

# COVID-19 Community Connection and Wellbeing Program

Pathway 1 and 2 guidelines



## **Foreword**

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COVID-19 has caused serious health implications as well as significant social and economic disruption for individuals and communities.

In addition to the health impacts, COVID-19 has changed how we live and work; cancelled events and activities; and prevented us from spending quality time with families, friends and communities.

Research conducted by the NSW Mental Health Commission found at least 4 out of 10 NSW residents have experienced negative impacts on their way of life, finances, work or study, overall health and mental health. There is a clear need for a social wellbeing program.

Local community wellbeing events and initiatives will receive a \$5 million funding boost as part of the NSW Government's \$130 million mental health recovery package aimed at mitigating the immediate and longer-term impacts of COVID-19 on the people of NSW.

This important investment will help to kickstart community wellbeing events and initiatives across NSW, to rebuild social connection and cohesion.

**Bronnie Taylor**  
Minister for Mental Health

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The past few years have been completely unprecedented in terms of the scale, severity and quick succession of disasters. The people of NSW have shown incredible resilience in the face of drought and fire, storm and flood, a mouse plague and a global pandemic.

We know recovery involves a lot more than just physical rebuilding. It is critical that we support the recovery and renewal of the social fabric that underpins our communities, making them connected, vibrant and resilient to the challenges of the future.

The COVID-19 Community Connection and Wellbeing Program addresses the social impact of disaster, providing people with resources and opportunities to reconnect, build confidence and improve their wellbeing.

The program encourages different approaches to enhancing social connectedness in communities, as well as building the capacity of individuals, families and communities to maintain their wellbeing in the future.

**Steph Cooke**  
Minister for Emergency Services and Resilience, and Minister for Flood Recovery

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## **Disclaimer**

Resilience NSW does not guarantee or warrant, and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication.

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

The information provided in this document is intended to be a guide only. We 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. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

Resilience NSW recommends applicants exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness and relevance of such information. Applicants should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

We reserve the right in our absolute discretion to vary any of the terms contained in this document; accept or reject late applications; vary the dates for key stages; freely discuss aspects of an applicant's application directly with them; or discontinue this call for applications.

If a respondent is found to have made a false, misleading or deceptive claim or statement, Resilience NSW may exclude the application 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.

Please read the privacy notice within these guidelines for details on how Resilience NSW will handle any personal information you provide.

## Program overview

Coronavirus disease (COVID-19) is an infectious disease originally identified in December 2019 and declared a pandemic by the World Health Organization on 11 March 2020. The first cases of COVID-19 in NSW were confirmed on 19 January 2020.

COVID-19 has caused serious physical health implications as well as significant social and economic disruption for individuals and communities due to restrictions to contain transmission of the virus. The impacts of COVID-19 have been multifaceted and complex, including the transition of work and education to home-based models; cancellation of events and activities; and restrictions on the movement and gathering of families, friends and communities.

Research conducted by the NSW Mental Health Commission to explore the experiences and attitudes of the NSW population in relation to the impact of COVID-19 on their lives during 2020, found at least *4 out of 10 NSW residents experienced negative impacts on their way of life, finance, work or study, overall health, and mental health*. In addition to clinical mental health interventions, there is a clear need for social wellbeing programs.

On 17 October 2021, the NSW Government announced \$130 million towards a mental health recovery package to mitigate the immediate and longer-term impacts of COVID-19 on the people of NSW. This recovery package contributes to the NSW COVID-19 Economic Recovery Strategy and includes \$5 million over 2 years to fund the COVID-19 Community Connection and Wellbeing Program (the program) across three pathways, administered by Resilience NSW. The program's aim is to support local community wellbeing events and promote the building of resilience and capability within communities to sustain long-term wellbeing.

The program delivers funding via one competitive grant round, with a total \$5 million available for projects delivered by the end June 2024. Applications from a variety of sources are encouraged to support priority groups in the wider community of NSW.

Vaccination rates in NSW are high and health restrictions eased as a result, with the focus of effort shifting to social recovery and rebuilding connections to support holistic community wellbeing.

