



Advice for completing a quality nomination

Important points to consider before writing your nomination

Before beginning your nomination, please complete this checklist to determine whether the project is eligible:

Checklist	Yes	No
Was the project fully operational by 1 February 2016?		
Does the nomination have the consent of the project's management?		
Do you have any supporting documents that show the project was successful?		

You should only proceed with a nomination if you have answered 'yes' to all of these questions.

Your nomination must not exceed seven pages in length, with a minimum Arial font size of 11 point. A limit of 1,500 words also applies.

Completing your nomination

1. The nomination form includes 14 questions, with a 1,500 word limit over seven pages. Most pages will need to accommodate at least two responses. It is important to keep your answers succinct and to the point.
2. It may take several drafts to produce your final answers. To make sure your nomination is strong, start well ahead of nomination due date. We recommend having your document proofread by one or two different people.
3. You must keep your summary for question six to a maximum of 800 words. To be successful, you must clearly explain how the project operates. You should state the project's objectives, as well as the activities that were implemented to achieve these objectives.
4. Several questions require a statement of outcomes. You may have specific aims, such as 'to lower the incidence of burglary in the local area by 15 per cent'. In this case, you could compare burglary rates 12 months before project implementation against burglary rates 12 months after project implementation to measure project success.

If the original project design did not include any measures of success, you can still provide supporting evidence (refer to 'Evaluation' below).

Innovation and good practice

As part of your nomination, you are asked to describe how the project you are nominating is innovative. This requires you to think about what is unique or different about your project. What is it that you have tried that others have not?

Understanding existing crime and violence prevention strategies is a necessary first step to claiming innovation.

A project may be innovative at a local level; for example, because it addresses specific issues or needs in your community, or at a national level; for example, because it raises community awareness.

The following types of innovation may help you to describe the innovative aspects of the project you are nominating:

- Developmental innovations—where existing services to an existing user group are modified or improved
- Expansionary innovations—where existing services are offered to new user groups
- Evolutionary innovations—where new services are provided to existing users
- Total innovations—where new services are provided to new user groups.

Evaluation

When nominating a project, you should explain how the project was successful. Many questions regarding project success are easy to answer if the project was well implemented, planned and evaluated. However, some projects may have been implemented with a limited budget, without external evaluation. This tip sheet provides alternative information to use when determining project success.

The nomination form requires you to summarise the following:

- The project's long term goals
- How you measured success
- How crime was prevented or violence reduced as a consequence of this project
- What outcomes have been documented, including any unanticipated outcomes
- Whether the project was evaluated externally—if it was, you should provide an electronic copy of the evaluation report and summarise the key evaluation findings. If the project was not evaluated externally, you should outline how you know the program has successfully achieved its intended outcomes, including any supporting evidence you have available.

Why evaluation is important

The Board is looking for proof of project success—they want to know if the project achieved its intended outcomes by preventing or reducing violence or other types of crime and anti-social behaviour, and if so, to what extent. Having independent evidence of success really helps the Board in deciding whether a given project is worthy of an ACVPA award.

If your project was not evaluated externally, you can provide your own evaluation when responding to question six. For example, you could ask the local police to write a letter about the project in support of your claims, explaining that you have reduced anti-social behaviour in your local area. You could also

ask other stakeholders—such as a school principal or a member of local council—for a letter outlining project success.

Measuring program outcomes is not always straightforward. The following example is a useful description of what is involved in evaluating outcomes.

A local shopping centre may decide to introduce security guards to reduce shop-theft, prevent anti-social behaviour and improve the community's overall perception of the centre. It is relatively easy to determine the impact of the extra security on shop-theft and anti-social behaviour by measuring a decline in the number of incidents. However, it may be more difficult and costly to assess the local community's overall perception of crime in and around the shopping centre. In this case, the local community's perceptions are important, as they make the decision as to whether or not to shop at the centre.

One way of assessing the community's confidence in the shopping centre could be to measure changes in trading turnover and customer volume. It is important to remember that seasonal issues or other commercial and external factors may affect this measurement. Alternatively, a more direct measure—such as a survey of customer confidence before and after the extra security is introduced—could be an effective indicator of outcome achievement.

A balanced performance measurement framework focused on outcomes will make it easier to measure program success.

Useful resources

Information on crime prevention

www.aic.gov.au/crime_community.html

Evaluating crime prevention

www.aic.gov.au/publications/current%20series/tandi/441-460/tandi458.html

New South Wales Government information on preventing or reporting crime

www.crimeprevention.nsw.gov.au

Victorian Government information on community crime prevention

www.crimeprevention.vic.gov.au