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| State Risk Reduction stream | |  |
| Disaster Risk Reduction Fund | Expression of Interest | |
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# Disaster Risk Reduction Fund

### State Risk Reduction stream expression of interest

#### Disclaimer

Submission of a proposal does not guarantee funding. The costs for producing an application are borne by the applicant.

Resilience NSW shall not be liable for any costs or loss incurred or sustained as a result of an applicant’s reliance on any information provided by us pursuant to proposal development or of the applicant’s participation in this proposal development phase. Resilience NSW reserve the right in our absolute discretion to vary any of the terms contained in this document vary the dates for key stages; freely discuss aspects of an applicant’s application directly with them; or discontinue this investment call.

An EOI application received after the closing date and time will be deemed to be ‘late’ and will be registered separately. A late EOI application will only be deemed eligible for evaluation if Resilience NSW identifies any mishandling of applications by Resilience NSW or is satisfied that the integrity and competitiveness of DRRF has not been compromised.

If a respondent is found to have made a false, misleading, or deceptive claim or statement, Resilience NSW may exclude the response from further consideration at any time.

Resilience NSW will not be legally bound to provide any funding to an applicant until a funding agreement has been signed by the applicant and Resilience NSW.

### Conditions of participation

### 1. Invitation

This Expression of Interest (EOI) Form is not an offer. It is a formal request for applicants to submit their Expression of Interest. Nothing in this EOI Form is to be construed as creating any binding agreement (express or implied) between Resilience NSW and any applicant.

##### 2. Accuracy of proposal

Resilience NSW does not warrant the accuracy of the content of this EOI Form and will not be liable for any omission from the content of this Form.

##### 3. Additions and amendments

Resilience NSW reserves the right to change any information or to issue an addendum to this form.

##### 4. Costs

Resilience NSW shall not in any circumstances be responsible for any costs incurred by an applicant in preparing and submitting a submission to this EOI Form.

##### 5. Communication

All communications and any questions or requests for clarification or further information regarding this EOI Form or the process are only to be submitted to drrf@resilience.nsw.gov.au Queries will only be accepted up to two business days prior to the EOI Closing Date and Time.

Please also refer to the FAQs for further guidance. Resilience NSW will determine in its discretion whether to respond to a request for further information.

##### 6. Submission

The applicant`s EOI form must be submitted by 5:00pm, 14 March 2022, by email to drrf@resilience.nsw.gov.au as stipulated in the Guidelines.

All applications submitted after the closing time will be recorded by Resilience NSW. The determination of Resilience NSW as to the actual time that the submission is lodged is final. Late submissions will not be considered, except where Resilience NSW is satisfied that the integrity of the process will not be compromised.

##### 7. Conflict of interest

An applicant must disclose any actual, perceived, and/or potential conflicts of interest in its submission and will provide further information at Resilience NSW`s request. Conflict of Interest means any actual conflict, perceived conflict and/or potential conflict, including but not limited to: any existing working or personal relationship between the applicant and Resilience NSW, including previous funding relationships.

##### 8. Use and Disclosure of the contents of a submission

Applicant submissions will be treated as confidential by Resilience NSW. They will not disclose the information contained in an applicant’s submission, except for the purposes of enabling Resilience NSW to evaluate the submission.

Each applicant, by submission of this Proposal Form, is deemed to have granted permission to Resilience NSW to reproduce the whole, or any portion of their submission to external consultants and advisers of Resilience NSW engaged to assist with the process.

Upon entering into an agreement, details about the agreement may be made publicly available (subject to information which Resilience NSW deems to be commercial in confidence).

### Applicant’s proposal

The application and assessment process for both the Discovery and Scale pathways involve an Expression of Interest (EOI) stage followed by an invitation to shortlisted applicants to submit a full project proposal.

Applications will be assessed against the intent (including priorities) of the NDRRF and the program objectives. In the EOI stage Resilience NSW will be assessing applications against whether proposals meet the eligibility requirements (as outlined in the Guidelines), demonstrated need and potential impact/benefits.

EOI applications that are deemed to have met the listed eligibility criteria will then be assessed by the assessment panel against the listed EOI evaluation criteria (being demonstrated need and potential impact/benefits) as outlined below.

Resilience NSW reserves the right to exclude any application that does not meet the eligibility criteria and those applications will not be considered further in the criteria assessment during the EOI stage.

Only applications that pass the eligibility and satisfy the criteria assessment will be invited to submit a full proposal.

Please complete all sections of this application form.

