

# Neighbourhood Watch NSW Guidelines



**Neighbourhood Watch**  
New South Wales

October 2022

*Version 1.3*

# Table of Contents

Part A: Support of NHW Groups .....	3
Introduction .....	3
Guiding Principles .....	3
NHW NSW Contacts: .....	4
What are the objectives of NHW? .....	4
Who is involved in NHW? .....	4
NHW NSW Operations .....	5
Use of the NSWPF Corporate Brand .....	6
Use of the NHW Logo.....	7
Affiliation .....	8
Incorporation .....	8
Australian Business Number ABN .....	9
Insurance.....	10
Part B: Guidelines for the Administration of NHW Group's .....	11
What is the structure of NHW? .....	11
State Board and Office.....	11
Local Government Area Region (LGAR) .....	11
Groups .....	12
Zones .....	12
Volunteers.....	12
Group Structure .....	12
NHW Meetings .....	14
Starting a NHW Group .....	14
Sustaining the NHW Program .....	16
Closing a NHW NSW Group .....	16
Public Comment .....	17
Social Media.....	17
NHW and Politics.....	18
Sponsorship.....	18
Fund Raising.....	18
Applying for Grants .....	19
Raffles .....	20

# Part A: Support of NHW Groups

## Introduction

Crime prevention and community safety is about recognising the need for all sections of the community to take responsibility for creating a safer environment in which people can live and work. This means building partnerships between police, government agencies, local councils, community organisations and individuals within the community. NSW Police Force (NSWPF) is committed to maintaining and enhancing crime prevention and community safety through strategies that encourage all sections of the community to build a safer environment in which to live and work.

Since 1984, when the program was first introduced, NSWPF has supported the NHW program in those communities that have demonstrated their ongoing support for it. The program itself is not funded at a community level by NSWPF, or any other government organisation. Instead, NHW is resourced through fund-raising, sponsorships and grants and has at its core, dedicated volunteers in each local community.

NHW is a community based, crime prevention organisation that aims to reduce localised crime and fear of crime by promoting and coordinating multi-faceted approaches to prevention and problem solving. It is the longest operating and most recognised crime prevention program in NSW

## Guiding Principles

The key operating principles for NHW NSW are:

- NHW supports the NSWPF crime prevention initiative in NSW
- NHW NSW State Office is the point of contact for NHW NSW
- NHW groups are not governed or operated by NSWPF
- NHW NSW is the coordinating body for NHW Groups in NSW
- NHW groups may engage with NSWPF in crime prevention initiatives through meetings, pop up police stations and any other operation that the local CPO sees fit.
- NHW NSW State Office will provide support and assistance to NSWPF CPOs regarding the set up and function of NHW groups in their areas.

## NHW NSW Contacts:

NHW NSW State Office Email: [admin@nhwnsw.au](mailto:admin@nhwnsw.au)

NHW NSW State Office Phone: 02 4048 1068

## What are the objectives of NHW?

The overall aim of the program is to encourage individual and community participation in preventing and reducing property crime and improving personal safety.

There are six objectives:

1. To encourage community participation in the NHW program
2. To encourage a higher level of household, business and personal safety and security amongst NHW NSW members and the local community
3. To encourage crime prevention and work with the local community to reduce crime
4. To encourage NHW NSW members and the local community to report crime and suspicious activity to police
5. To encourage NHW NSW members to build links between the NHW NSW program and the broader crime prevention and community safety environment
6. For NHW NSW to provide a coordinating body at a state level for Neighbourhood Watch in New SouthWales to ensure that uniform and consistent level of service is always provided.

## Who is involved in NHW?

The Community:

NHW is a community program, run by members of the community and assisted by the State Office.

NSWPF does not manage the individual groups but will provide assistance and support where possible. Members of the community should be encouraged to participate within the NHW program.

No one seeking to join or who is part of the program shall be discriminated against on the grounds of gender, race, sex, religion, disability, or politics.

The NSW community is diverse, and this diversity is the strength of NHW NSW and should be reflected in the NHW program.

