



OFFICIAL

WESTERN AUSTRALIA POLICE FORCE

COMMUNITY PARTNERSHIPS & SUPPORT DIVISION

POLICE COMMUNITY SERVICES FUND

GUIDELINES

2025—2026

Table of Contents

Police Community Services Fund	2
Emerging Crime Program	3
Crime Prevention Program	3
How will the program operate?	4
Eligibility - Who can apply?	4
Who can PCSF Support?	4
Child Safe Standards	4
What qualifies for funding?	5
What does not qualify for funding?	6
Policy and Location Restrictions	6
Assessment criteria	7
How to apply	8
Application Requirements	8
Application Process	8
Notification of Outcome	8
Successful Applications	9
Feedback on Unsuccessful Applications	9
Payment of Funds	9
Reporting Requirements – Final Evaluation Report	9
Financial Acquittal	10
Expenditure Categories	10
Variations	11
Changes to organisation details	11

Contact Details

For more information, please contact:

Community Partnerships and Support Division

Western Australia Police Force

Telephone: (08) 9222 1423 Email: CommunityPartnershipsSupport@Police.wa.gov.au

Website: <https://www.Police.wa.gov.au/Our-Community/Police-Community-Services-Funding>

Police Community Services Fund

The Police Community Services Fund is an initiative of the Western Australia Police Force aimed at supporting services and programs that strengthen the relationship between Police and local communities. The Fund provides targeted financial support, empowers services and programs that address identified community needs while enhancing public safety.

The WA Police Force will facilitate lead agencies who work to positively impact the causal factors relating to youth diversion, family domestic violence, alcohol and other drug abuse, community safety, homelessness and other emerging issues as identified.

This funding mechanism is informed by the WA Police Force Agency Commissioning Strategy

and the State Commissioning Strategy, ensuring alignment with broader government priorities. It plays a key role in reshaping partnerships with community service providers and contributes to strategic outcomes, including—where relevant—the objectives of the Aboriginal Empowerment Strategy and the Closing the Gap Implementation Plan.

The Police Community Services Fund operates through two strategic tiers—Emerging Crime and Crime Prevention—each designed to deliver targeted, impactful services that enhance safety and wellbeing across Western Australia. Each tier addresses a specific objective: identifying and responding to emerging trends, preventing crime through proactive initiatives, and intervening effectively in existing challenges.

In delivering better services to Western Australians, the Fund prioritises programs that:

- Meet the needs of individuals and communities—at the right time, in the right place;
- Are sustainable and delivered by organisations with qualified staff and systems in place;
- Are informed by evidence of what works and maintain strong quality standards; and
- Are culturally safe and tailored to the unique needs of local communities.

This structured approach ensures that funded services are strategically invested where they can deliver the greatest impact and make a meaningful contribution to the community.

The fund focuses on the local service delivery of programs identified by local police and community members in the focus areas of:

- youth engagement
- family violence
- drugs and alcohol
- homelessness
- community safety
- other needs as identified by the local police and community members

Emerging Crime Program

Program Overview

The Emerging Crime Program (ECP) is a central initiative within the Police Community Services Funding Framework. It provides up to \$125,000 per project for 12-month grassroots crime prevention initiatives developed in collaboration between Police and local communities. The program supports innovative, community-led responses to clearly identified crime prevention priorities and emerging challenges.

Program Objectives

The Emerging Crime Program supports projects that:

- **Address Emerging Crime Trends:** Respond to rising issues such as anti-social behaviour, youth-related incidents, and gaps in cultural support services.
- **Pilot New Services:** Trial initiatives that meet specific community-Police needs.
- **Support Aboriginal and CaLD Communities:** Fund culturally relevant programs and services that reflect community diversity.
- **Advance Local Strategic Plans:** Align with Pathway for Closing the Gap and Community Action Plans.
- **Empower Community Organisations:** Build capacity and leadership within grassroots groups to deliver sustainable crime prevention outcomes.

Crime Prevention Program

Program Overview

The Crime Prevention Program, delivered through the Police Community Services Fund (PCSF), provides funding for up to \$250,000 per project for initiatives that run for a maximum of three years. It supports local crime prevention projects developed in collaboration between Police and community stakeholders, targeting clearly defined priorities at the grassroots level.

Projects must address an identified need within the community and /or Police, aim to reduce the risk of crime, and apply evidenced – or early intervention. All proposals are presented to the PCSF Advisory Panel for consideration and endorsement.