#### Eligibility

Refer to Guidelines for full list of eligibility criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s details |  |  |  |
| Organisation | l Your details here ] | | |
| ABN | [ Your details here ] | | |
| Response author | [ Your details here ] | | |
| Job title / position | [ Your details here ] |  |  |
| Phone | [ Your details here ] | | |
| Email | [ Your details here ] | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Funding pathway | |  |  | |  |
|  | Discovery Projects  Maximum funding $500,000  To be completed by December 2023 |  | | Scale Projects  Maximum funding $2,500,000  To be completed by 30 June 2024 | |

|  |
| --- |
| 2. One line project description or project name |
| [ Your details here ] |

|  |
| --- |
| 3. Project location (if applicable) |
| [ Your details here ] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. Relation to previously funded projects |  |  | | |  | |
| Is this proposal requesting funding for the same project or project activities that have previously received funding under the Bushfire Community Recovery and Resilience Fund or Bushfire Local Economic Recovery Fund or other grant funding sources? |  | | Yes |  | | No |

#### Timing

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Estimated timeframes |  |  |  |
| Anticipated project start date:  *(must be from July 2022)* | [ Your details here ] | | |
| Anticipated project completion: | [ Your details here ] | | |

#### Budget

|  |  |
| --- | --- |
| 6. Estimated total project cost including anticipated funding or in-kind co-contributions, total grant funding amount requested and breakdown of grant-funded costs | |
| **Expense item** | **Amount (GST excl.)** |
| e.g. Project-related technical staff; licencing fees; travel costs | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total grant funding requested** | **$** |
| **Total project costs including co-contributions** | **$** |

Please note: at this stage, costs can be approximate and more detailed funding requests can be made at the full project proposal stage if your proposal is shortlisted.

Please include anticipated source/s of co-contributions.

Refer to Guidelines for eligible project costs.

#### Demonstrated need

|  |
| --- |
| 7. What is the demonstrated need for your project? |
| [ Your details here ] |

What specific risks or hazards are you seeking to address? Who will benefit from your proposal (communities, organisations, regions) and how are they vulnerable to natural disasters? Please include any relevant data.

*Word limit: 300 words*

|  |
| --- |
| 8. What are you proposing to do (what is proposed in the project concept)? |
| [ Your details here ] |

Please give a brief outline of your proposal: the key activities, who will be involved and its expected outcomes.

*Word limit: 300 words*

#### Potential impacts / benefits

|  |
| --- |
| 9. How does your project align to the identified outcomes of the relevant funding pathway? |
| [ Your details here ] |

How will it generate a breakthrough innovation or new insights with the potential to create state-wide benefits in disaster risk reduction (**Discovery pathway**); or, how will it deliver a measurable risk reduction benefit for the state (**Scale pathway**)?

*Word limit: 300 words*

#### Partnerships

|  |  |
| --- | --- |
| 10. If you are planning to partner on this project, provide details below. | |
| Organisation name | [ Details here ] |
| Role of the partner organisation in the project | [ Details here ] |

If you list an organisation, they must have indicated a willingness to partner with you. At the full proposal stage, evidence of the partnership will be required, such as a letter of support from the partner organisation.

*Please copy and paste table to add additional partners, if applicable.*

|  |
| --- |
| 11. Partner approach |
| [ Your details here ] |

If you are planning to partner on this project and have yet to formalise partnerships, please outline your proposed approach to partnering above.

*Word limit: 200 words*

### Conflict of interest declaration

The applicant must disclose any actual, perceived and/or potential conflicts of interest.

Please note that answering yes to any of these questions does not automatically disqualify an applicant from applying.

However, Resilience NSW may seek further information to ensure any conflicts can be appropriately managed.

Please answer the following questions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | |  | |
| Do you or any members of the proposed project team have a personal relationship with any Resilience NSW employees? |  | | Yes |  | | No |
| Has your organisation received any funding from Resilience NSW to deliver any projects, goods and/or services? |  | | Yes |  | | No |
| Do you have additional matters which may give rise to an actual, perceived and/or potential Conflict of Interest? |  | | Yes |  | | No |

If yes to any of the above, detail in table below.

|  |  |
| --- | --- |
| Declaration of Conflicts of Interest | |
| **1** | [ Details here ] |
| **2** | [ Details here ] |
| **3** | [ Details here ] |

#### Submitted and authorised by:

I confirm the information contained in this Expression of Interest is correct to the best of my knowledge and belief.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Name | [ Your details here ] | | |
| Job title / position | [ Your details here ] | | |
| Organisation | [ Your details here ] | | |
| Signed | [ Your details here ] |  |  |
| Date | [ Your details here ] | | |
| Phone | [ Your details here ] | | |
| Email | [ Your details here ] | | |

*This must be an office bearer within your organisation who will be the proposal lead.*

Resilience NSW  
GPO Box 5434,   
Sydney, NSW 2001

E: drrf@resilience.nsw.gov.au  
W: www.nsw.gov.au/resilience-nsw

