Secure Communities Partnership Program – Local Council Small Business grant

Project proposal guidance

The document applies to the Secure Communities Partnership Program – Local Council Small Business grant (SCPPLC) Round 1

It provides guidance on the application by councils and is to be read in conjunction with the Program Guidelines.

Councils are responsible for the preparation of any application including submission of necessary attachment during the application period.

Applications must be submitted via Department of Local Government, Water and Volunteers' eGrant portal https://egrants.powerappsportals.com/.

Key dates

26 May 2025	eGrant portal opens for application
11 July 2025	eGrant portal closes for applications
30 June 2026	Project completion
30 September 2026	Project acquittal

Project titles and descriptions

- Applicants must provide project titles and descriptions that are well formed. Refer to Appendix 1 of the Program Guidelines for further information on preferred project titles and project descriptions.

- The department reserves the right to return project proposals for amendment should the project title, description or supporting information be inadequate.

- Projects proposals must contain all necessary information as outlined within the program guidelines including supporting information as necessary.

Project costs

In the Project Costs breakdown descriptions, please include:

- The location of the business – either Queensland (Qld), Australia (AUS) or International (INT)
- Detail about whether the supplier is a small business or local small business. You can use the signifier "SB" or "LSB" for this purpose. Please note small businesses are defined as businesses with 19 employees or less and with an annual turnover of $10 million or less.
- Supplier name
- A short, clear description of the cost
- Clearly identify what eligible project cost or ineligible project cost a project cost is for.
- For example:
  - Qld SB – Cameras R Us - CCTV cameras x 10 (capital)
  - AUS SB – Camera Installation International - Installation of CCTV cameras (construction)

o INT - Video Storage Solutions - CCTV camera storage subscription (operational)

Evidence documents

Please ensure that the following evidence documents are attached via the Documents tab in the application form:

- Evidence of land tenure / Native Title and/or Cultural Heritage approvals (if applicable)
- Statement from the council's Chief Executive Officer that whole-of-life costs have been identified and are affordable.
- Endorsement with the local Officer in Charge from Queensland Police Service (QPS) for local crime issues and support of the positive impact of the proposed location/s. Appendix 2 of the Program Guidelines provides further information on how to identify:
  o project locations through the QPS Online Crime Map
  o applicable filters for crime type and category
- Written agreement and support for ongoing management from the landowner (if proposed location/s are not on land owned or controlled by council)

Council may also wish to include the following evidence to support their application:

- Link to improve business precincts
- Capacity to deter localised crime surrounding locations with high density small business
- Condition assessment / project scoping and/or community survey documents to support the project need
- Letters of support from small business groups, chambers of commerce, local community groups, economic/regional development authorities
- Recent media articles, and/or photographs of details of criminal damage / vandalism

Project approvals

Applicants will be notified in writing of the outcome of their applications. Following this:

- Councils with approved projects will be invited to accept and sign a Project Funding Schedule (PFS) via the eGrant portal
- Work may commence on projects upon the execution of the PFS by both council and the department
- Initial payment of 70 per cent of approved grant funding amount will be processed and paid to eligible councils.

Appendix 1 – Project titles and descriptions

Project name

The project title should be short, descriptive, and accurately sum up the proposed project.

Examples:

- *Safe and vibrant laneway upgrade for local business strip*
- *Installation of safety bollards and security lighting along (insert shop precinct name)*

Project description

The project description should accurately illustrate the works for which funding is being sought. It should leave the reader in no doubt as to the nature, extent and scope of the works being proposed.

Using the abovementioned projects, examples of appropriate project descriptions are:

The council proposes to upgrade the adjacent laneway to the business strip used for deliveries, staff access and customer overflow to car parks. The projects will include the installation of CPTED principles to reduce vandalism, loitering and improved safety through the installation of lighting and fencing along the perimeter of the car park. The fencing will include 1.8m high chain wire fencing and measure approximately xx meters. The footpath will be widened to accommodation the light poles to allow access by mobility impaired people.

Project descriptions should be free of ambiguous language. Some examples:

Word	Example of Use	A better way to write this…
Infrastructure	The funding is required for constructing infrastructure on the foreshore	Design and construction of fixed, covered picnic tables and chairs. Construction material to be confirmed but will probably be from concrete and timber.
Works	The funding is required for works in the council-owned playground	Purchase and installation of 'spider web' climbing structure and surrounding 'soft fall' area in the council owned playgrounds at the following locations
Refurbish	The project will refurbish the visitor information centre	The project will involve repainting the interior and exterior of the visitor information centre, remove the old air conditioning system and replace it with a new air conditioning system.
Anacronyms	The project will install PAL at the aerodrome	Purchase and installation of Pilot Activated Lighting (PAL) at the (location Aerodrome). The estimated cost includes electrical works
Upgrade	The building will be upgraded	Upgrade of building – works will include but not be limited to; remove and replace old weatherboards, painting of entire building, remove and replace old / corroded guttering.
Increase	Replace the existing water pump to increase the flow rate	Replace the existing water pump to increase the flow rate above the current 10 litres per second. The final flow rate to be determined by investigations by the contractor

Appendix 2 – QPS Online Crime Map

To assist identification of locations impacted by localised crime and project locations, Councils are to refer to QPS Online Crime Map
https://qps-ocm.s3-ap-southeast-2.amazonaws.com/index.html

The QPS Online Crime Map provides information on the types of crimes that happened in Queensland over the past five years. It is best viewed in Chrome or Edge browsers.

Filter options

The location types that are searchable in the map include:

- Postcode
- Suburb
- Local Government Area
- Police division
- Neighbourhood Watch group

To focus on crime related to businesses, we suggest filtering by the following offence types:

- Unlawful Entry
- Other Property Damage
- Other Theft (excl. Unlawful Entry)
- Trespassing and Vagrancy

Map Style

- Cluster