

## Contents

1. What grant programs are on offer? .....	2
2. What should we consider before starting our application?.....	3
3. What are the grant priorities? .....	3
4. Am I eligible to apply for any of the open funding rounds?.....	3
5. How do I apply? .....	4
6. What types of projects have been supported in the past? .....	4
7. If we received funding in the past does this mean we will not be funded again?.....	4
8. What is the minimum amount of money our organisation can apply for?.....	4
9. What is the maximum amount of money our organisation can apply for? .....	4
10. Can individuals apply for grant funding programs? .....	4
11. What does in-kind mean?.....	5
12. What information needs to be included in the project costs?.....	5
13. Should I use local businesses to procure materials and services? .....	5
14. Is GST paid on the grant?.....	5
15. Is an ABN required? .....	5
16. What is an auspicing arrangement? .....	5
17. Can I check if my community group or organisation has an ABN? .....	5
18. What is an incorporated association? .....	6
19. Can I check if my group has an Incorporation Number? .....	6
20. Our group is not incorporated, can we still apply? .....	6
21. Do I have to submit my interest on the Expression of Interest form? .....	6
22. Can someone help me with my application? .....	6
23. Can I talk to someone about my application before I submit it? .....	6
24. Do I have to submit my application by the close date? .....	7
25. Are some grants open all the time without a close date? .....	7
26. When can I apply for funding? .....	7
27. Can we submit more than one application in the same year?.....	7
28. Can we apply for funds to do maintenance for our equipment or building? .....	7
29. Can we purchase equipment with a grant? .....	7
30. Promotion or branding? .....	7
31. How many attachments can we submit with our application? .....	7
32. What type of attachments can I add to my application? .....	8
33. How many projects can an organisation propose?.....	8
34. What happens once I submit my application? .....	8

35. What if I change my mind, or circumstances change? .....	8
36. When will applicants be notified of an outcome? .....	8
37. Can I find out if my application has been successful before it is officially announced? .....	8
38. What happens if we are not successful in getting a grant? .....	8
39. What happens if we are successful in getting a grant? .....	8
40. Will we receive the full amount requested in the grant application?.....	8
41. What are the conditions of funding? .....	9
42. Definitions .....	9

### 1. What grant programs are on offer?

Funding for competitive 2019 South Australian Disaster Resilience Grants are provided through the following State and Commonwealth funding arrangements:

#### **2015-18 National Disaster Resilience Program (NDRP) – Round 3**

The aims of the program are to support projects which address state risk profiles, are consistent with the National Strategy for Disaster Resilience priorities and/or support emergency management volunteers. The program is competitive with applications assessed by the State Assessment Panel against eligibility criteria.

Key principles include:

- Shared responsibility
- Collaboration across sectors
- Alignment/integration with State Emergency Management arrangements
- Sustainable Benefits
- Public benefit

#### **Prepared Communities Fund**

In accordance with the joint State and Commonwealth *Project Agreement for Prepared Communities*, the Prepared Community Fund will support the delivery of high priority state initiatives and improve community preparedness and resilience to disasters. Aligning with recommendations of the SEMC endorsed *SA’s Disaster Resilience Strategy 2019-24* and the *People at Risk in Emergencies Framework*, Prepared Communities Fund grants will be offered to not-for-profit agencies and organisations, including business associations and community groups.

Key principles include:

- Effective community engagement
- Enhancing preparedness
- Collaboration (i.e. community and public safety agencies)
- Innovative approach
- Enhancing community resilience
- Reducing community risks

## 2. What should we consider before starting our application?

Ask yourself the following questions to define your project and clearly articulate this in your expression of interest:

- **Who** - who are the people that will be responsible for successfully managing your project (stakeholders)? Have all stakeholders agreed to apply for a grant? What experience does your management committee have to successfully deliver the project or activity?
- **What** - define and detail what your activity involves. How does this relate to the grant objectives and outcomes?
- **Why** - why do you want to implement the project? Who will benefit from the grant? Who supports the project or activity? Consider including letters/emails of support to your application as evidence.
- **How** - how will you deliver the project or activity? What are the tasks involved and how much does each task cost (budget expenditure)? What income streams and partnerships are available (budget income)?
- **When** – will the proposal for the project be completed before the end of funding term (June 2020). Can we add value or partner with another organisation or group to maximise benefits?
- **Where** – is my proposal focused on increasing resilience for the South Australian community?