The Police Area Command/Police District / Crime Prevention Officer:

The CPO implements and supports crime prevention programs and projects, of which NHW may be one within the local area.

The CPO may provide the following assistance to NHW Groups by:

- Acting as a contact point within the PAC's/PDs for inquiries from the community or NHW in relation to Police matters
- Attending NHW NSW meetings where staffing and rosters allow
- Disseminating information on local crime and policing issues to NHW NSW groups
- Monitoring local crime trends and encouraging NHW NSW activities that aim to prevent and reduce crime
- Participating in crime prevention initiatives authorised by the PAC/PD Commander
- Forward day to day NHW NSW operational issues to the State Office.

Please note:

- Care must be taken to ensure that the release of information does not breach the Privacy and Personal Information Protection Act 1998 No 133 (NSW)
- Each NHW NSW Group is responsible for managing their own accounts as per the NHW NSW Guidelines and under no circumstances should NHW NSW Group funds be held by the NSWPF
- Police should not involve themselves in matters of a political nature that may be raised at a NHW NSW meeting. CPO's and other police should avoid making comments or giving individual opinions on political issues or other matters that may divide the community
- NSWPF will not participate in NHW NSW Group activities if those activities involve individuals or sponsors whose involvement in the NHW NSW Group may bring the NSWPF into disrepute

## NHW NSW Operations

In consultation with, and under the policies and procedures of NHW NSW, groups are responsible for the management of projects and programs which have a focus on crime prevention in their local area

Active community participation is critical to the success of the program in both its crime prevention and community engagement objectives

One advantage of the NHW program is that it has at its foundation a 'local solutions for local problems' model. This non-prescriptive approach is intended to empower communities and community groups to determine which issues of crime and public safety are most important to them

## Use of the NSWPF Corporate Brand

It is essential that the NSWPF project a consistent corporate image in all its dealings with the community. This requires a consistent application of the Corporate Brand by all areas of the NSWPF.

The NSWPF name, insignia and chequered band are highly regarded and respected symbols. The police insignia, name 'police,' logo or crest and the chequered band and slogan (or branding statement) are collectively referred to as the Corporate Brand. Any request to use the Corporate Brand external to the NSWPF must be approved by the Director Public Affairs Branch NSWPF.

**NO** NHW group will use the NSWPF Corporate Branding without first requesting to do so.

For approval, please send all requests to:  
Director Public Affairs Branch Sydney Police Centre  
Level 5, 151 Goulburn Street  
SURRY HILLS NSW 2010

Where approval is given for the use of the Corporate Brand, its application on banners, clothing, event signage, websites or promotional items must also be approved by Public Affairs Branch.

This will require the group organiser to submit draft artwork for approval before the application of the Corporate Brand to products. The Corporate Identity Guidelines may be provided to suppliers to assist producing and applying the Corporate Brand.

Further information regarding this, can be obtained from the Corporate Design Team, Public Affairs Branch (phone: 9285-3690).

In accordance with the NSWPF Sponsorship & Endorsement Policy, the Corporate Brand:

- must not be used to endorse any commercial product or service
- is the official identity of the NSWPF and must not be modified in any way.

Any part of the Corporate Brand must not be used on stationery (including business cards) of any organisations external to the NSWPF, regardless of any commercial arrangements between the parties: this includes Crime Stoppers and PCYC.

The Corporate Brand may be used in connection with not-for-profit community or charity events, police aligned sporting groups and organisations with close ties to NSWPF.

The rights to use the Corporate Brand will be governed by the terms of a Licence Agreement between the NSWPF and the applicant.

Under Section 203 (8) of the Police Act, 1990, the maximum penalty for breach of this section is a fine of 100 penalty units, or six months imprisonment.

At no time will any member of NHW NSW directly or implied present themselves as members of the NSWPF.

## Use of the NHW Logo

The Neighbourhood Watch name and logo is under copyright to Neighbourhood Watch Victoria Incorporated and as such approval is required for its use.

Neighbourhood Watch New South Wales Incorporated has been given sub-leasing permission in NSW by Neighbourhood Watch Victoria Incorporated.

