

CQ Bushfires- Category C Flexible Funding Grants Program

Funding Information Paper
October 2019

This initiative is jointly funded under the Commonwealth/State Disaster Recovery Funding Arrangements.



Australian Government



Queensland
Government

1. About this grants program

Over two years from 2019 to 2021, a total of \$6 million (GST exclusive) will be made available through two open funding rounds to provide flexible grants to non-government organisations, community groups and Local Governments in the disaster affected local government areas of Banana, Bundaberg, Central Highlands, Gladstone, Isaac, Livingstone, Mackay and Rockhampton to implement projects aimed at driving recovery, building awareness to:

- reduce future risks and minimise community dependence on government assistance
- enhance self-efficacy and community-efficacy
- minimise negative impacts and embrace opportunities
- promote connectedness, encourage support networks and social inclusion
- support and promote opportunities for sustainable economic recovery
- support business and service provider continuity
- promote preparedness and resilience to future disasters.

Funded projects will need to contribute to one or more of the following Disaster Recovery Outcomes:

- the needs of vulnerable groups are addressed in disaster recovery
- the community is aware of the disaster recovery processes
- the community can express its changing disaster recovery needs
- community members are aware of the risks of future disasters
- the community has improved capacity and capability to respond to future disasters
- business and not-for-profit organisations have in place adequate mitigation practices for risks and threats
- government, private sector, civil society and organisations are engaged in plans for mitigation and management of the recovery.

Round 1 valued at approximately \$1.8M was released on 1 April 2019.

- Small Grants: (Min. \$2,500 up to \$20,000)
- Large Grants: (Min. \$20,000 up to \$100,000)

Round 2 valued at \$4,905,699 will be released on 1 October 2019.

- Small Grants: (Min. \$2,500 up to \$50,000)
- Large Grants: (Min. \$50,001 up to \$150,000)

Projects must be aligned with national disaster resilience and recovery outcomes (not limited to human and social recovery), the [National Strategy for Disaster Resilience](#), and the [National Disaster Recovery Principles](#) as outlined in the [Queensland State Recovery Plan](#) and the [Community Recovery Handbook](#):

- understanding the context
- recognising *complexity*
- using local, *community-led* approaches
- ensuring *coordination* of all activities
- employing effective *communication*
- acknowledging and building local *capacity*
- identifying lessons and building resilience

N.B A third funding round may be opened should all funds not be fully expended in either round.

2. Key information

Contact – Grantqueries@communities.qld.gov.au

Applications

- Funding submissions must be made on the appropriate SmartyGrants online application form.
- The applicant must have no outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government.
- Any outstanding Acquittal Reports must be submitted before any new funding will be provided.

Submitting applications

Please refer to the [funding available](#) page of our website for more information, including access to the guidelines and contact information.

Online SmartyGrants applications only will be accepted.

If you are new to SmartyGrants, you will need to register before you can apply. Refer to the [SmartyGrants—Help Guide for Applicants](#) for information on registering and completing your application form.

The relevant online SmartyGrants application form can be found at:

Small grant application form - <https://communities.smartygrants.com.au/CQBCCFFGPR2Small>

Large grant application form - <https://communities.smartygrants.com.au/CQBCCFFGPR2large>

Closing date

A completed online application form must be received by the Department of Communities, Disability Services and Seniors (DCDSS) with all required documents by **2pm AEST Tuesday 5 November 2019**.

Late applications

An application submitted after the closing date will be considered a late application. Late applications *may* be accepted at the discretion of the assessment panel. Incomplete applications will not be accepted.

3. Funding priorities

Applications are invited from eligible organisations to fund projects between \$2,500 and \$150,000 (excluding GST). Successful projects will receive one-off, non-recurrent funding to implement projects aimed at driving recovery, building awareness and resilience. Projects should preferably involve partnerships with local government, and other organisations and/or groups.

The higher the amount of funding an applicant seeks, the higher the expectation is for the project to provide:

- stronger evidence of partnerships and collaboration
- rigorous supporting documents, including supporting research and development
- clear evidence of broader scope, application and impact.

The Flexible Funding Grants will fund projects that promote:

- recovery from the impact of the disaster
- community education and information
- planning for the community's future
- disaster preparedness and building community capacity
- healing and self-expression
- community connectedness and identity
- capturing of stories.

Eligible initiatives could include (but are not limited to):

- delivery of small projects that facilitate the recovery of the communities through community capacity and resilience building, to assist communities to understand how to be better prepared for hazards into the future
- neighbourhood and community strengthening activities that focus specifically on capacity building for future weather events
- workshops or education/information sessions on issues such as insurance awareness, seasonal preparation, disaster proofing homes and developing disaster plans
- establishing regional disaster resilience planning networks involving local governments and key stakeholders such as industry and peak bodies, community and health service providers, chamber of commerce and emergency service agencies
- developing knowledge and skills across local governments and communities to improve recovery outcomes, and future disaster risk reduction and resilience
- focused recovery support services for impacted small businesses and primary producers, which will include business advisors and mentoring
- community group forums could provide access to individual support for recovery services, grants, insurance, business financial counselling, advice and/or mentoring grants
- training and skills development throughout the community, such as small business continuity/contingency planning to help individual businesses to survive in the short to medium term
- grants to establish and build resilience in collaboration with other key disaster management stakeholders
- commemorative and reflective gardens or public memorials
- community events and other community arts, sporting and cultural projects.