However, the most recent COVID-19 variant, Omicron, has contributed to a significant rise in COVID-19 case numbers across NSW and there is a risk community events may be impacted or delayed if restrictions are reintroduced.

Program applicants need to consider project delivery in a COVID-safe environment and plan contingency arrangements for their projects in response to any changes in NSW public health orders and to reduce risk of exposure to vulnerable people.

## Program outcomes

The program has several intended outcomes:

- People are given opportunities to **reconnect and re-engage** with their communities to improve their social connectedness and wellbeing.
- Community members experience increased **confidence and capability** to foster and **maintain their wellbeing and support the wellbeing of others**.
- Communities have greater access **to opportunities and resources to support their wellbeing**.
- Communities are more **resilient** to the **social impacts** of the remainder of the COVID-19 pandemic and other future disaster events.

The program encourages applications for different approaches to enhancing social connectedness in local communities as well as building the capacity of individuals, families and communities to maintain their wellbeing in the future. Funded programs can focus on a range of activities to reflect the diversity of needs in their local community. Programs could include:

- community events and social activities to support community recovery and capacity building
- recreational programs to improve wellbeing and strengthen community engagement and connectedness
- cultural and community connection programs and activities
- programs to support the connection and wellbeing of highly impacted community segments<sup>1</sup>
- programs that encourage and support community cooperation and the idea of ‘mutual aid’
- partnerships between non-government organisations, councils and community groups to deliver structured programs of social support and other activities that achieve the intended outcomes.

## Program objectives

The program objectives and priority strategies are to:

- **provide opportunities** for communities affected by COVID-19 restrictions and lockdowns to improve and promote individual and collective wellbeing at a local or regional level
- strengthen **local networks and social connections** that support the longer-term wellbeing and resilience of communities
- **fund and catalyse initiatives and events** that enhance community resilience and the capacity of individuals and communities to foster and maintain their wellbeing and social connectedness.

## Priority groups

All communities in NSW were impacted by COVID-19 health restrictions and lockdowns in some way; however, the following groups were more adversely affected and are considered a priority:

- essential workers
- older people
- children, young people and their carers
- Aboriginal and Torres Strait Islander peoples
- people experiencing family, domestic and sexual violence
- culturally and linguistically diverse groups
- those experiencing compound disasters
- those in direct contact with COVID-19
- people with disability
- carers
- rural and remote communities.

<sup>1</sup> Noting clinical interventions such as psychotherapy and psychology services are out of scope due to their being available via other funding sources such as a subsidised mental health plan

## The following dates apply to this funding

<b>Applications open</b>	<b>5 April 2022</b>
<b>Applications close</b>	<b>5:00pm AEST, 2 May 2022</b>
Submission assessment period	3 May 2022 to June 2022
Application outcomes announced and funding agreements executed for successful projects	June 2022
Funded projects completed	By 30 June 2024
Acquittal and evaluation	Three months following project completion

Incomplete applications, or applications and/or supporting documents submitted after the closing date of 5:00pm AEST, 2 May 2022 will not be considered eligible.

## Program funding model

A total of \$5 million, from a \$130 million NSW Government mental health package, has been allocated to the COVID-19 Community Connection and Wellbeing Program. The program offers one competitive grant round for projects to be delivered by 30 June 2024. To maximise efficiencies and enable a flexible approach in meeting community needs, which may change over time due to the impact of the pandemic, program funding will be dispersed as follows:

Three funding pathways will be open to applicants:

- Pathway 1 of the funding program offers between \$75,001 and \$300,000 for larger scale projects that will be completed over a longer period (up to 22 months).
- Pathway 2 of the program offers between \$10,001 and \$75,000 for small to medium scale short-term projects (can be delivered within 12 months) that focus on local needs.
- Pathway 3 of the program offers between \$1,000 and \$10,000 for small projects or events that focus on local needs that can be delivered within 1-6 months. Information regarding this grant can be found in the separate Community Connection and Wellbeing Program [Pathway 3 guidelines](#).

All projects must be completed by 30 June 2024.

