



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Justice

Kimberley Juvenile Justice Strategy (KJJS) Small Grants 2025-2026 Guidelines

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1 About these Guidelines

These guidelines provide information about the immediate-need grant funding opportunity under the Kimberley Juvenile Justice Strategy (KJJS) administered through the Department of Justice, including how to apply for funding.

Applicants are encouraged to discuss their proposals with the KJJS team prior to commencing their applications. Proposals can be submitted through the Smartygrants portal when the funding round opens.

If you have any queries regarding this KJJS funding opportunity, please contact the Department's KJJS Team at:

- Telephone: 0473 557 185 or 0499 865 833
- Email to KJJS@justice.wa.gov.au

2 About the KJJS

Led by the Department of Justice, the Kimberley Juvenile Justice Strategy (KJJS) supports a range of community-led place-based initiatives across the Kimberley to engage Aboriginal young people in culturally safe activities to steer them away from the criminal justice system.

The KJJS is a key component of the Government's response to the National Agreement on Closing the Gap and strongly advocates for Aboriginal-led solutions by way of authentic partnership, directly influencing all priority reform areas and justice-intersecting targets.

The KJJS currently funds programs including, but not limited to, place-based structured activities, night patrols, night safe spaces, cultural camps, youth engagement and education initiatives.

2.1 KJJS Small Grant Program Objectives

To provide short-term (immediate need) funding to projects and initiatives that are designed to: Build local capacity in support of young people who are at risk of offending.

- Provide programs that seek to divert young people away from the justice system.
- Provide short-term initiatives to at-risk young people, to stabilise or address pressing community needs.
- Provide further value to the established organisation, to support the service provision already undertaken for those young people who are deemed to be at risk of offending and coming into contact with the justice system.

2.2 Level of Funding Available

A grant of up to a maximum of \$45,000 per project is available.

2.3 Grant Period

Applicants can apply for a grant to fund immediate-need projects with funds to be expended by 30 June 2026.

2.4 Who Can Apply

The following Kimberley-based organisations are eligible to apply for funding under this grant opportunity:

- Aboriginal Community Controlled Organisations (ACCOs); and
- Aboriginal Corporations.

2.5 Who is Not Eligible to Apply

You are not eligible to apply for grant funding under the KJJS grant funding if you are:

- A State or Federal Government agency;
- an individual;
- a non-incorporated body (unless Auspiced);
- an organisation operating for profit;
- an organisation that has not satisfactorily fulfilled previous grant requirements, such as acquittal and evaluation reports; and
- an organisation or projects which have been defunded by other Government agencies for performance and or integrity reasons.

3 What KJJS Funding may be used for

You can only use grant funds for the agreed purpose and/or eligible grant activities that will contribute to the outcomes of the proposed project. These can include:

- short-term programs;
- operating costs;
- consumables (eg. food and drink);
- personnel costs (eg. employment of staff); and
- training (professional staff development).

This list is not exhaustive, and funds must only be used to cover costs directly related to the proposed project. Contact the KJJS team if you are unsure about any proposed expenditure associated with your project.

4 What KJJS funding may not be used for

Grant funding cannot be used for a purpose or activities that do not directly contribute to the outcomes of your proposed project or project-related activities. These may include, but may not be limited to:

- an organisation's recurrent operating costs;
- retrospective expenses (i.e. costs incurred outside the specified grant period);
- projects that have already commenced or were previously funded under other funding arrangements or programs. However, funding will be considered for a new direction or enhancement of an existing project;
- costs incurred in the preparation of your grant application (e.g. cost of a survey, consultations, workshops or forums to establish the need for your project);
- research or research projects, conferences, forums, seminars or consultation;
- overseas, interstate or intrastate travel (including travel to conferences);
- programs or services that duplicate existing programs for the target group; and
- activities for which other Commonwealth, State, Territory or Local government bodies have primary responsibility.

You will need to detail proposed project expenses in your application. Contact the KJJS Team if you are unsure if your expense item will be covered by this funding opportunity.

5 Assessment Criteria

Each proposal will be assessed against the following criteria:

- **Alignment with KJJS small grant objectives.**

Your project must meet at least one of the objectives detailed at Item 2.1.

- **Demonstrated need for the project**

It is recommended you demonstrate this by:

- stating clearly the problem or issue(s) that the project will address;
- identifying why your proposed project and activities are needed by the target community or group;
- aligning the project, if appropriate, with any community or regional plans and priorities; and
- describing clearly how the project will benefit the target community or group.

- **Clear and achievable outcomes**

It is recommended you demonstrate this by:

- detailing changes or improvements expected as a result of the KJJS grant;
- providing evidence that the proposed project can deliver the intended outcomes for the target community or group;
- providing a well-designed project plan
- setting clear targets for improvement; and
- clearly describing how you will measure the effectiveness of the project (e.g. well-developed performance measures).

- **Shared responsibility and collaboration**

It is recommended you demonstrate this by:

- identifying your stakeholders, including the target community/group and service providers;
- providing evidence of prior consultation and/or collaboration with relevant stakeholders including the target community/group and local service providers;
- co-designing the project, wherever possible, in partnership with relevant organisations;
- describing how stakeholders (including relevant service providers and community agencies) will be involved in the delivery of the project; and
- providing evidence of community / key stakeholder agreement, support, collaboration and ongoing involvement in the proposed project.

