount requested.

Applicants can strengthen their applications by responding carefully to all questions in the application form and providing strong evidence of both the need for their project and the project's expected impact. High scoring applications are likely to:

- Answer all questions, providing data to strengthen the response.
- Provide all the mandatory documents and the additional documents (only applications providing all the mandatory documents will be assessed).

- Ensure the required Project Plan document clearly describes the activities for which funding is sought, confirms the selected contractor/s and timelines to do the work and that the Project Plan information matches all the attached mandatory quotes.
- If available, provide a current or recent Threat Assessment for the project facility.
- Show strong, regular usage of the project facility by community members and groups (using the mandatory Timetable of Facility Use document).

Key dates and timelines

Applications open Thursday 9 May 2024.

- **Submit your application** between Thursday 9 May 2024 and Thursday 18 July 2024.
- **Applications close** at 3.00pm on Thursday 18 July 2024.
- Projects receiving a grant of \$75,000 or less must complete in under 6 months.
- Projects receiving a grant of over \$75,000 must complete in under 9 months.

Information sessions

To support organisations to prepare their applications, the department will hold an online information session.

All details, including the date and time, will be available at the [JCSIP webpage](https://www.vic.gov.au/jewish-community-security-infrastructure-program) at <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>>.

Funding available

- Maximum funding of up to \$200,000 is available for each project.
- Only one application per organisation.
- A maximum of \$20,000 of grant funding can be requested for security 'service' activities such as security risk assessments, security related design or planning for facilities.
- No matched funding is required.

What the grant money can be used for

Eligible grant activities – what will be funded

- **construction, trades and works to introduce new or upgrade existing physical security infrastructure** at a Jewish community facility
- **pre-installation ‘security service’ activities (up to \$20,000 maximum)** such as:
 - safety and risk assessments
 - design, architectural or planning-related works specifically related to security (excluding planning permit or building permit application fees or tribunal costs)
- **works on an existing Jewish community facility** including:
 - **physical security infrastructure upgrades** – this might include, for example:
 - fencing and gates
 - access control locks, door and window upgrades,
 - lighting and other indoor and outdoor security improvements
- **renovations and new installations** – this might include, for example:
 - physical alterations or internal remodelling to improve safety and security.
 - traffic barriers and bollards
 - blast walls.
- **installation of new security systems** including emergency communication systems, camera systems / CCTV, intrusion detection, sensor and perimeter alarm systems.
- contractors and suppliers should be based in Victoria.
- project management costs paid to a professional contractor (using up to 10 per cent of the total grant amount requested)
 - these require a quote from a professional contractor and cannot be from a volunteer, staff member or office bearer of the applicant organisation.

Organisations can apply for funding for both *security service activities* and *physical security infrastructure* activity types. If the funding request includes both activity types, the *security service activities* must be different to the *physical security infrastructure activities* to be undertaken. For example, the service activities must relate to a different area of the same facility, an entirely different location or a future stage of intended works for which design or planning activities are required.

All grant funded activities need to clearly confirm the selected contractor in the project plan and attach the quotes from those selected contractors.

Any fixed assets such as security cameras to be purchased and installed with the grant funding must also be clearly listed in the application form and project plan and are subject to the department’s approval. It is important to note that:

- Assets must be entirely related to the security of the facility.
- Acceptable assets are fixed, non-transferable and part of the fabric of the project.

Possible project examples

You can also 'test' possible projects by emailing a short description to multicultural.infrastructure@dpc.vic.gov.au

Project Example 1: Security Upgrades to the Youth Centre

- ✓ Grant Amount Requested: \$100,000
- ✓ Total Project Cost: \$125,000
- ✓ Gap funding: \$25,000

(The applicant organisation has opted to contribute towards project costs – this improves the 'value for money' assessment score.)

- **Rationale:** The youth centre regularly hosts 90 attendees across the week, the weekend and Wednesday and Thursday nights. Access to the youth centre is via a dark laneway, the entrance area is not well lit, and the existing fencing can be stepped over. A threat assessment has been conducted and indicates a low-moderate risk level.
- **Activities to be funded by the grant:** Purchase and installation of new gate and fencing, security cameras, doors with electronic locks, and entrance laneway lighting and other external lighting.
- Three contractors will undertake the works and so three quotes will be provided with the application totalling \$125,000 excluding GST.
- The gate and fencing contractor – the largest single quote cost – will provide an email stating that no planning approval or building permit is required to undertake the gate and fencing works.
- The new gate and fencing works will be scheduled first over three weeks in September, followed by the doors and cameras over one week in October and finally the lighting over two weeks in October.
- **Project Outcome:** The youth centre now feels more secure – particularly for night-time access and events. As a result, a new group meeting for younger girls has been started and the group has 8 new female members.