Funding of \$4 million will be awarded through the competitive grant pathways outlined above. Up to \$2 million is available across pathway 1, \$1.5 million across pathway 2 and \$500,000 across pathway 3. A further \$1 million will be available to approved Pathway 1 projects for allocation at the 12-month milestone, where projects will be assessed against agreed key performance indicators.

This flexible approach will allow Pathway 1 projects to respond to changing community needs and for additional funding to be considered where projects demonstrate effectiveness and are meeting program objectives and agreed benchmarks. Preference will be given to projects that aim to build social connection, resilience and wellbeing in a sustainable, embedded way. This additional funding will be managed via a request for project variation from a funded lead agency.

## Grant amounts

All funding is administered for the NSW Government by Resilience NSW.

**For Pathway 1:** Funding is available for approved projects between \$75,001 and \$300,000.

Additional funding may be provided after 12 months to Pathway 1 projects subject to assessment. Before additional funding is provided to a project, a revised budget would be provided in a project variation as per the funding model. However, for the purpose of applying for the grant round, project budgets should not include or assume extra funding.

**For Pathway 2:** Funding is available for approved projects between \$10,001 and \$75,000. Projects funded through this pathway will not be eligible for consideration for further funding after 12 months.

**For Pathway 3:** Funding is available for approved projects between \$1,000 and \$10,000. Projects funded through this pathway will not be eligible for consideration for further funding after 12 months. These guidelines do not apply to Pathway 3 grants. Refer to the COVID-19 Community Connection and Wellbeing Program [Pathway 3 guidelines](#).

For Pathway 1 and Pathway 2 projects, funding will be provided for the value of the project, as per the application, unless the assessment panel reviewing project applications recommends partial funding. Funding is released against project milestones, based on the submission of a milestone report demonstrating that agreed benchmarks have been achieved. All awarded grants will be GST-exclusive. If an organisation is registered for GST, this will be applied on top of the agreed grant value when payment is made.

## Eligibility criteria

### Eligible applicants

Applicants eligible for funding are:

- charitable and not-for-profit organisations
- Aboriginal and Torres Strait Islander community organisations
- local councils
- joint organisations of councils
- unincorporated community groups auspiced by an organisation eligible to apply in its own right.

‘Auspice’ is defined as an incorporated organisation that receives, administers and acquires NSW Government funding on behalf of an applicant.

The auspicie is required to:

- enter into a funding agreement with Resilience NSW
- accept grant funds and pay the auspiced grant applicant
- monitor and acquit the use of funds at the completion of the project.

Ideally, the auspicie will have the technical skills to guide and support the applicant in the delivery of the project, while acknowledging project decisions remain with the applicant.

Applications developed in partnership between local councils and local community groups are strongly encouraged for the purpose of maximising the reach and efficacy of a proposed project. If partnering is an element of your application, documented evidence of the partnership (or at least an intent to partner) must be included in the online application. Such evidence can be letters of support from partner organisations and/or from community representatives.

Each project should have a clearly identified lead agency that has:

- the capacity and capabilities to establish, manage and be held accountable for the delivery of the project and intended outcomes
- the ability to report on the progress and agreed outcomes of the project
- the ability to enter a legally binding funding agreement with the NSW Government.

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## Ineligible applicants

Funding is **not** available to:

- unincorporated community groups not auspiced by an organisation that is eligible to apply in its own right
- individuals
- organisations or businesses that may, or will, realise a commercial gain from the project

If for-profit businesses are to be contracted by the applicant this should be specified in the program budget

Projects can not be funded across multiple pathways.

## Eligible projects

To be eligible for funding, projects must:

- respond to the impacts of COVID-19 on the community
- address one of more of the program objectives
- be delivered in a COVID-safe environment and have contingency plans in place to respond to changes in NSW public health orders
- be ready to commence within 2 months of receiving funding.

The specific scope of work and key milestones of the project must be defined in the application. These will form the basis of project reporting for successful projects.