- **Sustainability and Value for Money**

It is recommended you demonstrate this by:

- providing a defensible budget for the proposed project;
- describing how the outcomes of the proposed project can be sustained beyond the funded period;
- providing adequate strategies, and if applicable, how the proposed project can be sustained after the KJJS funding period ceases; and
- describing the flow-on and extent of benefit(s) to the community (e.g. best outcome for every dollar spent).

- **Capability**

It is recommended you demonstrate this by:

- providing details of your organisation's experience in engaging the target group;
- detailing your organisation's capacity to manage and implement the proposed project, including evidence that you have delivered a similar project;

- providing evidence of your organisation's financial viability (i.e. the funding amount requested will be considered against the applicant's financial capacity and annual income). The grant must not constitute the greater part or entire financial base of the applicant organisation;
- identifying the risks associated with the proposed project and how these will be managed;
- identifying any conflicts of interest¹ (actual, perceived to exist or potentially exist at some time in the future) in the delivery of the proposed project; and
- describing your organisation's ability to meet reporting and contractual obligations of a funding agreement.

6 How to Apply

Applications will only be accepted when the funding round is opened. A link to apply directly through the Smartygrants application will be provided.

6.1 Call for Applications

These grants will be open to organisations via a link provided by the Department of Justice Kimberley Juvenile Justice Strategy team and publicised on the KJJS webpage. Youth Justice East and West Kimberley Offices (only), Empowered Communities backbone organisations in West and East Kimberley; West Kimberley Futures Empowered Communities (EC-West) and Binarri-Binya Yarrowoo (BBY), as well as existing KJJS service providers will also be provided the link.

6.2 Closing Date for Applications

The closing date for applications will be as described on the SmartyGrants funding round. Applications and supporting documentation must be received by the Department no later than the advertised closing time and date, as requests for extensions will **not** be granted. Late applications are ineligible for funding consideration.

6.3 Read the Guidelines

Before applying, you must ensure you read and understand these guidelines. It is recommended that you contact the Department's KJJS Team on 0473 557 185 or 0499 865 833 or Email KJJS@justice.wa.gov.au to discuss the suitability of your proposed project.

6.4 Complete the Application Form

To apply, please log into our online Grants Administration System at:

<https://justice.smartygrants.com.au/KJJSsmallGrants2025-26>

¹ A conflict of interest occurs when an individual or organisation becomes (or can become) unreliable because of a clash between personal interests and professional duties or responsibilities. A real or perceived conflict of interest can arise if an individual (or their family members) associated with the application receives a benefit from the project.

Please ensure that you provide all the information requested and submit your application, including supporting documentation by the stated closing time.

You cannot make any amendments to your application after the closing date and time.

Once lodged, your application will be formally acknowledged through the online portal.

6.5 Required Supporting Documents

You will need to provide the following documents with your application:

- Most recent Annual Report and audited financial statements; or
- Copies of two most recent Management Committee minutes and the last Annual General Meeting minutes (if your organisation does not have an Annual Report) and most recent financial statements.

7 Assessment Process

7.1 Assessment of Applications

All grant applications are subject to assessment against the criteria at Item 5. The Department will evaluate and make recommendations to the Director General, Department of Justice for their consideration and approval.

8 Notification of Application Outcomes

All applicants will be notified in writing of the outcome of their application. The Department will write to each applicant who was unsuccessful in securing a grant and invite them to contact the KJJS team for feedback on their application.

8.1 Successful Grant Applications

If you are successful in your application the KJJS team will be in contact to progress Grant Agreement discussions with the Department. Final grant funding will be at the discretion of the Director General, Department of Justice.

8.2 Feedback on Unsuccessful Applications

Applicants who were unsuccessful in securing a grant can request feedback on their application by emailing the KJJS team at KJJS@justice.wa.gov.au in the first instance. This will facilitate the arrangement of a mutually convenient time to provide feedback and answer any questions that you may wish to raise.

9 Payment of Grant Funds

Funding will be paid in accordance with the terms and conditions in the Grant Agreement. Funds may **not** be used to cover any project expenses incurred before or after the specified dates in the Grant Agreement.

10 Reporting and Contractual Obligations

Detail regarding reporting requirements will form part of the terms and conditions in the Grant Agreement.

11 Acknowledgement of KJJS funding

All grant recipients are required to provide formal public acknowledgement of the Western Australian Government and the Department of Justice on its website, including in instances where there are any written or verbal references to the funded project.

Any material produced that involves the use of KJJS funds must also be acknowledged.

The KJJS team will provide the appropriate logo to the grant recipient, with its use subject to the prior approval of the Department of Justice.

11.1 Sale of Material and Intellectual Property

Any materials produced with KJJS funds will remain the property of the Director General, Department of Justice, or nominated delegate and cannot be offered for sale. Any arrangements relating to these matters or intellectual property will be determined at the time of the approval of the grant application.