Project Example 2: Protective Actions for the front of the Community Hall

- ✓ Grant Amount Requested: \$57,000
- ✓ Total Project Cost: \$57,000
- ✓ Gap funding: \$0

- **Rationale:** The Community Hall is located on a busy street, setback from the pavement by 8 metres. A large window facing the street was damaged and needed replacing in both 2019 and 2022 by an object thrown from a passing car and a threat assessment has indicated that it would be possible for a vehicle to ram the building. The threat assessment indicates a moderate-high risk level.
- **Activities to be funded by the grant:** Purchase and installation of a higher standard toughened glass, security window to replace the existing large street-facing window and purchase and installation of four bollards to physically separate the driveway from the open area in front of the hall.
- Two contractors will undertake the works and so two quotes will be provided with the application totalling \$57,000 excluding GST.
- The bollards require planning approval from council and the planning approval (both the planning permit and the endorsed plans) is attached to the application.
- The bollards work is scheduled first in September, followed by the window replacement in October.
- **Project Outcome:** The community hall now has a low threat assessment rating.

What the grant money cannot be used for

Ineligible grant activities – what **will not** be funded

- projects that do not align with the aim of the JCSIP
- the purchase/funding of:
 - cyber security services
 - security guard or similar services
 - ongoing subscriptions for security related services (software licences, monitoring services etc)
 - land, property and/or buildings
 - unfixed, mobile or transferable assets (such as desks, laptops, phones)
- contingency costs for the project
- planning permit and building permit application fees or tribunal costs
- projects that have previously received funding from Multicultural Affairs or the department or the Commonwealth Government's Securing Faith Based Places program; for example, if your organisation received funding within the last five years to buy and install a gate, you cannot apply for more funds to replace the gate
- decorative or ornamental projects
- projects for infrastructure, facilities or land that is privately owned and not accessible by community members (community infrastructure facilities must have public access – accommodation, for example, is not considered public access)
- activities at education (pre-school / school), or health (including aged care) facilities
- projects that are the responsibility of another ministerial portfolio
- recurrent or ongoing costs of an existing organisation (such as rent and utilities)
- staff salaries
- maintenance (such as cleaning and gardening) or administration costs
- funding that could have a negative impact on existing businesses and services
- inappropriate use of funds not matching the JCSIP aim or Victorian values.

If you're not sure whether your project costs or activities are eligible, please email the [Multicultural Affairs Programs and Grants Team <multicultural.infrastructure@dpc.vic.gov.au>](mailto:multicultural.infrastructure@dpc.vic.gov.au) **before starting your application.**

Organisation and project eligibility

Eligibility

Only eligible applications will be considered for funding under this program.

The following eligibility requirements apply to all applicant organisations and projects.

Applications are limited to one application per organisation.

To be eligible for the program, your application must:

- meet the organisation eligibility criteria
- have no outstanding reports for projects funded by Multicultural Affairs
- include only eligible grant activities that align with the JCSIP aim (See Pages 6 and 8)
- not be the responsibility of another ministerial portfolio
- submit all mandatory documents (See Pages 13 and 14).

Only eligible applications will move to the merit assessment stage.

Organisations which have been offered or have received funding through the Commonwealth Government's Securing Faith-Based Places program may apply to JCSIP but only for different project activities.

Who is eligible to apply for a grant?

Organisation eligibility

- Your organisation **must be an incorporated legal** entity registered under the *Corporations Act 2001 (Cth)* or the *Associations Incorporation Reform Act 2012 (Vic)* or incorporated through an *Act of Parliament* and
- Your organisation **must have a current Australian Business Number (ABN)** matching the applicant organisation's name and
- Your organisation **must be a not-for-profit Jewish Community Organisation** which you must confirm by showing that your organisation is either:
 - registered with the Australian Charities and Not-for-profits Commission or
 - registered with Consumer Affairs Victoria as an incorporated association or
 - a social enterprise with a clearly stated purpose or mission related to supporting Jewish communities in Victoria (Social enterprises must attach their constitution, rules or governance documents with their application).
- Your organisation must have no outstanding project reports from previous Multicultural Affairs portfolio grants.