Targeted projects should be relevant to specific groups including:

- children and families
- young people
- Aboriginal and Torres Strait Islanders
- culturally and linguistically diverse (CALD) communities
- people with Disability
- seniors
- small businesses
- primary producers.

4. Eligibility for funding

Eligibility Criteria

Successful applicants must provide evidence of incorporation prior to payment. Alternatively if you are an Approved Service Provider (ASP) for the Department of Communities, Disability Services and Seniors (DCDSS), you may provide your ASP details.

The following types of organisations can apply for funding under the *CQ Bushfire Category C Flexible Funding Grants Program*:

- groups and organisations based in Queensland
- organisations such as community groups, local councils, non-government organisations, peak & industry groups, and research bodies
- groups and organisations with no outstanding financial liability, service delivery or performance issues for funding previously and currently provided by the Queensland Government
- groups and organisations who hold the appropriate public liability insurance required to undertake their project and all related activities, consisting of a minimum value of \$10 million
- groups and organisations with a registered Australian Business Number (ABN).

Funding will not be provided for:

- groups and organisations based outside of Queensland
- individuals, or individual businesses or primary producers
- clean up activities
- replacing losses covered by insurance or claimable through other funding sources
- privately owned cultural assets, including collections, buildings and spaces
- capital works/places/objects owned by a State or Commonwealth Government department, agency or authority
- restoration of infrastructure such as buildings, roads or bridges
- environmental restoration
- covering existing debts or budget deficits
- projects that are not related to disaster recovery from or future disaster resilience
- projects that have a political or religious outcomes focus
- projects that may have a negative impact on existing businesses/services
- projects benefiting individuals or individual businesses or primary producers
- facilities that are not open to the whole community.

The above list identifies the most common examples of ineligible costs and is not intended to be prescriptive or comprehensive. Contact grantqueries@communities.qld.gov.au to clarify costs that you are not sure are eligible.

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5. Assessment of applications

Applications will be assessed in a competitive, merit based process against the program's assessment criteria. Assessment will be conducted by a panel, and will be subject to strict assessment and eligibility criteria.

Successful applications will support the development of new innovative, purpose built solutions aimed at driving recovery, building awareness and resilience.

Assessment criteria

Applicants may apply for a grant for more than one project.

Small grant applications (Min. \$2,500 up to \$50,000) should meet the Program objectives and eligibility criteria, and:

- a) demonstrate how the project contributes to the recovery of the community from the impact of the disaster and/or contributes to the future disaster preparedness of the community
- b) include evidence of capacity to deliver project to timeframe and budget
- c) include evidence of community support and participation in the project.

Large grant applications (Min. \$50,001 up to \$150,000) should meet the Program objectives and eligibility criteria, and:

- d) demonstrate how the project contributes to the recovery of the community from the impact of the disaster and contributes to the future disaster preparedness of the community
- e) include evidence of significant community support for the project
- f) include evidence of inclusive processes used to identify and prioritise the project/s such as community engagement or community development plans; and endorsement by the Local Recovery Groups and/or Local Disaster Management Group
- g) include evidence of community participation in the development and implementation of the project
- h) include confirmation of alternative funding source of any ongoing costs (e.g. maintenance of facilities)

A project plan, detailing the deliverables, milestones and timelines etc, to be delivered within the first quarterly funded period will be required to support all Approved Large Grant projects.

The assessment panel's recommendations will be used to support funding decisions, and will take into account how strongly each application addresses the program objectives, funding priorities and funding criteria. The panel will consider the local needs, emerging community issues, geographical spread of available funds and to what extent the proposed projects support the purpose of the grant funding.

It is anticipated the outcomes of Round Two will be announced by mid-December 2019.

6. Successful applicants

Successful applications will be advertised in Queensland Government publications and websites.

Successful applicants will enter into an agreement with DCDSS, outlining the obligations of both parties, including, but not limited to, funding and payment details, reporting requirements, agreed outcomes and acquittal conditions. The panel may decline certain components of an application, or limit the amount of funds approved for individual items.

All successful applicants will be bound to the grant agreement, and to the short form contractual terms and conditions. Additional individual conditions may be specified at the time of approval. If necessary, a revised project plan may be negotiated.

Unsuccessful applicants will be given the opportunity to seek feedback by emailing a request to Grantqueries@communities.qld.gov.au whereby a member of the evaluation panel will respond.