Examples of eligible projects include:

- community events and social activities to support community recovery and capacity building
- recreational programs to improve wellbeing, strengthen community engagement and connectedness
- cultural and community connection programs and activities
- programs to support the connection and wellbeing of highly impacted community segments
- peer support programs, mentoring and training
- partnerships between agencies to deliver programs and activities

Preference will be given to programs of events, or events that target priority groups with a means of sustaining and maintaining social connectedness.

## Ineligible projects

Projects ineligible for funding include:

- clinical mental health interventions (such as psychology or psychotherapy services)
- projects that provide direct commercial or exclusive benefit to a business not directly related to the project
- projects and/or activities that do not meet and address the program criteria
- projects that are a duplication of existing programs available in the community
- projects with an existing funding source
- infrastructure projects (such as building works or structural repairs)
- projects that have already commenced and are requesting retrospective funding, or projects that are complete.

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## **Eligible project costs**

Examples of eligible project costs are:

- materials essential to project delivery
- event series operational costs (such as marquee hire, fencing, staging and audio/visual equipment)
- workshop facilitator fees
- entertainment costs (such as guest speaker, performer or MC fees)
- activity catering
- project management staff (note: permanent staff costs are not eligible for funding)
- COVID-related personal protective equipment (PPE) such as masks, gloves, and items to host COVID-safe events such as sanitiser and signage.

## **Ineligible project costs**

Project costs ineligible for funding include:

- capital works (such as building works, redecorating and/or building improvement of existing spaces, purchase of capital items such as vehicles and boats)
- day-to-day activities, including supplementing, increasing or continuing ongoing service delivery that is the core business of the organisation
- retrospective activities or costs, such as work already undertaken, part-completed or that will commence by the applicant before the funding decision is made
- permanent staff members
- costs incurred beyond the life of the project
- administration costs that are considered core business of the applicant
- general administration costs (organisational overheads) totalling more than 10% of the total funding requested
- application preparation
- vehicle and office equipment leasing, unless directly related to the delivery of the project
- remuneration of executive officers, and existing employees for work not directly related to the project.

## **Project location**

The impact of COVID-19 has been significant across regional, rural and metropolitan communities, and the COVID-19 Community Connection and Wellbeing Program welcomes applications from across NSW.

The dynamic nature of the COVID-19 pandemic suggests that case numbers across local government areas and regional areas of NSW will continue to fluctuate. Applicants should demonstrate the geographic reach of the proposed project and offer evidence of the impact of COVID-19 specific to their location. Applications will be assessed with consideration of current health advice and restrictions at the time of application.

## Assessment criteria

All applications will be assessed against the following criteria:

Criteria	Detail	Weighting (out of 100)
1. Demonstrated need	<p>Applicants should provide a project description outlining what will be delivered. This should include:</p> <ul style="list-style-type: none"><li>• consideration of current health advice and restrictions on communities</li><li>• demonstration of how the project meets the specific needs of the priority group(s)</li><li>• explanation of the funding gap</li><li>• confirmation that the project is not a ‘business as usual’ activity or already funded.</li></ul>	30%
2. Potential impact/benefits	<p>Applicants should demonstrate:</p> <ul style="list-style-type: none"><li>• how activities and outcomes to be delivered align to the program objectives and end-of-program outcomes</li><li>• viable links between activities and outcomes</li><li>• clear evaluation measures linked to end-of-program outcomes</li><li>• how outcomes will be sustained beyond funding</li><li>• any innovation in the project or its delivery to priority group(s).</li></ul>	30%
3. Capability to deliver	<p>Applicants should demonstrate their capacity to deliver the project and how the project will be managed, including:</p> <ul style="list-style-type: none"><li>• proven experience or track record</li><li>• clear and feasible project plan, milestones and budget</li><li>• personnel/team put forward</li><li>• that the project has a place-based focus and can be delivered by the applicant within their local area/community</li><li>• a viable plan to address any potential project risks.</li></ul> <p>Fostering partnerships with one or more partners to achieve outcomes may be assessed more favourably.</p>	20%
4. Value for money	<p>The budget should be reasonable, based on valid cost estimates and detail:</p> <ul style="list-style-type: none"><li>• the number of communities that would benefit from the project (by location)</li><li>• the number of individuals reached/targeted (consideration of spend vs likely reach/impact).</li></ul>	20%

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## **What is the assessment process?**

All submitted applications will be initially assessed for eligibility by the Resilience NSW Investment and Grants branch. Eligible applications will then proceed to an appointed panel for assessment.