Who is not eligible to apply for a grant?

Organisations that are not eligible for JCSIP program funding include:

- unincorporated legal entities
- individuals and sole traders
- organisations that:
 - are commercial or set up to make a profit (except social enterprises)
 - have not complied with the terms and conditions of previous Multicultural Affairs grants
 - cannot show their ability to meet their project's ongoing maintenance and running costs
- groups whose projects sit in another ministerial portfolio (such as health, education or sport and recreation)
- public companies limited by shares (unless a foundational document can prove not-for-profit status)
- commercial enterprises
- local governments (councils) including council-managed, operated, administered and regulated trusts
- TAFE institutes and universities
- registered pre-, primary and secondary schools, health care facilities.

To check if your organisation is:

- an Incorporated Association, go to [Consumer Affairs Victoria <consumer.vic.gov.au>](http://consumer.vic.gov.au)
- a Company Limited by Guarantee, go to [ASIC Connect <connectonline.asic.gov.au/>](http://connectonline.asic.gov.au/)
- registered with the Australian Charities and Not-for-profits Commission (ACNC), go to the [ACNC website <acnc.gov.au/charity>](http://acnc.gov.au/charity)
- a registered business, go to [ABN Lookup <abr.business.gov.au/>](http://abr.business.gov.au/).

To check if your organisation is up to date with grant reporting requirements:

- email the [Multicultural Affairs Programs and Grants Team <multicultural.infrastructure@dpc.vic.gov.au>](mailto:multicultural.infrastructure@dpc.vic.gov.au).

Mandatory documents for projects costing \$75,000 or less

The following documents are mandatory for applications with a requested grant amount and total project cost of \$75,000 (excluding GST) **or less**. They must be included for your application to be eligible.

Mandatory document	Requirements
Project plan	<p>You must use the Jewish Community Security Infrastructure Program’s project plan template <https://www.vic.gov.au/jewish-community-security-infrastructure-program></p> <p>The detailed project plan must include all the items to be purchased and all activities to be completed with the grant funds.</p> <p>All selected contractors must be confirmed and listed when you apply with their quotes attached.</p> <p>If you intend to contract a professional project manager, this should be included in the project plan and the quote attached.</p> <p>Applicants must clearly identify how the grant funding and your additional funding contribution (if applicable) will be applied against each contractor.</p>
Quotes	<p>Quote(s) from your Selected Contractor(s) must be supplied for all project activities – matching the Project plan.</p> <p>Quotes must be no older than 60 days before the date of application and should be current at the date of application.</p> <p>All project costs and quotes must exclude GST.</p> <p>If quotes or costs do not clearly exclude GST, the department will assume these are GST inclusive, and will reduce your request by 10 per cent.</p>
Timetable of activities, meetings and events	<p>Include a timetable of community activities, meetings and events held at the project location for the two weeks before the date the JCSIP program applications close.</p> <p>You must use the Jewish Community Security Infrastructure Program’s timetable of use template <https://www.vic.gov.au/jewish-community-security-infrastructure-program> for this.</p>
Land title or Lease agreement (and permission)	<p>Include a copy of the current land title or signed lease agreement.</p> <p>If the property is leased, include written permission from the property owner or landlord consenting to the work.</p>
Financial statement	<p>Include your organisation’s financial statement for 2022–23. (You should have already provided these to Consumer Affairs Victoria [through myCAV] or to the Australian Charities and Not-for-profits Commission.) If your financial statements are in another format, check with the department first.</p>
Public liability insurance	<p>Include evidence of your public liability insurance.</p> <p>A certificate of currency for public liability insurance with a minimum cover of \$10 million for any one incident is required.</p>

Note: You may still be asked to provide a Planning Approval waiver from your contractor as part of the assessment process.

Mandatory documents for projects costing **more than \$75,000**

The following documents are mandatory for applications with a requested grant amount or a total project cost **more than \$75,000** (excluding GST). They must be included for your application to be eligible.