7. Project completion

Project spending must be concluded within 12 months from the date of approval nominated on the grant agreement.

Reporting Requirements

Applicants with approved Smaller Grant projects are required to provide:

- Quarterly progress reports outlining achievements and deliverables completed within the reporting period (i.e. against what was identified in the application).

Applicants with approved Larger Grant projects are required to provide:

- Project plan (milestones, timelines etc) to be delivered within the first quarterly funded period
- Quarterly progress reports outlining achievements and deliverables completed within the reporting period (i.e. against what was identified in the application).
- A detailed general ledger or transaction report supporting actual expenditure incurred in delivering the funded project in that quarter.

Acquittal process

A Project Acquittal report must be submitted to DCDSS within three months of project completion, or at the latest by the end of the financial year in which the works were completed.

Acquittal reports must be certified by the Chief Executive Officer, or an equivalent / delegate.

Smaller Grant project acquittal reports must include:

- completion report outlining achievements and deliverables against what was identified in the project application
- A detailed general ledger or transaction report supporting the claimed final expenditure.

Larger Grant project acquittal reports must include:

- final progress report
- evidence demonstrating the completed project achievements against the deliverables identified in the project application
- an audited financial statement and detailed general ledger or transaction report from the applicant's finance system supporting claimed expenditure.

All applications, including progress and acquittal reports, must be certified by the agency/applicant Chief executive Officer / Director in line with its delegations.

Eligible costs

Costs directly associated with delivering the approved project, and excluding ineligible costs.

Ineligible costs

- costs associated with ineligible project activities
- costs of preparing applications, reports or associated supporting material
- legal costs
- in-kind contributions
- purchase of land or property

- salaries or general operating costs not directly associated with delivering an approved project
- cash prizes or commercial gifts
- work already commenced or been completed
- core business for an organisation
- purchase of core business capital equipment such as motor vehicles and office equipment
- remuneration of permanent or executive officers
- land acquisition costs
- duplication of existing initiatives
- furnishings and supplies
- temporary works, other than those required to enable completion of the proposed project
- ongoing costs for administration, operation or maintenance
- remuneration of employees for work not directly related to the proposed project
- unsupported on-cost charges and non-specific indirect and overhead costs
- vehicle leasing, unless directly related to the delivery of the project

These lists identify the most common examples and are not intended to be prescriptive or comprehensive. Contact DCDSS with eligibility enquiries.

8. Governance

Acknowledgment of joint State and Australian Government assistance

Public acknowledgement of DRFA assistance is required under Section 5.2 of the Commonwealth Guidelines available at: [www.disasterassist.gov.au/Documents/Natural - Disaster - Relief - and - Recovery - Arrangements/disaster - recovery - funding - arrangements - 2018.pdf](http://www.disasterassist.gov.au/Documents/Natural%20Disaster%20Relief%20and%20Recovery%20Arrangements/disaster-recovery-funding-arrangements-2018.pdf).

The announcement of an eligible measure/s will occur as a joint media statement unless otherwise agreed by the Commonwealth.

In addition, prior agreement must be reached with the Commonwealth on the nature and content of any subsequent events, announcements, promotional material or publicity relating to an eligible measure under the arrangements. This includes but is not limited to: media releases, events, social media, signage and advertising.

As the program is being delivered, the Lead Agency will identify announcement, progress and finalization of program media opportunities. The Lead Agency will communicate these opportunities to Queensland Reconstruction Authority (QRA), which will advise Emergency Management Australia.

Each Lead Agency is responsible for organising media events and drafting associated materials. QRA will oversee approval of media events and associated materials for government agencies, councils and not - for - profits, in consultation with Emergency Management Australia.

All media events and materials (initial and subsequent) must adhere to the 2018 DRFA Public Acknowledgement Guidelines.

Administration

To ensure collaboration and integration of recovery initiatives, DCDSS will implement a district level governance structure. Governance groups will be established in Gladstone, Livingstone and Mackay. Each group is proposed to include stakeholders from the following groups:

- Department Communities, Disability Services and Seniors

- Mayor or Representative from each of the local governments within the district
- Health and Hospital Service
- Community Development Officers
- Disaster Management Officer/s across the affected districts
- QRA Liaison Officer / Recovery Officer
- Other relevant Recovery Functional Group leads such as DAF or Small Business

Project management costs, including extraordinary administration costs to deliver the grants program, will be eligible under DRFA.

As the lead agency responsible for overarching administration of the DRFA, QRA will work closely with state and local governments to deliver value for money and best practice expenditure and acquittal of DRFA funds within disaster - affected communities.

9. Further information

Please direct any enquiries about the grants program, including matters such as funding criteria, late applications and feedback on funding decisions via email to grantqueries@communities.qld.gov.au.

For a full list of Queensland Government grants available to the community, please refer to <https://www.qld.gov.au/community/community-organisations-volunteering/funding-grants-resources>.