GRANT FUNDING GUIDELINES

Category C – Central Queensland Bushfires

Flexible Funding Grants Program – Round Three

2021-2022

Opening date and time: Wednesday 27 October 2021, 9:00am

Closing date and time: Thursday 25 November 2021, **2:00pm**

Funding period: January 2022 to 31 December 2022

Australian Government

Queensland Government

1.   About this grant program

Funding of $943 272 excluding GST is available to provide a third round of flexible grants in response to the Central Queensland Bushfires 2018 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**. The funding is for implementing projects aimed at driving recovery and 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 must 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.

Projects must align 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. The outcomes are:

- 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.*

Projects must be delivered to one or more of the following priority target groups:

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

Funding will be covered by the Community Services Act 2007,and will be delivered in line with the Disaster Recovery Funding Arrangements 2018.

There are 2 grant types:

Small Grants – for projects between $2 500 and $50 000 excluding GST
Large Grants – for projects between $50 001 and $100 000 excluding GST

Organisations/groups may submit multiple applications across each grant type, however each project must be submitted on a separate application.

2.   Funding priorities

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 community disaster recovery, preparedness, resilience-building 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, and 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 to assist with 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.

3. Funding eligibility

To be eligible for funding under this grant program, organisations and groups must be based in Queensland, or be auspiced by an agency whose primary base of operations is in Queensland.

Applicants must be an incorporated entity, a proprietary limited company, a public company, or an Indigenous corporation, and preferably have a current ABN, or be auspiced by an agency meeting these criteria in order to apply. Unincorporated, Commonwealth Government, and State Government entities are not eligible for funding under this grant program.

Organisations and groups must hold public liability insurance to a minimum value of $10 million per event.

Applicants must have no outstanding financial or performance reporting requirements for any funding stream within the Department of Communities, Housing and Digital Economy.

Funding under this grant round will not be provided for:

- groups and organisations based outside of Queensland (without a Queensland-based auspice)
- 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 roads or bridges
- environmental restoration
- covering existing debts or budget deficits
- projects that are not related to disaster recovery or future disaster resilience
- projects that have a political or religious outcome 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.

Ineligible project costs include:

- 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 the project
- cash prizes or commercial gifts
- work already commenced or 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 for activities not directly associated with delivering the project
- land acquisition costs
- duplication of existing projects

- office furnishings and supplies
- temporary works, other than those required to enable completion of the proposed project
- ongoing costs for administration, operation, or maintenance
- on-cost and overhead costs not directly related to the delivery of the project
- vehicle leasing not directly related to the delivery of the project.

Applicants will be required to submit a detailed budget expenditure breakdown as part of the application process to ensure that no ineligible project costs are requested.

4.   Submitting an application

All applications must be submitted via the SmartyGrants online portal. Applications will not be accepted outside of SmartyGrants.

SmartyGrants registration is free, however applicants must be registered with SmartyGrants to access the application form and submit applications.

Applications will open at 9am on **Wednesday 27 October 2021**.

Small Grant application form –

https://communities.smartygrants.com.au/CQBFFGR3S

Large Grant application form –
https://communities.smartygrants.com.au/CQBushfiresFFGR3L

Applicants may submit multiple applications across both small and/or large grant funding types, however each project must be submitted on a separate application form.

Applications will close at **2pm** on **Thursday 25 November 2021**.

Incomplete applications, including those without the required supporting materials, will not be accepted.

Late applications *may* be considered at the discretion of the funding assessment Chair, however, will be on a case-by-case basis and considered by extenuating circumstances only.

5.   Assessment of applications

Applications will be assessed by an independent funding panel comprising a panel Chair and at least 2 panel members.

The assessment panel will assess each application against strict assessment criteria. If the funding round is over-subscribed, applications will also be assessed competitively.

Assessment Criteria

Small Grants:

1. The project contributes to the recovery of the community from the impact of the Central Queensland Bushfires and/or contributes to the future disaster preparedness and resilience-building of the community, and

2. The project demonstrates evidence of community support for and participation in the project, and

3. The project demonstrates evidence of the applicant's capability and capacity to deliver the project.

Large Grants:

1. The project contributes to the recovery of the community from the impact of the Central Queensland Bushfires and/or contributes to the future disaster preparedness and resilience-building of the community, and

2. The project demonstrates evidence of significant community support for the project,

3. The project demonstrates evidence of inclusive processes used to identify and prioritise the project such as community engagement or community development plans; **and** has endorsement by the Local Disaster Management Group, and

4. The project demonstrates evidence of community participation in the development and implementation of the project, and

5. The application provides confirmation of alternative funding source of any ongoing costs (e.g. maintenance of facilities). *Note – alternative funding source must be verified.*

The assessment panel's recommendations will be used to support funding decisions and will consider how strongly each application addresses the program objectives, funding priorities and assessment 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.

6.   Successful applications

Successful applicants will be notified in writing prior to entering a contract with the Department of Communities, Housing and Digital Economy. The contract will outline the obligations of both parties, including 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 contract, including standard terms and conditions. Additional individual conditions may be specified at the time of approval. If necessary, a revised project plan may be negotiated for submission.

Funding will be released to successful applicants on a 90%/10% basis. 90% of the total funding approved will be released within 28 days of the contract being executed, with the remaining 10% being released on submission of all required performance and financial reports on project completion.

All project funding will be required to be accrued by no later than 31 December 2022.

Unsuccessful applicants will be notified in writing after successful applicants have been notified and contracts executed. Unsuccessful applicants will be able to seek feedback on their applications for a period of six weeks after notification of unsuccessful application outcome has been received.

7.   Project reporting requirements

Small Grant funding recipients are required to submit the following reports:
- A project plan on provided template outlining milestones, timelines etc within the first **three months** of the contract commencing,
- A project completion report on a provided template within **three months** of project completion or contract expiry. The project completion report should detail project deliverables and achievements against the submitted project plan. Supporting documentation such as photographs, newspaper articles, social media promotion should also be included with the project completion report as appropriate. The project completion report must be signed by an appropriate organisation or group delegate.
- A detailed general ledger or transaction report supporting the claimed final expenditure within **three months** of project completion or by no later than 31 March 2023.

Large Grant funding recipients are required to submit the following reports:
- A project plan on provided template outlining milestones, timelines etc within the first **three months** of the contract commencing,
- A detailed **quarterly** general ledger (in excel format) supporting project expenditure for the previous quarter within 28 days after the end of the quarter,
- A project completion report on a provided template within **three months** of project completion or contract expiry. The project completion report should detail project deliverables and achievements against the submitted project plan. Supporting documentation such as photographs, newspaper articles, social media promotion should also be included with the project completion report as appropriate. The project completion report must be signed by an appropriate organisation or group delegate.
- An independently audited financial report covering full project expenditure within **three months** of project completion or by no later than 31 March 2023.

NB – the remaining 10% of project funding will not be released until all required reports are received by the department on provided templates or as otherwise specified in the contracts.

8. Acknowledgement of joint Commonwealth and State Funding

All successful project funding will be required to publicly acknowledge funding under the [Disaster Recovery Funding Arrangements 2018](#).

All events and materials produced must adhere to the [Disaster Recovery Media and Public Acknowledgement Requirements](#).

9. Grant program enquiries

Please direct all enquiries regarding this grant program, including matters such as funding criteria, late applications and feedback on funding outcomes via email to grantqueries@communities.qld.gov.au.

Due to the high volume of enquiries received to the Grant Queries mailbox, all efforts will be made to respond to email enquires within two (2) business days. In the first instance queries will be responded to from a Grants Officer by email.