Mandatory document	Requirements
<p>Planning Approval 'waiver'</p>	<p>All organisations must provide:</p> <ul style="list-style-type: none"> • appropriate 'waiver' evidence from your local council, surveyor or lead contractor (such as an email or letter from the planning department, your surveyor or your lead contractor) that no Planning Approval or Heritage related approval is required for your project <p>or</p> <ul style="list-style-type: none"> • A copy of the Planning Permit and Endorsed Plans if they are required for your project. <p>Note that any projects requiring Planning Approval which have not yet received the Planning Approval are not eligible to apply.</p> <p>Note that any Projects which provide their Planning Approvals may be asked to provide a Building Permit before receiving funds.</p>
<p>Project plan</p>	<p>You must use the Jewish Community Security Infrastructure Program's project plan template <https://www.vic.gov.au/jewish-community-security-infrastructure-program></p> <p>The detailed project plan must include all the items to be purchased and all activities to be completed with the grant funds.</p> <p>All selected contractors must be confirmed and listed when you apply with their quotes attached.</p> <p>If you intend to contract a professional project manager, this should be included in the project plan and the quote attached.</p> <p>Applicants must clearly identify how the grant funding and your additional funding contribution (if applicable) will be applied against each contractor.</p>
<p>Quotes</p>	<p>Quote(s) from your Selected Contractor(s) must be supplied for all project activities – matching the Project plan.</p> <p>Note: For any individual project components over \$100,000 you need to provide / attach at least two separate contractor quotes.</p> <p>Quotes must be no older than 60 days before the date of application and should be current at the date of application.</p> <p>All project costs and quotes must exclude GST.</p> <p>If quotes or costs do not clearly exclude GST, the department will assume these are GST inclusive, and will reduce your request by 10 per cent.</p>

Mandatory document	Requirements
Timetable of activities, meetings and events	<p>Include a timetable of community activities, meetings and events held at the project location for the two weeks before the date the JCSIP program applications close.</p> <p>You must use the Jewish Community Security Infrastructure Program’s timetable of use template <https://www.vic.gov.au/jewish-community-security-infrastructure-program> for this.</p>
Risk plan	<p>You must use the Jewish Community Security Infrastructure Program’s risk plan template <https://www.vic.gov.au/jewish-community-security-infrastructure-program> for this.</p> <p>The detailed risk plan must outline project risks and strategies for managing these risks.</p>
Land title or Lease agreement (and permission)	<p>Include a copy of the current land title or signed lease agreement.</p> <p>If the property is leased, include written permission from the property owner or landlord consenting to the work.</p>
Evidence of additional funding (if applicable)	<p>Acceptable evidence of your additional funding to meet the balance of any difference between the requested grant amount and the total project cost includes:</p> <ul style="list-style-type: none"> • your organisation’s current bank statement at date of application showing a balance that at least meets the funding gap (account must be in the name of the applicant organisation) <p>Note: Statutory declarations are not an acceptable form of additional funding evidence.</p>
Financial statements	<p>Include your organisation’s financial statement for 2022–23. (You should have already provided these to Consumer Affairs Victoria [through myCAV] or to the Australian Charities and Not-for-profits Commission.) If your financial statements are in another format, check with the department first.</p>
Public liability insurance	<p>Include evidence of your public liability insurance.</p> <p>A certificate of currency for public liability insurance with a minimum cover of \$10 million for any one incident is required.</p>

Additional documents for all projects

The following documents are not mandatory but providing them will strengthen the application.

Additional document	Requirements
Threat Assessment and/or Police Incident Reports	<p>If available, please attach any Threat Assessment document or Police Incident Report relating to the project facility.</p> <p>Relevant Insurance Claim records may also be attached.</p> <p>These documents help to validate the 'need' for the project and <i>additional assessment scoring points will be allocated to applications providing these relevant documents.</i></p>
Photographs	<p>To help assessors understand the project site and 'need', please include photographs of the existing site that your application relates to (for example, the unfenced area you want to fence or the existing fence you want to upgrade, the condition of existing door locks etc).</p> <p>Include no more than four photos, all pasted into one Word or pdf document, providing a description of each photo.</p>
Project drawings / Schematics	<p>To help assessors understand the layout of the project site and the activities being undertaken, simple drawings, diagrams or, if available, professional drawings or schematics can be helpful.</p>
Other optional documents	<p>You may submit other documents to support your application such as a Letter of Support from other organisations using the facility or other supporting local organisations.</p>

Assessment process overview

Stage 1. Eligibility assessment – the department reviews all applications and attached documents to decide on eligibility.

Stage 2. Merit-based assessment – the department assesses eligible applications against the assessment criteria, based on responses provided in the application form and the attached documents.

Stage 3. Assessment panel – a panel reviews the department's application recommendations. The panel includes representatives from the Multicultural Affairs portfolio, the Victorian Multicultural Commission and subject matter experts from across the Victorian Public Service.

Stage 4. Ministerial approval – the Minister for Multicultural Affairs makes the final decision based on the recommendations following the assessment panel.