The assessment panel will be made up of subject matter experts and delegates from Resilience NSW, NSW Health and the non-government sector.

The process followed by the assessment panel will be independently reviewed, and recommendations for funding will be made to the Resilience NSW Grants Subcommittee for endorsement. The assessment panel may recommend part-funding of projects.

The final funding approval decision will be the responsibility of the Commissioner of Resilience NSW.

Projects must not have commenced prior to being approved for funding by Resilience NSW and execution of a funding agreement. Applicants will be informed of the status of their application in writing as soon as possible after funding approval decisions have been made.

## **Application process**

The application process includes three stages:

1. application submission
2. eligibility assessment
3. merit assessment and decision.

Applications must be completed online via <https://oem-cp.enquire.cloud/login>. Applicants will receive an email notification when their application is submitted. Applications submitted after the closing date of 5:00 pm AEST on 2 May 2022 will not be considered eligible.

Applications will be assessed only once the application period has closed. Applications will be checked against the eligibility criteria and only eligible applicants will be put forward to be assessed by the assessment panel. The assessment panel will make recommendations to the Commissioner of Resilience NSW, who will make the final funding decision.

For any questions relating to the application process, please contact the Resilience NSW Investment and Grants branch by email to [CCCWP@resilience.nsw.gov.au](mailto:CCCWP@resilience.nsw.gov.au).

All applications need to be completed in full and submitted prior to the closing date. Changes cannot be made to an application once submitted in the online portal.

## **What needs to be included in an application?**

The following information must be included in an online application:

- details of the project
- project location
- needs justification
- key milestones (initiation, delivery and completion) with key project tasks and forecast delivery timeline
- project budget
- risk management plan including COVID-safe delivery, contingency plans, assumptions, constraints and dependencies
- intended outcomes.

Supporting documentation uploaded with your online application may include:

- evidence of entity type (such as constitution, annual reports, financial statements)
- support letters from partner agencies
- landowner consent, if applicable.

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## Applicant checklist

Before submitting your application, please ensure that you (the applicant):

- have thoroughly read the *COVID-19 Community Connection and Wellbeing Program Pathway 1 and Pathway 2 guidelines* (this document)
- are eligible to apply
- have checked the project is eligible and within program scope
- have identified project costs that are eligible for funding
- have completed all sections of the online application form
- have uploaded relevant supporting documentation to the online application form (examples provided above).

You are now ready to submit your application!

## Funding obligations

Successful applicants under the COVID-19 Community Connection and Wellbeing Program must enter into a funding agreement with the NSW Government that covers their obligations. There is no commitment to funding until the funding agreement is executed by both Resilience NSW, on behalf of the NSW Government, and the applicant. Resilience NSW may withdraw a funding offer if a funding agreement is not signed and returned by the successful applicant within 10 days of being issued by Resilience NSW.

Before a funding agreement is executed, Resilience NSW will contact the successful applicants to finalise the project milestones and establish a funding agreement. The funding agreement is based on the information submitted in the application and any further details provided when establishing the agreement.

Applicants will be expected to have an appropriate level of insurance cover, which will be stipulated in the funding agreement. Successful applicants are required to have a minimum public liability insurance cover of \$10 million. It is recommended, but not a condition of funding, that applicant organisations have personal accident, professional indemnity, and directors and officers insurance. Organisations that employ staff must comply with the *Workplace Injury Management and Workers Compensation Act 1998 (NSW)*.

Successful applicants will be required to complete and return progress reports on the agreed milestones of the project. Information required will be determined based on the size and risk of the project.

Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding agreement. A financial acquittal and project report will be required within three months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant in the submitted application. Applicants that do not provide a financial acquittal and project report by the required date(s) may be ineligible for future Resilience NSW grants until this is provided.