Prior to using the NHW logo on any material, banners, websites etc., approval to use the NHW logo needs to be obtained from Neighbourhood Watch New South Wales Incorporated.

Any unauthorised use of the logo may result in breach of copyright.

The NHW logo comprises of the logo (four heads) and words (Neighbourhood Watch) as in the example below.



For approval, please send all requests to: Neighbourhood Watch New South Wales Incorporated  
State Secretary

Email: [admin@nhwnsw.au](mailto:admin@nhwnsw.au)

Phone: 02 4048 1068

## Affiliation

All Neighbourhood Watch groups in NSW are required to become an affiliated group of Neighbourhood Watch New South Wales Incorporated.

There is no cost to apply for affiliation and no on-going fees to be an Affiliated group.

Affiliation allows NHW NSW groups to:

- Use the Neighbourhood Watch logo and name
- Covered under NHW NSW Public Liability insurance
- Access to Voluntary Workers Accident Insurance at special rates
- Ability to apply for grants under the auspice of NHW NSW INC.
- Access to special purchase prices from preferred suppliers
- Any other special support or opportunities that becomes available

NHW groups must read and agree to abide by the Affiliation Charter and sign the agreement attached to the Charter.

The affiliation application can be downloaded from the NHW NSW website [www.nhwnewsw.au](http://www.nhwnewsw.au) or can be requested from the state office via email: [admin@nhwnewsw.au](mailto:admin@nhwnewsw.au) or Phone: 02 4048 1068

## Incorporation

NHW NSW Groups are not required to be incorporated to operate in their local communities. Groups who are Affiliated are part of NHW NSW INC.

However, incorporation may be beneficial for larger or more pro-active NHW NSW Groups that would like to be eligible for grants and for fund raising purposes. The Department of Fair Trading is the agency responsible for incorporating associations in NSW and NHW NSW Groups should contact Fair Trading directly to discuss incorporation.

NHW NSW Groups should be encouraged to seek their own legal advice about the advantages and disadvantages of incorporation and their accounting, governance and reporting obligations once they are incorporated.

An incorporated association has its own legal identity separate from its members, providing protection to members in legal transactions.



An incorporated association can:

- Enter into and enforce contracts, including the ability to hold, acquire and deal with property
- Sue or be sued
- Continue regardless of changes to membership.

While there are benefits to be gained from incorporation, there are also obligations. For example, incorporation requires the payment of application fees and requires the association to maintain proper financial and membership records and registers.

Incorporation is not compulsory.

NSW Fair Trading's Registry Services regulates incorporated associations registered under the Associations Incorporation Act 2009 (NSW).

For more information, NHW NSW Groups should be referred to:

[www.fairtrading.nsw.gov.au/ftw/Cooperatives\\_and\\_associations](http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations)

Department of Fair Trading

Phone: 13 32 20

Registry Services

Phone: (02) 6333-1400

Free Call: 1800 502 042

## Australian Business Number ABN

Like Incorporation, groups are not required to have an ABN to operate in their local communities. Groups who are affiliated with NHW NSW can apply for grants under the Neighbourhood Watch New South Wales Incorporated ABN after approval has been given by the State Office.

However, some organisations that provide grants prefer that groups have their own ABN rather than coming under the auspice of a coordinating body.

Applying for an ABN is free and can be done online at <https://www.abr.gov.au/business-super-funds-charities/applying-abn>

If you require assistance or any further information regarding an ABN, please contact the State Office Email: [admin@nhwnsw.au](mailto:admin@nhwnsw.au) or phone: 02 4048 1068

# Insurance

NHW NSW INC will provide Public Liability insurance for Affiliated groups in NSW.

NHW NSW INC Public Liability covers all NHW NSW groups to provide protection to volunteers whilst working on NHW projects and activities.