Stage 5. Application outcome – the department notifies all organisations in writing, whether their grant application is successful or not.

All decisions by the department or the Minister for Multicultural Affairs are final. This includes decisions on any aspect of the funding application, eligibility and assessment process and:

- any decision to offer or award a grant under this program
- any decision to withdraw the offer or cancel the grant funding agreement.



How your application will be scored

The assessment criteria and weightings are explained in the table below.

Merit-based assessment

Assessment criteria	Criteria measures	Weighting
Project scope, need and alignment with the aim of the 2023–24 JCSIP program	<p>The application and project plan should clearly describe the project.</p> <p>It should validate the community ‘need’ for the project by explaining and providing information on:</p> <ul style="list-style-type: none">• the typical usage levels for the facility being upgraded and any use by other organisations• the facility’s security related need, problem or issue (attaching any available threat assessment or supporting information such as police incident reports). <p>The application must show strong alignment to the program objective and the extent to which the project will:</p> <ul style="list-style-type: none">• improve safety for Victorian Jewish community members and address the risk of crime and violence towards the community by securing their community facilities.	30%
Meets priority	<p>The program’s funding priorities and assessment process will prioritise applications when the proposed project specifically benefits:</p> <ul style="list-style-type: none">• smaller facilities with high levels of Jewish community and public access, use and openness such as community halls, centres and hubs• facilities which currently have no or very little security infrastructure in place	20%

Assessment criteria	Criteria measures	Weighting
Value for public money	<p>Value for money is assessed against the project budget and long-term benefit to the community and project sustainability.</p> <p>The application must attach all quotes for all project activities.</p> <p>The JCSIP grant program is competitive. The funding request should match the scale of the project in terms of benefits and outcomes for the community.</p> <p>The department will consider a range of factors here including:</p> <ul style="list-style-type: none"> • previous funding provided to applicant organisations • part or additional funding towards the Total Project Costs by the applicant organisation • the relative financial stability of the applicant organisation through its financial statement. 	20%
Project feasibility, readiness and organisational capability	<p>The application shows that the project is well planned and can be delivered in a reasonable timeframe.</p> <p>The application includes a detailed project plan that confirms:</p> <ul style="list-style-type: none"> • key activities and milestones • the selected contractors that will do the work • a breakdown of how the funding will be spent • a list of any assets to be bought with the funding. <p>The application shows the capability of the organisation to deliver the project by outlining:</p> <ul style="list-style-type: none"> • relevant project management experience or evidence of the organisation's plans to source expertise to deliver the project • evidence of financial viability, including ability to meet any funding gap to the Total Project Cost (bank statements and financial statements) • any relevant experience and evidence of managing government grant funding. 	30%

How to apply

Applications open on 9 May 2024

Submit your application by completing the online application form <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>>.

Applications are limited to one application per organisation.

Read these program guidelines carefully and:

- make sure your organisation and project meet the eligibility criteria before you start an application
- attend the information session (refer to the Jewish Community Security Infrastructure Program website <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>> for details)
- if you have any questions about your project or the application process, email the Multicultural Affairs Programs and Grants Team <multicultural.infrastructure@dpc.vic.gov.au> or phone 1300 112 755.

Submitting your application

Complete the online application form on the Jewish Community Security Infrastructure Program website <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>>. You must answer all the questions. Incomplete applications will not be eligible.

Submit all the mandatory documents. If you do not include all the mandatory documents, your application will be ineligible and will not be assessed.

Applications close at 3.00pm on 18 July 2024.

The Grants Portal, where applications are made, closes electronically at 3pm and so all applications must be completed with all attachments already uploaded before 3pm.

Late applications cannot be accepted.

You will be notified of the outcome of your application once all applications have been assessed. This is scheduled for September 2024 but subject to change.

Successful grants

If your application is successful, project details (project name, description and successful grant amount) will be published on the [Jewish Community Security Infrastructure Program website](https://www.vic.gov.au/jewish-community-security-infrastructure-program) <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>>.

Funding agreements

If successful, you must enter a Victorian Common Funding Agreement (VCFA) with the department within a specified timeframe. If a funding offer is not accepted during this period, it may be withdrawn. The VCFA outlines:

- the grant's terms and conditions, including use of funds
- key milestones, deliverables and due dates
- that all funded activities must be completed by or earlier than the date specified in the VCFA
- reporting requirements – organisations will need to submit all grant reports (progress and final reports), including photographs and a financial acquittal, with final invoices and evidence that these invoices have been paid. Department staff may also visit the sites of funded projects.

