

Fact sheet

2024-27 NSW Justice Reinvestment Grants Program Step by Step Guide to applying online

When applying for a grant, you need to complete an application online in SmartyGrants. This fact sheet will assist you to login, navigate through, start and complete your application.

Program Guidelines and Frequently Asked Questions (FAQs) are available on the DCJ website, at <https://dcj.nsw.gov.au/legal-and-justice/strategies-and-plans/justice-reinvestment.html>.

If you need help logging in please email the Justice Reinvestment team at justicereinvestment@dcj.nsw.gov.au.

Instructions

General instructions and tips

1: Getting started

To begin, go to <https://DCJ.smartygrants.com.au/JR-EOI>

- You will be taken to the instructions page for the NSW Justice Reinvestment Grant Program Stage 1: Expression of Interest application form.
- On this page you can preview the application form or download a PDF copy.
- You can also start your application, which means either logging in to your existing account or creating a new account.
- Please read all 'Before You Begin' instructions before starting.
- Please see Figure 1 on the next page:



NSW Justice Reinvestment Grant Program Stage I: Expression of Interest



Start a
submission



Preview
the form



Download
preview form

Submissions are now being accepted. Submissions close at 5:00PM 18 March 2024 (AEDT).

IMPORTANT: Please read information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the Department of Communities and Justice's online grant application service, powered by [SmartyGrants](#).

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please email justicereinvestment@dcj.nsw.gov.au and quote your submission number.

Follow this link dcj.nsw.gov.au/legal-and-justice/strategies-and-plans/justice-reinvestment.html to view the guidelines.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

Figure 1: DCJ SmartyGrants Justice Reinvestment EOI Landing page

2: Logging in and starting an application

- You can log in by clicking 'Start a submission' or 'Log in' (in the top right-hand corner).
- Once you have clicked on this, you will be prompted to login or register for the SmartyGrants website (see Figure 2 on next page).
- If you have previously used SmartyGrants you can enter your details under 'Log in'.
- If you are using SmartyGrants for the first time, you will need to 'Register' your details by entering the information requested and following the prompts.

NSW GOVERNMENT Department of Communities & Justice

[Current Rounds](#) Not logged in.

Login or Register

A free account is required to make an online submission.

Registration gives you secure access to your forms, allowing you to save your progress and resume later.

Log In

Email:

Password:

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Register

If you haven't registered or started filling in a form, [register here](#).

Figure 2: DCJ SmartyGrants Log In Landing page

To start an application:

- Click on **My Submissions**
- Click on **Current Rounds**
- Click on **Justice Reinvestment Stage 1: Expression of Interest (EOI)**
- Click **Start New Submission**

Hint: It's a good idea to start your application as soon as possible, as this will register your interest and mean you will receive any updates and get reminders when the form is due. You will not need to complete (or even actually write anything in) your application straightaway.

3: Completing an application form

- Read the information provided thoroughly and ensure your application meets the required criteria. The Applicant is the organisation undertaking the project.
- Press the Save Progress button. Ensure you save regularly to prevent data loss.
- Use the Save and Close button to save a partially completed application. You can revisit your application at a later time using My Submissions when you log in.
- Questions marked with a red asterisk (*) are mandatory and must be completed. Skipping these questions will prompt you with an error and mean you can't submit your application.

1: Name of Applicant
Organisation *

Response required.

Figure 3: Response Required marked with an asterisk

- If you are having problems submitting, it is likely that one of these mandatory questions have been missed or answered in the wrong format.
- Click the Next Page button to continue filling out your application.
- Most text questions will have a word limit, listed below the answer field.
- To help you with your responses many questions will have a hint below the answer field. The hint will tell what information is needed to assess your project.
- Once all information has been completed, you need to review your application before you can submit. Click the Next Page to review your information.
- If you see the following error message, you will need to revise your application before it can be submitted:

Some changes to your application are required before it can be submitted. Check the highlighted items and fix them before the application is submitted.

Figure 4: Error message - changes required

- To identify the issue, scroll down the page until you see a prompt

Response required.
Go to page

Figure 5: Error Message - Go to page

- Once all issues have been resolved and you have ensured all your information and uploaded documents are correct, you will be able to click the **Submit** button.
- Once you have submitted your application, you will receive an automated confirmation email (example below) with a copy of your submitted application attached.

Thank you. Your submission has been received.

Submission Number: [Your Application ID]

A copy of your submission is attached. You can also return to Site Homepage at any time to view your submission, but now that it is submitted it cannot be changed.

Applicants will be notified if they have been invited to apply for Stage 2 between 2 April 2024 and 13 May 2024.

If you have any questions, please contact us on justicereinvestment@dcj.nsw.gov.au

Kind Regards

Justice Reinvestment Team

IMPORTANT: If you do not see the above confirmation screen, or do not receive a confirmation of submission, your application has not been submitted.