To be eligible for cover, volunteers need to be:

- involved in the business of the program at the time of the incidents subject of a claim
- that no illegal activity is being engaged in at the time of the incident subject of the claim
- need to register on a sign in sheet to verify attendance at an activity
- NSW Police Public Liability provides protection for volunteers in Police run Safety Programs for legal liability in respect of claims caused by an occurrence, act or omission in connection with the activities involved in the program
- NHW NSW INC Public Liability provides protection in NHW NSW run programs and activities for legal liability in respect of claims caused by an occurrence, act or omission in connection with the activities involved in the program
- A letter of authorisation will be provided to all Affiliated groups

All groups must be Affiliated with NHW NSW INC to be covered by the NHW NSW INC Public Liability insurance.

Whilst cover is provided in principle, it is stressed that each claim will be treated individually. Depending upon the circumstances, responsibility may or may not be accepted.

Members of the NSWPF who participate in a NHW NSW Group in their official capacity as employees of the NSWPF will be covered by NSWPF's insurance.

# Part B: Guidelines for the Administration of NHW Group's

## What is the structure of NHW?

Neighbourhood Watch (NHW) is a not-for-profit community-based organisation, where volunteers come together to act as a conduit between NSW Police and their local communities to make them safer by promoting crime prevention initiatives and closer community ties.

Neighbourhood Watch New South Wales is a recognised charity registered with the Australian Charities Not-For-Profit Commission (ACNC)

Where possible NHW is managed on a Local Government Area Region (LGAR). NHW groups can operate individually or in conjunction with their LGAR committee.

## State Board and Office

The State Board and office is responsible for the day to day running of NHW NSW at a state level. The State Board is made up from representatives from the 12 Local Government Area Regions (LGAR) to ensure that no one area, such as Metropolitan or Country, is dominant in decisions. The State Board and office sets policies and procedures and guidelines to ensure that there is consistency and uniformity across the state

## Local Government Area Region (LGAR)

An LGAR is aligned with a group of local council boundaries and if there are various groups in an LGAR, it is preferable to have a committee at this level. An LGAR Committee should provide benefits with local groups working together and may appoint one Delegate to represent their LGAR at State Forum Meetings and the Annual General Meeting.

An LGAR should ensure they advise NHW NSW of their committee members on the LGAR Area Information Report.

## Groups

Within any LGAR there may be groups operating that can be any size deemed appropriate or suitable by the LGAR Committee members and is solely at the discretion of the LGAR Committee. For example, in regional locations, a group might cover the whole town. Historically, these areas were often numbered, but are now being naming according to their geographical location.

Groups will be required to submit an Area Information Report and an audited financial statement on an annual basis. NHW state office will provide advance notice of reporting requirements and the due dates.

## Zones

NHW groups may choose to further divide their location into zones. This can be any size deemed appropriate and suitable to the area and is solely at the discretion of the committee. Historically, zones have often been numbered and reflected newsletter delivery zones by the Zone Representative who would also attend the group meetings to represent their group of neighbours.

## Volunteers

Volunteers are the backbone of NHW NSW and the most valuable asset the organisation can have. Volunteers are the frontline face of NHW NSW and despite being the last part of the NHW NSW structure they are at the top and most valuable members of the organisation. Their role is to promote and run their groups to best suit the local communities.

## Group Structure

There is no ideal structure for a NHW NSW Group, what works most effectively in a particular community within the broad parameters of the program is quite acceptable. Flexibility is essential.

Some form of management and direction is required, regardless of the size of the NHW area. NHW Groups are routinely managed and operated by a Management Committee. At a minimum, these committees must comprise of a President, Secretary and Treasurer.

Depending upon the local situation, further positions may be added such as Vice President, Social Media Manager and website administrator just to name a few. The positions of President, Secretary and Treasurer must be separate positions and NO two positions are to be held by the same person.

The remaining positions are optional, depending upon the local situation and requirements. Essentially what is best is what works for a particular community. The key issue is not so much the size of an area or even the number of people participating. Rather, it is the ongoing willingness of the local community to participate in the program in an effective manner.