For more information on grants and programs, contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au)

## 3. What are the grant priorities?

Your proposal **MUST**:

- address resilience to natural disasters before, during or after an emergency;
- address community need
- address a specific natural disaster i.e. bushfire, flood, extreme weather etc.;
- seek less than \$100,000 (ex GST) in grant funding;
- support other communities and/or organisations involved in public safety;
- demonstrate how outcomes can be sustained beyond the grant funded period;
- intend to be completed within 1 year (before 30 June 2020);
- be sponsored by the appropriate organisation. **Note: individuals cannot apply.**

State Assessment Panel project considerations include:

- Strategic alignment
- Value for money
- Sustainable outcomes
- Not core business
- Risk based
- Shared responsibility
- Preference for an 'all hazards' approach
- Collaboration and innovation
- Project management or expertise

## 4. Am I eligible to apply for any of the open funding rounds?

Project proposals will be considered eligible if the key principles outlined in Question 1 are met. Your organisation's eligibility will be determined against the two sets of key principles by the State Assessment Panel based on the information supplied in the Expression of Interest form.

If you are unsure or require further information, contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au)

## 5. How do I apply?

Grants will be approved in a two stage process.

- Please complete an Expression of Interest form. The State Assessment Panel will determine if your project is suitable.
- If your project idea is supported you will be contacted and asked to provide further details for a second stage of assessment.
- The State Assessment Panel will then recommend successful projects for grant funding.

## 6. What types of projects have been supported in the past?

Please refer to the SAFECOM website for a list of each funding program and previously approved projects. It is worthwhile checking projects that have received funding in previous rounds as this may assist you in the development of your submission.

Refer to Emergency Management pages on our website at <https://www.safecom.sa.gov.au>

## 7. If we received funding in the past does this mean we will not be funded again?

If you have received funding in previous years and have met the reporting obligations in line with the conditions of funding, then generally your organisation can apply for funding again. It is our intention to support new initiatives, ongoing or existing programs are not eligible to apply.

## 8. What is the minimum amount of money our organisation can apply for?

There is no minimum amount that you can apply for when lodging an Expression of Interest for funding.

## 9. What is the maximum amount of money our organisation can apply for?

The maximum amount of grant funding per project is up to \$100,000 (excluding GST).

Organisations will be required to contribute a percentage of the overall project costs, as follows:

<b>Sponsor Organisation Type</b>	<b>Grant Funding</b>	<b>Applicant Contribution</b>
State government departments, agencies and authorities	Up to 50%	At least 50% cash plus in-kind contributions
Local government	Up to 70%	At least 30% cash plus in-kind contributions
For-profit and business entities	Up to 50%	At least 50% cash plus in-kind contributions
Non-government organisations, groups and entities	Up to 95%	At least 5% cash plus in-kind contributions

## 10. Can individuals apply for grant funding programs?

No. Individuals are not eligible for these grants. Organisations, business associations and Government agencies that are proposing projects for the collective community benefit are eligible. Projects must not be intended to provide commercial benefit.

Incorporated community groups, or unincorporated groups may be 'auspiced' (refer 16) by an incorporated organisation, are encouraged to apply. Refer to Emergency Management Grants page on our website at <https://www.safecom.sa.gov.au> for specific funding program details.

#### 11. What does in-kind mean?

In-kind refers to items, materials, equipment or services, other than cash, that contribute to the project outcomes. This refers to the cash value that the item or service would have cost if you had to pay for it.

Examples of In-kind contributions that could be made by an applicant include, but are not limited to:

- Supervision of a Project Officer
- Technical support by existing staff
- Use of existing equipment or facilities

If you are successful in progressing to the application stage, you will be required to clearly stipulate any in-kind contributions being made to support the project. The level of in-kind support requested will be taken into account when assessing your grant application. Any approved in-kind support will be detailed in your conditions of funding.

#### 12. What information needs to be included in the project costs?

Estimate the budget for the project to cover things like; project officer salary or wages; travel and accommodation expenses. Estimates/quotes for purchase of materials directly related to undertaking your project, or engagement costs for specialists and contractor appointments.

Applicants should be aware of taxation requirements, including Goods and Services Tax (GST) and Australian Business Number (ABN) as applicable as these may have implications for your project. For information and advice on ABN or GST visit the Australian Taxation Office website or call their infoline on 132 866.

#### 13. Should I use local businesses to procure materials and services?

Yes, where possible it is recommended that you use local businesses to procure materials and services.