Any variation to the project as detailed in the application form must be agreed to in writing by Resilience NSW. If, for whatever reason, an organisation is unable to proceed with a project, Resilience NSW must be informed in writing as soon as possible.

If a successful applicant breaches any of the terms and conditions of the funding agreement, Resilience NSW reserves the right to reclaim the grant in part or in whole at its discretion.

## Payment of grants

Details of payment arrangements and commitments for successful applicants will be identified in the funding agreement.

Funding is released against project milestones, based on the submission of a milestone report demonstrating that agreed benchmarks have been achieved.

**Milestone 1:** Project initiation – 50% of total funding on execution of funding agreement

**Milestone 2:** Project delivery – 30% of total funding on successful completion of Milestone 1 activities

**Milestone 3:** Project completion and evaluation – 20% of total funding on successful completion of the project

A financial acquittal and project report will be required within 3 months of completion of the project. The project completion report will report against the outputs and outcomes information provided by the applicant in the submitted application.

Commitments will also include:

- progress report requirements as specified in the funding agreement
- funding acknowledgement in successful applicant communications and all project promotion
- final report and financial acquittal requirements as specified in the funding agreement
- participating in a program evaluation or audits as requested, to determine the extent to which funded projects have contributed to fund objectives.

Any requests for variations in funded project delivery, including extension of completion date, must be submitted to the Resilience NSW Investment and Grants branch, by email to [CCWP@resilience.nsw.gov.au](mailto:CCWP@resilience.nsw.gov.au).

## Public acknowledgement

Organisations and applicants must acknowledge the funding contribution of the NSW Government at any public event, in announcements, or in any other promotional material or publicity relating to the projects funded.

Any publications must also include the NSW Government logo and the following disclaimer:

*Although funding for this product has been provided by the NSW Government, the material contained herein does not necessarily represent the views of the NSW Government.*

## Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation, e.g. CEO, General Manager or authorised member of the Board of Management.

Applicants will be required to declare:

- that they have public liability insurance to \$10 million, or willingness to purchase
- they agree to monitoring and evaluation of the project, including providing Resilience NSW outcomes and/or outputs data if requested
- if they have any conflict of interest.

## **Conflict of interest**

Any conflict of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if Resilience NSW staff, any member of a committee or advisor and/or any of the applicant's personnel:

- has a professional, commercial or personal relationship with a party who is able, or may be perceived, to influence the application selection process, such as a NSW Government officer
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest. If applicants later identify that there is an actual, apparent or potential conflict of interest or that one might arise in relation to a grant application, they must inform Resilience NSW in writing immediately. Assessment panel members and other officials including the decision maker must also declare any conflicts of interest.

## **Unsuccessful projects**

Unsuccessful applicants will be notified by Resilience NSW of the outcome by email once funding recommendations are confirmed. Decisions made by the Commissioner of Resilience NSW are final.

The Resilience NSW Investment and Grants branch may provide feedback to unsuccessful applicants as required. Please email requests to [CCWP@resilience.nsw.gov.au](mailto:CCWP@resilience.nsw.gov.au).

## **More information**

### **Available support**

Applicants are strongly advised to read the *COVID-19 Community Connection and Wellbeing Program guidelines* (this document) and *Frequently asked questions* (FAQs) thoroughly before starting an application.

For further information and applicant support, please contact the Resilience NSW Investment and Grants branch via email to [CCWP@resilience.nsw.gov.au](mailto:CCWP@resilience.nsw.gov.au).

### **Complaints**

If you have any concerns about the COVID-19 Community Connection and Wellbeing Program or individual project submissions, please email [CCWP@resilience.nsw.gov.au](mailto:CCWP@resilience.nsw.gov.au).

If you do not agree with the way the administering body, Resilience NSW, has handled an issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](http://ombo.nsw.gov.au).

### **Ethical conduct**

Applicants must not participate in any anti-competitive conduct. It is a condition of the grant program application process that no gifts, benefits or hospitality are provided to any NSW Government or Resilience NSW employee or program assessor at any time. Any inducement in contravention of this condition may result in an application not being considered.

