



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	
Was the project fully operational by 1 February 2024?	
Do you have any evidence to show the project was successful?	
Does the nomination have the consent of the project's management?	

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

Your nomination must be submitted online.

Completing your nomination

1. The nomination form includes 21 questions. 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 the due date. Drafts can be saved online for only three days, so we recommend that you draft your nomination in Word, have it proofread by one or two different people and finalised, prior to completing online. Only submit your final nomination.
3. You must keep your description of the project 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 undertaken to achieve these objectives.
4. A few questions require measures of success. You may have specific aims, such as 'to lower the incidence of burglary in the local area by 15 percent'. In this case, you could compare the burglary rates 12 months before project implementation against the burglary rates 12 months after project implementation to measure project success.
5. 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. Think about what is unique or different about your project. What have you tried that others have not? What makes the project special or innovative?

Understanding existing crime and violence prevention strategies is a necessary first step to claiming innovation. For example, a project may be innovative at a local level, because it addresses specific issues or needs in your community. Or it may be innovative at a national level, because it raises awareness across the Australian community.

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 a particular 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. The nomination form requires you to summarise:

- the project's long term goals
- how you measured success
- how crime was prevented or violence reduced as a consequence of this project.

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.

If the project was evaluated externally, you should provide an electronic copy of the evaluation report and summarise the key findings.

If the project was not evaluated externally, you should outline how you know the program has achieved its intended outcomes, including any supporting evidence you have.

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 antisocial behaviour, and if so, to what extent. Having independent evidence of success helps the Board in deciding whether a given project is worthy of an award.

If your project was not evaluated externally, you can provide your own evaluation when responding to question 15. 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 antisocial 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 describes what is involved in evaluating outcomes.

A local shopping centre may decide to employ security guards to reduce shop-theft, prevent antisocial 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 antisocial 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 the shopping centre. In this case, the local community's perceptions are important, as it is community members who decide 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 variation 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 indicate success.

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

Useful resources

Evaluating crime prevention

<https://www.aic.gov.au/publications/tandi/tandi458>

Preventing or reporting crime, New South Wales Government

<https://www.crimeprevention.nsw.gov.au>

Community crime prevention, Victorian Government

<https://www.crimeprevention.vic.gov.au>

Police and crime prevention, Australian Capital Territory Government

<https://www.justice.act.gov.au/safer-communities/crime-prevention>

Safety and security information, Western Australian Government

<https://www.wa.gov.au/organisation/western-australia-police-force/safety-and-security-information>

Safety and preventing crime, Queensland Police Service

<https://www.police.qld.gov.au/safety-and-preventing-crime>