Funding conditions

Successful organisations will be paid based on completing project milestones and deliverables, as outlined in the VCFA. Payments will not be approved and processed until all requirements are completed to the department's satisfaction.

A note about GST

If your organisation is registered for GST, you will be paid GST on top of the amount awarded.

If your organisation is not registered for GST, you will receive just the grant amount awarded. GST will not be added on top.

Acknowledging the Victorian Government's support

Successful organisations need to acknowledge the Victorian Government's support of your project. Promotional guidelines form part of the VCFA. They include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related:

- publications
- media releases
- social media
- promotional material.

Need more information or help?

Information sessions

To support organisations with the application process there will be an information session delivered as a webinar.

Webinar details, including date and time, are available on the [Jewish Community Security Infrastructure Program website](https://www.vic.gov.au/jewish-community-security-infrastructure-program) <<https://www.vic.gov.au/jewish-community-security-infrastructure-program>>.

Contacting the Multicultural Affairs Programs and Grants Team

For more information, questions on your application, or to check if you have any outstanding reports, email the [Multicultural Affairs Programs and Grants Team](mailto:multicultural.infrastructure@dpc.vic.gov.au) <multicultural.infrastructure@dpc.vic.gov.au> or phone 1300 112 755 during business hours.

Glossary

Term	Definition / Guidance
Jewish Community Facility (or building)	<p>A building / facility run by a Jewish community organisation where members of the community may gather for group activities, education sessions, social support, and other purposes. The locations may or may not be open to broader groups of people.</p> <p>Jewish community facilities eligible to apply include synagogues, Chabad houses, community centres and halls and hubs, youth centres and camp facilities, sports facilities, museums, theatres and galleries.</p>
Grant Amount Requested	<p>This is only the funding \$ that you are applying for and that JCSIP may provide.</p>
Jewish community organisation	<p>An organisation that is owned and managed by a Jewish faith, or language or cultural community which services Jewish community member needs, customs and traditions. The organisation will exist to support people from Jewish cultural, language and faith groups.</p>
Need	<p>Clearly explaining your ‘need’ or problem provides the assessor with the rationale for funding.</p> <p>Your explanation should be objective and supported by data and/or other relevant resources that help to substantiate the need to fund the solution to your organisation’s concern.</p> <p>Remember that assessors are reviewing competitive applications which are all from Jewish community organisations so take the opportunity in the application form to explain why your facility is different and make the case for your organisation’s relative need for funding.</p>
Planning Approval	<p>This means both the Planning Permit and the Endorsed Plans. A Planning Permit alone is not a full Planning Approval.</p>
Security Infrastructure	<p>Physical infrastructure which is intended to reduce the risk of crime and violence against both the building and its immediate surrounds and the community members using the building and its immediate surrounds.</p>
Security Services	<p>Activities related to security infrastructure but undertaken by services contractors such as security related design or planning or security threat assessments which relate to a specific building and its immediate surrounds.</p>
Social enterprise	<p>An organisation:</p> <ul style="list-style-type: none"> • being led by an economic, social, cultural or environmental mission that is consistent with a public or community benefit. • deriving most of its income from trade. • reinvesting most of its profit or surplus in fulfilling its mission (at least 50 per cent).

Term	Definition / Guidance
Threat Assessment	<p>A threat assessment is a physical security evaluation usually carried out by a security expert. It is an inspection of your facility / building to identify weaknesses and vulnerabilities in its physical security.</p> <p>Threat assessments also involve discussing perceived/actual threats to you and your property to determine what you need to protect against. Examples of physical threats to buildings and their occupants include forced entry, burglary, vandalism, rioting and looting, threatening or abusive individuals, individuals with weapons.</p> <p>A threat assessment will likely also point out what needs to be protected from these specific threats. This may include people, artefacts, equipment, documents and anything else inside your building that could be put at risk by security threats.</p>
Total Project Cost	<p>Declaring the Total Project Cost is important as the department must be able to understand if the security related project to be funded by JCSIP is only part of a bigger project for which your organisation must be able to show it has the required funds.</p> <p>For example, are the secure doors and windows in the JCSIP security project only part of a much bigger building extension project.</p> <p>Total Project Cost = both the Grant Amount Requested to pay only for the windows and doors + All Other Project Contractors Costs to build and fit-out the complete extension.</p>