#### 14. Is GST paid on the grant?

GST will only apply to a grant if the organisation is registered with the Australian Taxation Office for GST. In these cases, 10 per cent GST will be added to the grant amount approved. For information and advice on GST and any implications for your project, visit the Australian Taxation Office website or call their infoline on 13 28 66. Grants are considered taxable income and it is illegal to claim GST if you are not registered.

#### 15. Is an ABN required?

To receive a grant, the organisation/group must be an incorporated association and it is preferred (but not required) that they be registered for an Australian Business Number (ABN). An ABN acts like a tax file number for an organisation. If the group does not have either, then they will need to find an auspice organisation.

If the group is incorporated but does not have an ABN, details about how to register for an ABN is at the Consumer and Business Services website at [www.cbs.sa.gov.au/associations-and-cooperatives/](http://www.cbs.sa.gov.au/associations-and-cooperatives/)

#### 16. What is an auspicings arrangement?

An incorporated body can auspice a not for profit community group by supporting them and acting as the legal body for which the grant funds can be managed. The auspicings body takes legal responsibility for financial management and insurance in partnership with the management committee.

#### 17. Can I check if my community group or organisation has an ABN?

You can check online at ABN Lookup <https://abr.business.gov.au/> . This site provides access to publicly available information supplied by community groups and businesses when they register for an Australian Business Number (ABN).

#### 18. What is an incorporated association?

If a club or community group is incorporated then the word 'Incorporated' or the abbreviation 'Inc.' will likely be included after the name. An incorporated not-for-profit group will have rules which guide how they operate. Becoming incorporated is not compulsory. When incorporated the group becomes a 'legal person' where the members may change but the organisation stays the same. Being incorporated protects the individual members from legal liabilities. It also allows the club or community group to enter into contracts and apply for grants.

All South Australian incorporated associations are registered with Consumer and Business Services. For more information refer to the Consumer and Business Services website.

#### 19. Can I check if my group has an Incorporation Number?

You can check online on the ASIC Register. This site is the public view of the Australian Securities and Investment Commission (ASIC). It provides access to publicly available information supplied when groups register for Incorporation or have a registered legal structure.

#### 20. Our group is not incorporated, can we still apply?

Your group or organisation can apply but you will need to link with an incorporated body to auspice (host) your application. If your application is successful, the grant money will be paid to the incorporated body. They will be responsible for the finances, but your group will be responsible for the project. The incorporated organisation agreeing to auspice your application will need to complete our auspice form which must be attached to your application. For information on incorporation visit the Consumer and Business Services website.

#### 21. Do I have to submit my interest on the Expression of Interest form?

Yes. Initially, you need to summarise your project on an Expression of Interest form (EOI). EOI forms are available on the SAFECOM website.

Once shortlisted by the Sate Assessment Panel, some projects will be directly invited to submit an online application. Applications will only be accepted on the relevant grant application form.

If you are unsure what grant program is the best fit for your project or activity, contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au).

#### 22. Can someone help me with my application?

Yes, with general assistance and advice. To maintain fairness and the integrity of the application process, we cannot write grant applications for funding. For more information contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au).

#### 23. Can I talk to someone about my application before I submit it?

You are encouraged to contact the SAFECOM Grants Team to discuss proposals, prior to submitting your application. For more information contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au)

24. Do I have to submit my application by the close date?

Yes. It is your responsibility to ensure that your application has been received prior to the close date and time. Late or incomplete applications will not be considered. Please note the date, time, who sent it for your records. It is a good idea to insert a read receipt on your emailed applications so you have evidence that it was received.

25. Are some grants open all the time without a close date?

No, there are no grant programs open indefinitely.

26. When can I apply for funding?

Please submit your Expression of Interest **before COB Thursday 28 February 2019.**

Expression of Interest forms are available on the SAFECOM website and can be submitted to:

[SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au) or posted:

Attn. to Grants Officer

SAFECOM

GPO Box 2706

ADELAIDE SA 5001

27. Can we submit more than one application in the same year?

Yes, you can submit more than one application for funding in the same round of funding. However, each application must address a different project. Applications assuming a second period of funding for the same project will not be considered. All applications will be assessed independently on a competitive basis.

28. Can we apply for funds to do maintenance for our equipment or building?

Yes, preparedness activities and items that promote community benefit may be eligible.

To discuss your proposal or request advice, please contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au).

29. Can we purchase equipment with a grant?

Yes, applications which include new equipment or purchase of materials to support new functions or increase resilience, may be applicable.