Program Objectives

The Crime Prevention Program supports projects that:

- **Respond to Established Community-Police Needs:** Fund initiatives that have been previously trialled, evaluated, and shown to be effective in addressing crime or safety issues.
- **Mitigate Crime Risk Through Early Intervention:** Support strategies that reduce the likelihood of criminal activity by tackling its root causes, such as social disadvantage, disengagement, or lack of access to support services.
- **Pilot Innovative, Evidence-Based Solutions:** Trial new approaches to crime prevention and community safety that are grounded in research and prioritise proactive or early intervention methods.

How will the program operate?

- Funding is awarded through a transparent application process to eligible locally based organisations for projects that align with the program objectives and successfully meet the assessment criteria of the Police Community Services Fund (PCSF).
- Funding submissions are individually assessed by the Police Community Services Fund Advisory Panel against the PCSF assessment criteria.
- Funding will be administered in the form of a grant/service agreement with clearly identified outcomes at the forefront.

Eligibility- Who can apply?

- Incorporated Not-for-profit organisations and local government authorities can apply for PCSF grants. Not-for-profit organisations can range from small unincorporated groups to large multi-functional organisations and Aboriginal Community Controlled Organisations.
- Individuals, profit-making organisations and Government organisations are not eligible to apply.

Who can PCSF Support?

- Projects that deliver measurable outcomes benefiting the Western Australian community, and align with one or more focus areas, including: Youth Engagement, Community Safety, Youth Diversion, Family Violence, Drugs and Alcohol, Homelessness and other needs identified by local Police and community members.
- Initiatives that support organisations led by Aboriginal people, or those working in genuine partnership with Aboriginal communities, where the activities clearly benefit the broader community.

Child Safe Standards

Every child has the right to feel safe when participating in community activities. Organisations that undertake child-related work or activities have a duty of care to keep children and young people (those aged under 18 years) safe from harm. Protecting children and young people from harm, harassment, discrimination and abuse is in part a legal requirement, an ethical obligation and a future legislative requirement.

Organisations that receive this funding may be required to complete the Child Safeguarding Self-Assessment provided the by the Community Services Division

More information can be found at the following resources:

National Principles for Child Safe Organisations

<https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>

Commissioner for Children and Young People Website

<https://www.ccyp.wa.gov.au/>

What qualifies for funding?

PCSF funds can only be used for the agreed purpose and/or eligible activities that will directly contribute to the outcomes of the proposed project, including:

Salaries	Staff employed by the organisation to positions directly associated with delivery of the project.
Administration	Allowance is provided for up to a maximum of 15% of the total amount allocated, subject to administrative requirements involved with project scope.
Equipment	Purchase of equipment directly associated with this grant/service agreement, including items such as sporting equipment, musical instruments, art supplies, camping equipment, protective clothing, tools.
Travel / Transportation	Fuel allowance, vehicle hire, bus and driver hire.
Catering / Meals / Refreshments	Funding for the provision of food and non-alcoholic beverages directly associated with this grant/service agreement. Note: Government funding should be used to promote healthy lifestyles options. Funding will NOT be provided for alcohol and other restricted/illegal substances.
Venue Hire	Directly related to the grant/service agreement and may include sporting facilities or courts, meeting rooms, community centres and halls (not owned or occupied by the applicant).
Facilitators / Coaches / Consulting Services	Funding may be used to support staffing and the engagement of third-party facilitators, coaches, contractors, or consulting services.
Excursion Costs	Costs associated with excursions and camp activities. This includes attendance at all-encompassing camps (e.g. school camp facilities), on-country experiences, and individual items such as board, activities, camp staff, and offsite courses.
Activities	Costs to undertake activities and personal development workshops (eg cooking classes, art lessons, fitness sessions, life skills, anger management, substance abuse, respectful relationships, etc.)

This list is not exhaustive, please contact the Community Partnerships and Support Division if you are unsure about proposed expenditure associated with your project as ineligible items will not be funded.

What does *not* qualify for funding?

Policy and Location Restrictions

- Projects that conflict with current government policy
- Activities that do not occur in Western Australia
- Projects or applicants previously defunded by government due to performance or integrity issues

Capital and Asset Expenditures

- Purchase of office equipment, printers, photocopiers, motor vehicles, machinery
- Purchase of electronic devices (e.g. computers, laptops, tablets, mobile phones) Capital works such as:
 - Construction, renovation, or extension of facilities
 - CCTV infrastructure
 - Fixed or permanent equipment
 - Building maintenance or improvements

Ongoing or Retrospective Funding

- Replacement funding for existing or ongoing projects (unless a second phase is justified)
- Ongoing operational costs (except time-limited program costs)
- Retrospective requests or funding to meet existing debts/financial obligations

