

# Queensland Bushfires - Category C Flexible Funding Grants Program

**Round One**  
Funding Information Paper  
May 2020



# 1. About this grants program

Over two years from 2020 to 2022, a total of \$6M (GST-exclusive) has been made available through two open funding rounds to provide flexible grants to Queensland-based non-government organisations, research bodies, industry groups and peak bodies, community groups, and Local Governments in the 23 disaster-affected local government areas of Brisbane (City), Bundaberg, Gold Coast (City), Cook, Fraser Coast, Gladstone, Gympie, Ipswich, Livingstone, Lockyer Valley, Mareeba, Noosa, North Burnett, Redland, Rockhampton, Scenic Rim, Somerset, South Burnett, Southern Downs, Sunshine Coast, Toowoomba, Townsville, and Whitsunday.

This funding will assist in 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 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.

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

Round 1 (*this round*) valued at \$1.8M is now open, with funding rolled out from 1 August 2020.

- Small Grants: (Min. \$2,500 up to \$50,000)
- Large Grants: (Min. \$50,001 up to \$100,000)

Round 2 valued at approximately \$4.2M will be released in January 2021, with funding to roll out from 1 April 2021.

- Small Grants: (Min. \$2,500 up to \$50,000)
- Large Grants: (Min. \$50,001 up to \$100,000)

Projects must be aligned with national disaster resilience and recovery outcomes (not limited to human and social recovery), the [National Strategy for Disaster Resilience](#), 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 of the first two rounds.

## 2. Key information

Contact – [grantqueries@communities.qld.gov.au](mailto: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

Funding submissions must be made on the on-line application form through the SmartyGrants system. SmartyGrants is an online grants administration system used to lodge applications and submit supporting documentation.

It is free to use by grant applicants but you will need to register before you can apply if you are new to SmartyGrants. Refer to the [SmartyGrants – Help Guide for Applicants](#) for information on registering and completing your application form. If you are having difficulties with your SmartyGrants user account or accessing your application, please contact SmartyGrants directly:

- Phone (03) 9320 6888
- Email [service@smartygrants.com.au](mailto:service@smartygrants.com.au)
- SmartyGrants support desk hours are 9am to 5pm, Monday to Friday.

The relevant online SmartyGrants application form can be found at:

**Small grant application form:** <https://communities.smartygrants.com.au/QueenslandBushfiresSmall>

**Large grant application form:** <https://communities.smartygrants.com.au/QueenslandBushfiresLarge>

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

### Closing date

A completed online application form must be received by the Department of Communities, Disability Services and Seniors (DCDSS) with all required documents including letters of support and quotes by **2pm AEST, Wednesday 3 June 2020.**

### 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 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 Flexible Funding Grants 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):

- small projects that facilitate community capacity and resilience building and assist communities to understand risk and how to be better prepared for hazards in 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, disaster 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
- delivering community training and skills development, such as psychological first aid training or small business continuity/contingency planning or peer support networks to assist vulnerable community members or businesses to survive in the short to medium term
- establishing and building 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
- opportunities to support the community to reconnect, and
- projects that can demonstrate how they contribute to the objectives outlined in event specific Recovery Plans or LGA Recovery and Resilience Plans.

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
- service providers.

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

- evidence of partnerships and collaboration, including letters of support from local disaster management agencies and project partners
- clear evidence of broader project scope, application and impact, and
- rigorous supporting documents.

## 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 *Queensland Bushfires - Category C - Flexible Funding Grants Program*:

- organisations and agencies based in Queensland, or evidence of a Queensland-based auspicing agency if applicant is based outside of Queensland
- organisations such as community groups, local councils, non-government organisations, peak and 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. If applicants do not hold appropriate public liability insurance, projects must be auspiced by an agency who does meet public liability insurance requirements
- groups and organisations with a registered Australian Business Number (ABN). If groups or organisations do not have an ABN or an auspicing agency with an ABN, they will need to submit a completed Australian Tax Office [Statement of Supplier Form](#) with the application.

### Funding will not be provided for:

- groups and organisations based outside of Queensland with no Queensland-based auspicing agency
- 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](mailto: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 listed below. 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, and building awareness and resilience.

### Application assessment

Applicants may apply for grants for more than one project, however each project must be submitted via separate applications.

All applications must be certified by the agency/applicant Chief executive Officer / Director in line with its delegations.

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

- 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
- include evidence of community support for and participation in the project.

**Large grant applications** (Min. \$50,001 up to \$100,000) should meet the Program objectives and eligibility criteria, and:

- 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
- include demonstrated evidence (additional to support letters) of significant community support for the project
- 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
- include demonstrated evidence (additional to support letters) of community participation in the development and implementation of the project
- include confirmation of alternative funding source of any ongoing costs (e.g. maintenance of facilities). *Unconfirmed additional grant applications are not sufficient.*
- include a lite project plan noting significant milestones supporting the objectives of the proposal.

A detailed 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.

It is recommended that applicants seek endorsements and/or letters of support well before the application closing date to ensure these are available to submit with applications.

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 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.

It is anticipated the outcomes of Round One will be announced by **mid-July 2020**.

## 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. Successful applicants must deliver their project in line with the latest health advice regarding COVID-19.

Grant funding payments will be made through a 90% release on execution of the contract, and the remaining 10% released on conclusion of the project with the submission of all required reports to the department's satisfaction.

Unsuccessful applicants will be given the opportunity to seek feedback by emailing a request to [grantqueries@communities.qld.gov.au](mailto:grantqueries@communities.qld.gov.au), whereby a member of the evaluation panel will respond.

## 7. Project completion

Project spending must be concluded by the end date nominated on the grant agreement. There will be **no** extensions provided beyond the end date.

### Reporting requirements

**Applicants with approved Small 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 Large Grant projects** are required to provide:

- Detailed 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)
- Quarterly detailed general ledger or transaction report supporting actual expenditure incurred in delivering the funded project in the previous quarter.

Project plans and quarterly progress reports must be submitted on the appropriate template and be signed by an appropriate delegate.

Applicants who do not submit all reports within the required timeframes and are not able to demonstrate that the project is progressing per approved applications may be required to return funding to the department.

## **Acquittal process**

Both Small and Large Grant applicants must submit a project acquittal report 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.

**Small Grant** project acquittal reports must include:

- completion report outlining achievements and deliverables against what was identified in the project application, to be submitted on the appropriate template and be signed by an appropriate delegate
- a detailed general ledger or transaction report supporting the claimed final expenditure
- photographs are desirable, if appropriate.

**Large Grant** project acquittal reports must include:

- final progress report, to be submitted on the appropriate template and be signed by an appropriate delegate
- 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
- photographs are desirable, if appropriate.

## **Eligible project costs**

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

## **Ineligible project 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 at [grantqueries@communities.qld.gov.au](mailto:grantqueries@communities.qld.gov.au) with eligibility enquiries prior to application submission.

## **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:

<https://www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/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 may implement a district level governance structure. Each group is proposed to include stakeholders from the following groups:

- Department of 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](mailto: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>.