To discuss your proposal or request advice, please contact the Emergency Management Grants Team on 8115 3927 or [SAFECOMGrantsAdministration@sa.gov.au](mailto:SAFECOMGrantsAdministration@sa.gov.au).

30. Promotion or branding?

In accordance with the terms of funding all approved projects will be required to acknowledge funding from both the Commonwealth and State Governments as applicable. Successful applicants will be provided with relevant logos and funding acknowledgement guidance to be displayed on project outputs/materials.

31. How many attachments can we submit with our application?

There is a limit of 5 MB to the combined file size for all email submissions.

Applicants must attach documents which are specifically requested in the funding program guidelines.

Failure to do so may have a negative impact on the assessment of an application and reduce the chance of success. Please be mindful that we receive a large number of applications for our grants. We ask that you limit the number and length of attachments to what is absolutely necessary to answer the questions on the application form. If we need any further information to assess your application we will contact you.

32. What type of attachments can I add to my application?

Acceptable formats are PDF, Excel and Word documents.

33. How many projects can an organisation propose?

There is no limit for Expressions of Interest outlining project ideas.

34. What happens once I submit my application?

Once an Expression of Interest has been received an acknowledgment email/letter will be sent to the nominated contact person on the application form. If you do not receive acknowledgement within two to three weeks of the close date you will need to contact the SAFECOM grants team to ensure your application has been received.

Eligible applications will be assessed and applicants will be notified of the outcome of their application for funding in writing as soon as possible after decisions about applications are made.

35. What if I change my mind, or circumstances change?

By submitting your Expression of Interest, there is no obligation or formal commitment to proceed. Shortlisted applicants will be invited to submit further details in an online application.

Once a successful applicant has received a written offer of funding, a formal agreement will be negotiated. At that time, you have the option to proceed or otherwise decline funding.

36. When will applicants be notified of an outcome?

After successful approval of the Expression of Interest form, the Panel will invite shortlisted applicants to submit an official application. Applicants will be notified of the outcome of their application in writing as soon as possible after final approval, anticipated to be 30 April 2019.

37. Can I find out if my application has been successful before it is officially announced?

No. All information will remain confidential until the assessment and approval process is complete.

38. What happens if we are not successful in getting a grant?

If you were not successful in receiving a grant, you can request feedback from SAFECOM which may assist future funding applications.

39. What happens if we are successful in getting a grant?

Following the two-stage assessment process, successful applicants will be notified by mail of the outcome of their grant application in writing. Our grants team will be in touch to formalise a funding agreement. Documentation will include a letter of offer and a funding agreement, with an agreed project schedule.

40. Will we receive the full amount requested in the grant application?

Funding is available in instalments, each payment is dependent on the receipt of regular Progress Reporting, summarizing the progress of your project. Project deliverables are established prior to the start of a project, negotiated in collaboration with applicants and the SAFECOM Grants Team.

The State Assessment Panel has the discretion to limit funding to a portion of the proposal in any application. However, any part funding offer will be negotiated with the applicant, prior to the formal offer.



#### 41. What are the conditions of funding?

The authorised person will be required to sign a funding agreement which includes standard conditions of funding. In some cases, the Panel may request additional condition(s) to be applied.

Standard conditions of funding include;

- the funds provided must be used for the approved project
- that progress reports must be provided at a minimum every 6 months or in accordance with the Project Schedule.
- projects must be completed within 12 months of acceptance of funding, concluded no later than the 30 June 2020. An evaluation report must also be submitted after your project is completed. A copy of the report template will be sent to you as part of the agreement.

#### 42. Definitions

Community	A social group with a commonality of association and generally defined by location, shared experience or function, and with a number of things in common such as culture, heritage, language, ethnicity, pastimes, occupation or workplace.
Disaster	A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.
In-kind	The estimated value of resources that will support the project but will not incur a specific financial cost or charge to the project. For example: supervision, internal technical expertise, use of existing desk/phone and other accommodation facilities.
Non-government	Operating outside the direct control of Commonwealth, state and local government.
Not-for-profit	<ul style="list-style-type: none"><li>• Organisation registered on the Australian Charities and Not-for-profits Commission (ACNC) Register;</li><li>• Registered as a 'not-for-profit' organisation with the Australian Tax Organisation based on the Australian Business Number (ABN); or</li><li>• Organisations incorporated under the <i>Associations Incorporations Act 1985</i>.</li></ul>
Resilience	The ability to survive, adapt and grow, no matter what happens.