The general roles and responsibilities of each of the management committee members are listed below as a guide only:

#### President

- Responsible for the efficient and effective operation of the NHW group and for chairing Meetings
- The principal liaison contact between the NHW group and the local Police CPO
- Manages NHW in their respective group
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#### Secretary

- Responsible for preparing and responding to correspondence
- Supply copies of minutes for meetings to interested parties. In the interest of encouraging self-sufficiency, NHW NSW Presidents should be encouraged to maintain records for their area. It is the responsibility of the Secretary, to undertake record keeping.
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#### Treasurer

- Responsible for the maintenance of proper and accurate records of all monies
- Provision of a financial report at each General Committee Meeting and a written report of the Area Coordinator as required.
- Shall ensure that all accounts are in writing and presented to and passed by the Management Committee for payment.
- Deposit all funds with a bank, building society or credit union approved by the Management Committee. Withdrawal of any funds shall be by joint signature of at least two members of the Management Committee.
- Where family members are on the committee, and signatories for the account, family members should not sign the same authorisation. It should be one of the family members and another signatory.
- Ensure that an auditor appointed by the Management Committee carries out an audit of all accounts prior to the annual general meeting
- Present the audited report at the AGM

## NHW Meetings

Many NHW Groups operate effectively on a casual and informal basis, whilst others prefer to observe stricter protocol. Some meetings are presided over by a chairperson and all questions and or comments must first pass through the Chairperson, minutes are recorded, and business and correspondence is tabled.

Meetings are often an important part of the program and a primary method of engagement and communication in many communities. However, the numbers of meetings held, and the number of members attending, are not a reliable indicator of the success of the program. In many cases, it is the activity that takes place between meetings that is important. Most importantly, meetings should be held to discuss the business of the NHW program and its objectives.

Research has shown that face to face meetings significantly impact the collaborative partnership, build the community's confidence and keeps the community actively engaged in crime prevention and reporting. Meetings that are constructive and consistent are an integral part of building better relationships with the community. It is important to have a consistent date, say 1<sup>st</sup> Tuesday of the month, set time and set venue for meetings. This permits those with multiple work and personal commitments to be able to schedule around your set meetings each month.

With the common use of social media it is now possible that NHW NSW Groups may be use Facebook or be Facebook only groups. It is important that any group using Facebook or social media need to abide by the NHW NSW Social Media Policy.

## Starting a NHW Group

NHW groups are not governed or operated by NSWPF. All enquiries about starting a group should be directed to the NHW NSW State Office [admin@nhwnsw.au](mailto:admin@nhwnsw.au) or Phone: 02 4048 1068. NHW NSW Groups are established and operated by the local community. Below are several steps which may be considered by a community group when establishing a NHW group.

### **Step 1 - Assessing the Need**

The process usually begins when a member of the community perceives a need for NHW in their local area. It is important at this stage, to try to ascertain as accurately as possible the likely level of support for the NHW group within the local community.

This groundwork needs to be conducted by the community member, with assistance from the State Office, wishing to establish the group. Notwithstanding a perception by either police or the community that NHW is appropriate; the program will not work without ongoing support.

As not all members of the community may be familiar with NHW and its objectives, it is important that the community in the area targeted are supplied with information on the program before their views are canvassed. For example, this might be done by distributing NHW NSW pamphlets or a simple printed flyer explaining the essentials of the program in the area targeted.

### **Step 2 – The first meeting**

Once it has been determined that there is enough initial interest and support for the NHW group, the next step is to organise a community meeting. Again, this will be organised by the local community member, with assistance from the State Office. Essentially, it is about explaining the aims and objectives of NHW NSW, what is expected in the way of community participation and the benefits that will flow to the community from a successful NHW NSW program.

It may be helpful to draw up an agenda before the meeting and circulate it to those attending. The primary reason for this meeting is to help the community decide whether NHW should go ahead in the local community. This is fundamental and nothing else should proceed until this is resolved.

If it is apparent that there is sufficient support, the next step is to determine the most appropriate structure for the NHW group and arrange for the election of a management team. This might be carried out at the initial meeting, or it might be more appropriate to arrange a second meeting for this purpose. Local conditions and the mood of the audience will largely determine what course of action is taken.

