

CQ Bushfires- Category C Flexible Funding Grants Program

Funding Information Paper (v2.0)
2019

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.

Stage 1 valued at approximately \$1.8M will be released in the first quarter of 2019.

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

Stage 2 valued at approximately \$4.2M will be released in the third quarter of 2019.

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

Projects must be aligned with national disaster recovery outcomes (not limited to human and social recovery) 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:

<https://communities.smartygrants.com.au/CQBusfiressmallgrantsround1> (small grants)

<https://communities.smartygrants.com.au/cqbccffqplargeround1> (large grants)

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 Monday 29 April 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 \$100,000 (excluding GST). Successful projects will seek funds for 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 should 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:

- 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 bushfire preparedness
- workshops or education/information sessions on issues such as insurance awareness, seasonal preparation, bushfire proofing homes and developing bushfire 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
- people of 'lifestyle blocks'
- primary producers
- service providers.

For the above events and initiatives, opportunities to link affected businesses and primary producers should also be pursued.

4. Eligibility for funding

Are you eligible?

Successful applicants must provide evidence of incorporation prior to payment. Alternatively if you are an Approved Service Provider (ASP) for DCDSS you may provide your ASP details.

The following types of organisations can apply for funding under the *CQ Bushfires- Category C Flexible Funding Grants Program*.

- organisations such as community groups, local councils, non-government organisations, industry groups, research bodies and for-profit organisations within the private sector
- 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)
- groups and organisations based in Queensland.

Funding will not be provided for:

- individuals, or individual businesses or primary producers
- facilities that are not open to the whole community
- clean up costs
- 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
- purchase of land or property
- existing staff positions
- salaries or general operating costs not directly associated with delivering a project under the funding
- cash prizes or commercial gifts
- infrastructure such as roads or bridges
- environmental restoration
- covering existing debts or budget deficits
- projects that are not related to recovery from or future resilience to disasters
- projects that have a political or religious outcomes focus
- projects that may have a negative impact on existing businesses/services.

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.

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

To allow for a flexible support for a staged and tailored recovery initiatives there will be two staged funding rounds.

Stage 1 valued at approximately \$1.8M will be released 1 April 2019.

Stage 2 valued at approximately \$4.2M will be released 1 October 2019.

Projects under both Stage 1 and 2 will need to meet the following criteria:

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

- a) 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) Evidence of community support and participation in the project.
- c) Evidence of capacity to deliver the project to timeframe and budget.

Large Grants: (Min. \$20,000 up to \$100,000)

- a) 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.
- b) Evidence of significant community support for the project.
- c) 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.
- d) Evidence of community participation in the development and implementation of the project.
- e) Confirmation of alternative funding source of any ongoing costs (e.g. maintenance of facilities).

Applicants can apply for more than one grant.

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 One will be announced by mid-late May 2019 and Round Two by early-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.

7. Project completion

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

Reporting Requirements

- Small Grants are required to provide:
 - a completion report outlining achievements and deliverables (i.e. against what was identified in the application).
- Larger Grant projects are required to provide:
 - a copy of the general ledger specific to the funded project each quarter
 - a project plan (milestones, timelines etc.) to be delivered within the first quarterly funded period
 - a completion report outlining achievements and deliverables against project plan and applications.

Acquittal process

A final report must be submitted within three months of project delivery. This will include the final progress report, evidence of the completed project against the deliverables, together **with audited statement** and a **detailed transaction general ledger** from the applicant's finance system supporting claimed expenditure. These must be signed by the Chief Executive Officer, or an equivalent delegate.

It should also be noted that the following are **Ineligible costs** under this Grant:

- legal costs
- in-kind contributions
- work that has 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
- vehicle leasing, unless directly related to the delivery of the project
- costs of preparing applications, reports or associated supporting material.

Only online submissions will be accepted.

8. Further information

Please direct any enquiries about the grants program, including matters such as funding criteria, late applications and feedback on funding decisions 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>