Gifts, Incentives, and Promotions

- Fundraising activities, competitions, incentives
- Prizes, trophies, awards, or gifts that don't serve a specific charitable purpose
- Gift cards or vouchers
- Promotional products/merchandise, unless they are educational materials

Other Disqualifications

- Programs that represent an organisations initial venture and applicants who have not fulfilled previous funding requirements (e.g., acquittal reports) are ineligible for support.
- Faith-based activities of religious organisations - although welfare/community services may be supported
- Projects that support the organisation's core business

Assessment criteria

Assessment criteria will be used to determine a proposal's suitability for funding and relevance to achieving the program objectives. Each submission will be assessed against the following:

Criteria	Projects that demonstrate:
Alignment with Police Community Services Fund focus areas	<ul style="list-style-type: none"> • Addresses one or more PCSF priority areas, including youth engagement, family violence, drugs and alcohol, homelessness, community safety, or other locally identified needs in collaboration with police and community stakeholders. • Is directly linked to a Community Action plan. • Supports an activity or target outlined in the Closing the Gap implementation plan. • Responds to a newly identified or emerging crime trend within the community.
Merit of the Proposal	<ul style="list-style-type: none"> • Outcome measures are clear, realistic and will effectively demonstrate the impact of the project within the proposed timeline. • Have all aspects of the proposal been suitably planned? • The proposal should demonstrate sound and realistic value in achieving the identified outcomes, while remaining cost-effective and supported by a clear, accurate, and feasible budget. • Community consultation/co-design is inbuilt in the planning, delivery and evaluation of the project. • The application demonstrates that the project has support from and consultation with the community, Police and stakeholder organisations. • Budget items are substantiated, appropriate and justifiable in relation to the project.
Demonstrated need for the project	<ul style="list-style-type: none"> • Has the proposal been informed by an appropriate understanding of community needs/opportunities? • The local need and potential impact of the proposed project is clearly identified and evidenced. • The project addresses a service gap not currently being addressed. • The project demonstrates a clear benefit to the target group and/or the broader community.
Organisational Capability	<ul style="list-style-type: none"> • Demonstrated experience in engaging the target group and/or engaging expertise to support the successful delivery of the initiative. • Demonstrated capacity of the applicant to implement the proposed project including provision of a sound project plan. • Evidence of sufficient financial viability to achieve grant outcomes has been provided. • Does the organisation have a satisfactory record of management and acquittal of funding? • All staff and volunteers WWC check compliant and risk management and safeguarding policies in place.

How to apply

Funding under the Police Community Services Fund is available by invitation only, based on community needs identified by the WA Police Force in consultation with local stakeholders. Eligible service providers will be invited to submit an application via the SmartyGrants online portal, addressing the specific project scope provided.

Application Requirements

Invited organisations must provide:

- Demonstrated experience in engaging the target group.
- Organisational details, including ABN, Certificate of Incorporation, and Financial Statements.
- A copy of the organisation's Constitution (if applicable)
- A detailed project proposal outlining how the initiative will be delivered in alignment with the provided scope.
- Evidence of budget costings

Each funding opportunity will specify a submission deadline. Late applications will not be accepted if one or more submissions have already been received. The Community Partnerships and Support Division (CPSD) reserves the right to reopen the invitation process at its discretion, should circumstances require.

Organisations may share draft submissions with CPSD for feedback prior to final lodgement. All applications must be submitted through SmartyGrants, where supporting documentation can be uploaded to provide tailored and comprehensive project information. Once submitted, applications will be formally acknowledged via the portal.

If funding is offered, the approved amount may differ from the original request. In such cases, recipients will be asked to revise their budget and project scope accordingly. Organisations may choose to decline the offer if the revised terms are not suitable.

Application Process

All submissions will undergo a structured assessment process:

1. **Eligibility Check** – Proposals are reviewed to ensure they meet basic eligibility requirements. Ineligible submissions will not progress and applicants will be notified.
2. **Pre-Assessment** – Eligible proposals are assessed by CPSD against the program's criteria.
3. **Panel Review** – Recommendations are presented to the PCSF Advisory Panel, which includes WA Police Force Commanders from key portfolios. The panel reviews, endorses, or declines funding submissions.
4. **Conflict of Interest Management** – All panel members sign a Conflict-of-Interest Declaration to ensure transparency and integrity in the assessment process.

Notification of Outcome

All applicants will be notified in writing of the outcome of their submission. Please allow up to three months from the date of submission for a formal response.

Feedback on Unsuccessful Applications

Organisations that do not receive funding may request feedback by emailing: CommunityPartnershipsSupport@Police.wa.gov.au

Successful Applications

Successful organisations will receive a funding offer outlining:

- The approved funding amounts
- Any conditions attached to the offer
- A grant/service agreement detailing deliverables, outcomes, and budget expectations

To accept the offer, organisations must complete and submit the **Acceptance of Offer Form** via SmartyGrants. This form includes all necessary instructions for formal acceptance.