## **Confidentiality**

Any information in the grant application identified by the applicant as being confidential and agreed to be deemed as commercial in confidence will only be shared within Resilience NSW, government employees and contractors, Cabinet, Parliament and appropriate bodies for the purposes of assessment and funding agreement management, review and endorsement or when responding to information requests required by law.

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). The applicant agrees not to disclose any confidential information pertaining to the grant program application or funding agreement without prior written consent.

## **Important terms and conditions**

### **Disclosure of project information**

Where an applicant is successful in securing funding for their project, Resilience NSW may choose to:

- publicly announce it is providing funding for the project including the name of the applicant and project information, or
- provide the name of the applicant and project information to the media and/or NSW Government agencies for promotional purposes.

Resilience NSW may also use project information provided by the applicant to develop case studies.

Please read the privacy notice on page 17 of these guidelines for further details on how Resilience NSW will handle personal information you provide in your application.

### **GST**

All awarded grants will be GST-exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. Resilience NSW does not provide advice on individual taxation circumstances.

Resilience NSW reserves the right to undertake an audit of grant funding within seven (7) years.

### **Government Information (Public Access) Act**

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009* (NSW). Information that is deemed to be commercially sensitive will be withheld.

### **Privacy and Personal Information Protection Act**

Successful applicants should be aware that the funding agreement will require them to comply with certain privacy obligations in relation to the protection of personal information, similar to those set out in the *Privacy and Personal Information Protection Act 1998* (NSW). Any of their subcontractors will need to comply with the same privacy obligations.

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## **COVID-19 impacts**

Due to the changing impacts of COVID-19 across NSW, projects must adhere to current NSW Government public health orders and advice. Up-to-date information is available at [nsw.gov.au/covid-19](https://nsw.gov.au/covid-19).

If COVID-19 rules in NSW change during the grants period, Resilience NSW may request further information from you on how you propose to manage COVID-19 risks for your project.

## **Privacy Notice – applications**

When you submit an application to Resilience NSW for funding under the COVID-19 Community Connection and Wellbeing Program, or provide any additional information related to your application, we collect information from this activity. This information may include personal and organisational details such as your full name, phone number, business name and ACN details, email and street address.

Resilience NSW is collecting your personal information to:

- provide you with further information about the COVID-19 Community Connection and Wellbeing Program,
- assess your eligibility to apply for a grant under the COVID-19 Community Connection and Wellbeing Program,
- process and determine your application,
- deliver and administer the grant funding, if you are a successful applicant, and
- other directly related purposes.

If you do not provide the information requested in the application, or information requested separately by Resilience NSW in relation to your application, Resilience NSW may be unable to consider or determine your application.

Resilience NSW may use and disclose your personal information:

- to verify the information you provide in support of your application with a public or private authority,
- to assess your eligibility for other state and commonwealth government financial support programs,
- to partner organisations and other government agencies that may assist in ensuring the grant funding achieves its objectives,
- to NSW Government agencies for promotional purposes,
- if you are a successful applicant, to publicly announce funding your project,
- for internal and administrative purposes within Resilience NSW,
- for other purposes related to the COVID-19 Community Connection and Wellbeing Program.

If Resilience NSW engages other people to collect, store or use personal information, we will ensure that they comply with the *Privacy and Personal Information Act 1998* (NSW).

Resilience NSW will not provide your personal information to a third party for any purpose not already stated in this privacy notice without your consent, unless Resilience NSW is required or authorised to do so (for example, Resilience NSW may disclose your information for law enforcement purposes or to statutory or regulatory bodies as required by law).

Resilience NSW will take reasonable security measures to protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

You may ask for access to the information we hold about you at any time and request to update, correct or amend your personal information by contacting Resilience NSW at [CCWP@resilience.nsw.gov.au](mailto:CCWP@resilience.nsw.gov.au).

4 Murray Rose Ave  
Sydney Olympic Park NSW 2127

GPO Box 5434  
Sydney NSW 2001

**Office hours:**  
Monday to Friday  
9.00am - 5.00pm

E: CCCWP@resilience.nsw.gov.au  
W: nsw.gov.au/resilience-nsw

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