### **Step 3 – Selection of committee members**

People who nominate themselves for positions or are nominated by others need to understand the roles and responsibilities of office holders.

The first position to be filled is that of President. You should call for nominations for this position and ask for a seconder. Anyone nominated should first be asked if they accept the nomination. When all nominations have been received, call for a vote upon each of the nominees in turn (this can be by a show of hands or by ballot).

If there are several nominees, you may wish to appoint a scrutineer to assist you with the counting. If no nominations are received for a particular position, do not delay the process and move onto the next position.

If there are vacant positions at the conclusion of the election process, the group might suggest that a caretaker for the position be appointed until a further meeting can be arranged.

#### Step 4 – NHW community members

Membership to the NHW NSW group is at the discretion of the NHW Committee members.

Please note:

- It is important to remember that police have no voting rights in the election of office holders
- Membership to the NHW NSW Group will be at the discretion of the NHW Committee Members.

## Sustaining the NHW Program

The NHW program is dependent upon ongoing community involvement and support. Support and advice will also be provided by NSWPF and the NHW NSW State Office to sustain the program. This is likely to involve providing support material and providing information on local crime trends for meetings and newsletters. Anecdotal evidence suggests that those NHW NSW groups that are encouraged to adhere to clear and simple objectives with a minimum of bureaucratic type activity are often the most successful.

It may be helpful to suggest to members that they undertake specific tasks, such as property engraving or marketing the NHW NSW program to neighbours and friends in the intervening time between meetings. Not only is this likely to sustain community interest, but it also provides a measure for evaluation.

## Closing a NHW NSW Group

Given the demographic changes and other issues impacting on communities, it is inevitable that some NHW NSW groups will cease operating. How this will be conducted will be determined by the NHW committee members for that group.

It has been the experience of the NHW NSW that groups typically close where the majority of the members (51% or more) vote to wind up the group. Where doubt exists about the intention of the people



involved, it should be clarified by affording all members an opportunity to debate the issue and vote on it. In the event of closure, NHW Committee members should discharge any outstanding expenses and liabilities and vote on the disposition of any remaining funds. The NHW Committee must advise the NHW NSW State Office of their intent to disband.

Any remaining funds and property that the group holds at the time it is disbanded shall be transferred to the NHW NSW State Office to be used for the benefit of other NHW NSW groups.

*Any remaining funds should NOT be: - Divided up amongst those committee members present, or - Paid to NSWPF*

## Public Comment

Although everyone has the right, as a private individual, to make public comment and enter public debate on political and social issues, no member of NHW NSW should make or appear to make statements on behalf of NHW NSW without prior consent from the NHW NSW State Office.

NHW meetings, initiatives, and success stories can be publicised. Making positive use of local media, can enhance the profile of the program. Community radio stations make a useful local media vehicle through which local NHW NSW groups can reach the community.

For further information refer to the NHW NSW Media Guidelines.

## Social Media

Social media is an ever-increasing means of communications that is replacing more traditional forms of communication and can be accessed by more people faster. Social media covers a wide range of options including but not limited to Facebook, Twitter and Snapchat and new types of social media are always being developed.

Social media can be a particularly useful tool to help promote NHW NSW groups and their activities, however it can also open a lot of legal and ethical questions as well.

Due to these factors a separate Social Media Policy has been created and can be obtained from the State Office.

## NHW and Politics

NHW NSW is not a political organisation. In the interests of maintaining the program's effectiveness, the following advice should be adhered to:

- Discourage the use of NHW NSW to promote political causes
- Guest speakers at NHW NSW meetings should be chosen for their ability to expand upon or explain matters specifically related to the NHW program.
- They must not use the program as a platform for raising political issues

## Sponsorship

Sponsorship can be a useful mechanism for fund raising and sustaining the NHW NSW program. It is appropriate for individual NHW NSW Groups to look for sponsorship for local activities, such as newsletters and membership drives.