Payment of Funds

Funding will be paid in accordance with the terms outlined in the grant/service agreement.

- PCSF cannot be used for expenses incurred outside the project term
- For organisations that are registered for GST, the approved grant amount plus GST will be paid.
- For organisations that are not registered for GST, the approved grant amount only will be paid.
- Payments are released at the discretion of the program administrator

Reporting Requirements – Final Evaluation Report

A comprehensive evaluation must be submitted via SmartyGrants within two months of project completion (or as otherwise agreed). The report should assess:

- Whether the project was implemented as proposed
- Achievement of expected outcomes
- Challenges encountered
- Overall effectiveness of the initiative

Financial Acquittal

Organisations must submit a Financial Acquittal Statement within two months of project completion. This must include:

- Itemised expenditure aligned with the approved budget
- Supporting documentation (e.g., tax invoices, payroll reports)
- Signature from the Head of Organisation or a formally delegated officer

Any budget variations must be pre-approved by CPSD. The acquittal ensures accountability and confirms that funds were used appropriately.

Where the Grant amount is valued at under \$50,000, financial statements are to be certified by the Chairman, CEO or equivalent of the Organisation.

OR

Where the Grant amount is valued at \$50,000 or more, financial statements are to be certified by the

Chairman, CEO of the Organisation, or equivalent AND certified by a professional auditor (the cost associated with engaging a professional auditor can be categorised as an expense in the Statement of Income and Expenditure) who is:

- (a) not an officer or employee of the Organisation;
- (b) registered as a company auditor or equivalent under a law in force in Western Australia; or
- (c) a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

Expenditure Categories

The following table outlines the expenditure types and the proof of expenditure that will be required to provide for each category upon acquitting the project.

<u>Category</u>	<u>Proof of Expenditure Required</u>
Salaries	Payslips, timesheets and/or summary directly from payment system.
Administration	No proof of expenditure required.
Equipment	Itemised invoices and/or itemised tax receipts.
Travel / Transportation	Itemised invoices and/or itemised tax receipts and/or vehicle mileage log book.
Venue Hire	Itemised invoices and/or itemised tax receipts.
Facilitators / Coaches	Itemised invoices and/or itemised tax receipts.
Activities	Itemised invoices and/or itemised tax receipts.
Excursions	Itemised invoices and/or itemised tax receipts.
Camp Costs	Itemised invoices and/or itemised tax receipts.

Repayments and Retention of Grant

The Organisation must repay to the Grantor any amounts that the Grantor has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

Variations

It is recognised that unexpected events may affect the progress of projects.

In these circumstances, organisations can request a variation the funding agreement by emailing organisations to: CommunityPartnershipsSupport@Police.wa.gov.au

Variations can include extensions to the term, amendments to scope, activities or budget. Organisations should not assume that a variation request will be successful. Requests will be considered based on provisions in the funding agreement and the likely impact on achieving outcomes.

Changes to organisation details

Organisations need to keep CPSD informed of anything that likely to affect the project or the organisation. This includes any key changes to the organisation or its business activities, particularly if they affect the ability to complete the project, carry on business and pay debts due.

Organisations must also inform CPSD of any changes to their:

- Name
- Addresses
- Nominated contact person

Identify Community Need

1. Police District identifies a local issue aligned with PCSF focus areas using crime data, community feedback, and frontline experience.



Creation of Scope/Project

2. CPSD collaborates to develop a tailored project scope outlining objectives, target groups, expected outcomes, and alignment with PCSF priorities. Final review, assessment of its relevance, feasibility, and level of stakeholder support are taken into consideration before progressing.



Invitation to Service Providers

3. CPSD sends an invitation-only SmartyGrants link to identified local service providers. Providers may seek guidance during application.



Application Assessment

4. CPSD sends an invitation-only SmartyGrants link to identified local service providers. Providers may seek guidance during application.



Advisory Group Review

5. PCSF Assessment Panel review assessments and decide on funding approvals.



Outcome Notification & Assessment

6. Providers are notified in writing. Successful projects are publicly announced in the Annual Ministerial funding release.



Enter into Grant Agreement

7. Once conditions are met, the Department enters into a formal Grant Agreement. Funding is confirmed only upon signing.



Implement Your Project

8. Service providers carry out grant activities and meet reporting obligations as outlined in the agreement.



Acquit the Grant

9. Providers must submit acquittal within three months of the funded period, detailing how funds were used.