It is important that any sponsorship of the NHW NSW Group does not have the potential to cause embarrassment to the NHW NSW program. All sponsorship activities should be carefully recorded by the NHW NSW Group and treated appropriately in the NHW NSW group's bank account.

While NHW NSW may have state-wide sponsors it realises that the life blood of NHW NSW Groups is local sponsorship and as such any financial sponsorship funds raised by the group stay with the group.

Sponsorship from alcohol manufacturers or cigarette companies is not permitted. Sponsorship from licensed premises is permitted.

## Fund Raising

Advice to NHW NSW groups should include that fund raising activities need to comply with the law. Particular care should be taken to ensure full accountability and record keeping of all money or goods collected. Any money or goods should only be from reputable persons and businesses.

Consideration should be given as to whether the proposed fundraising requires a licence to fundraise issued under the Charitable Fundraising Act 1991 (NSW) by the NSW Office of Liquor, Gaming and Racing. Section 9 of this Act provides that a person or organisation conducting a fundraising appeal is guilty of an offence unless the person or organisation is the holder of an authority to fundraise issued under the Act or is authorised to do so by a person or organisation holding such an authority.

Given that the objectives of the NHW NSW program is community based, fundraising by NHW NSW groups fall under the jurisdiction of the Act. For further information, please contact: Office of Liquor, Gaming and Racing GPO Box 7060 SYDNEY NSW 2001 info@olgr.nsw.gov.au phone: (02) 9995-0300

## Applying for Grants

NHW NSW Groups may be eligible for grants and should inform themselves as to grants available and eligibility requirements. For example, some grants requirement grants recipients to have an ABN (NHW NSW Groups requiring an ABN should be directed to [www.business.gov.au](http://www.business.gov.au) to register for an ABN).

So grants require the applicant to be a Designated Gift Recipient (DGR). At the time of these guidelines being compiled NHW NSW is not a DGR organisation.

Some grants can be applied for under the Neighbourhood Watch New South Wales Incorporated ABN. Approval to use this ABN must be gained from NHW NSW State Office prior to applying for the grant.

**Under no circumstances should NHW NSW groups use the NSWPF ABN when applying for grants.**

Before you begin writing a grant application you need to:

- Be clear about why and for whom you are writing the proposal
- Understand the donor for whom you are preparing it
- Know your group, which means being clear about the group's strengths and weaknesses and being able to present a credible track record in areas such as financial management, project impact and general management ability
- Finally, you need to plan the project, which means understanding the context, setting objectives and designing a process
- Do not start writing a funding proposal before you have done the necessary research, thinking and planning

If you need assistance with the application for a grant, contact the NHW NSW State Office

All levels of government give out grants, as do many philanthropic foundations and some corporations. The keys to success in getting a grant are subtly different for each type of grant maker.

You must know the difference, so you know how to pitch your proposal. The best way to negotiate the world of grants is to think about your needs before you start thinking about what is available.

Hold a brainstorming session and make a list of all the things your group would like to do, if only it had the money.

Make it a living list that is accessible to key people within the NHW NSW Group and can be added to and refined as new needs arise and old ones subside.

Use this list to inform your decisions about which grants you want to apply for.

- Some grant schemes are applicant-driven. This means various groups submit project proposals, and the grant maker picks the one they like best.
- Others are project-driven. This means the grant maker has a specific project in mind, and advertises for groups who want to run that project.
- In any case, any money you receive from a grant will be earmarked for something specific. Before you accept the money, you must be sure you have the capacity to carry out the terms of the contract. After you have accepted the money, you must deliver exactly what you said you would.
- Often a criterion for receiving grant money is that the group is incorporated. Without incorporation, the group will need to find project sponsor i.e. a group or organisation that is incorporated such as, Neighbourhood Watch New South Wales Incorporated, the State Office.

## Raffles

Raffles are always a fashionable way to raise money and well accepted in the community. Always ensure that you follow all guidelines regarding raffles.

If you have any questions about these Guidelines, please contact the Neighbourhood Watch New South Wales Incorporated State Office 02 4048 1068 or email: [admin@nhwnsw.au](mailto:admin@nhwnsw.au)