Resilience NSW

Disaster Risk Reduction Fund

Local & Regional Risk Reduction stream
PROGRAM GUIDELINES

Australian Government

NSW GOVERNMENT

Contents

Local & Regional
Risk Reduction stream

PROGRAM GUIDELINES

Version control

Ver	Date	Summary of changes	Author
11.0	6 July 2022	Revised application deadline	Resilience NSW

Introduction

New South Wales communities are all too familiar with the devastation and disruption natural disasters can cause.

The past few years have been unprecedented in terms of the scale, severity and quick succession of devastating events.

Faced with floods, droughts, storms, tornados, a mouse plague and the global pandemic – the people of NSW have shown incredible resilience.

As the disaster risk for our local and regional communities continues to grow, so does the need for initiatives that help prevent and mitigate the impact and harm these events can cause.

By developing proactive solutions, the local communities of NSW can better plan for, respond to, and recover from the aftermath of disaster. Natural disasters are becoming more frequent and intense, driven by the compounding factors of climate change, demographic shifts, and a reliance on technology to deliver essential services.

More people and assets are exposed and vulnerable. The essential services we rely on, like power, water, telecommunications, the internet and financial systems, are exposed to the impact of disasters. The costs, both direct and indirect, are increasing for governments, industry, businesses, not-for-profits, communities and individuals.

Despite the challenges, both the Australian Government and NSW Government remain steadfast in their collective commitment to supporting the many communities facing the aftermath of tragic events such as the 2022 flooding.

While disaster recovery remains a priority, the importance of proactively developing and investing into our communities' future resilience has never been more critical.

The NSW Government has committed to building partnerships to identify gaps and develop solutions that will help prevent and mitigate the damage natural disasters can cause.

Investment in reducing disaster risk across the built, social, natural and economic environments can deliver benefits beyond the avoidance of loss and suffering. By taking collective and proactive action to reduce disaster risk, we can enrich Australia's prosperity, wellbeing, economic growth and international standing.

We know it is more effective to invest upstream to prevent and mitigate disaster risk, rather than simply reacting and responding to disasters when they happen. In this way, we will ensure NSW communities can thrive and prosper.

Fund overview

The risk of disasters to Australian communities is growing year on year, driven by compounding factors of climate change, demographic shifts, and reliance on technology and other assets to deliver essential services. The Disaster Risk Reduction Fund (DRRF, or 'the fund') will finance targeted work across the state of NSW to support the prevention, mitigation and management of disaster risk.

Background

In 2018, the Australian Government established the **National Disaster Risk Reduction Framework (NDRRF)**, which is a multi-sector collaboration designed to reduce the disaster risk associated with natural hazards. The NDRRF identifies four national priorities that guide action to reduce disaster risk and is informed by the UNDRR Sendai Framework for Disaster Risk Reduction 2015-2030.

The framework's four priority outcomes are to:

- Understand disaster risk: build awareness of disaster risk by using evidence-based information in a way to understand, share, integrate and inform operational and strategic decisions to reduce risk and build resilience to future disaster events

- Accountable decisions: make accountable decisions across all sectors to respond to immediate and long term disaster risk and actively manage the potential creation or exacerbation of disaster risk

- Enhance investments: enhance investments to reduce vulnerabilities to disasters, maximise outcomes and limit future disaster risk response and recovery costs

- Governance, ownership and responsibility: ensure governance, ownership and responsibility is transparent and sustainable for disaster risk management.

DRRF objectives

In 2020, the DRRF was established under the **National Partnership Agreement on Disaster Risk Reduction (NPADRR)** as part of a national implementation of the NDRRF to support each state's meaningful progress against the NDRRF priorities. Under the joint NSW – Australian Government agreement, $51.8 million of grant funding is available (with a total $27.1 million Australian Government contribution) under the DRRF to:

- Take action to reduce existing disaster risk

- Minimise creation of future disaster risk

- Equip decision makers with the capabilities and information they need to manage and reduce disaster risk.

The DRRF is intended to further NSW's **prevention or mitigation** of disasters, meaning:

- All activities concerned with minimising the occurrence of disasters and emergencies

- Regulatory and physical measures to ensure that emergencies are prevented or their effects mitigated

- Measures to eliminate or reduce the incidence or severity of emergencies[1].

The DRRF also aligns with the draft risk mitigation ('prevent') outcome of the State Resilience Strategy currently under development.

Types of target projects under the program include:

- Disaster risk knowledge and data collection, analysis and sharing

- Targeted interventions to reduce an identified disaster risk affecting the NSW community

- Developing and employing methods, tools and/or regulations to reduce systemic[2] risk and disaster risk

- Uplifting public service capability and/or capacity for Disaster Risk Reduction (DRR).

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1   Adapted from the Australian Institute for Disaster Resilience glossary
2   Refer to accompanying FAQs for definitions on systemic disaster risk and disaster risk

In line with the NSW **Implementation Plan** for the NPADRR published in June 2020, the fund consists of three streams to achieve the agreed objectives:

Stream	Description of stream	Funding
State Risk Reduction	Risk reduction projects of state significance including natural hazard risk reduction.	$17.8 million
Local and Regional Risk Reduction	Local and regional risk reduction projects and enhancing community resilience and risk reduction.	$30 million
Building Disaster Risk Knowledge	Research, modelling and data analysis focusing on reducing impacts of climate change on communities and critical infrastructure.	$4 million
		TOTAL $51.8 million

Note: Funding amounts are approximate, and Resilience NSW reserves the right to decrease or increase these amounts, or redistribute funding between streams.

This document provides guidelines for the Local & Regional Risk Reduction stream of the fund.

Local & Regional Risk Reduction objectives

The Local & Regional Risk Reduction stream is aimed at both direct and strategic risk reduction and risk mitigation solutions, building capabilities in disaster risk reduction, and promoting collaboration between local communities, councils and other stakeholders.

This includes initiatives that:

- Identify community strengths, risks and vulnerabilities through local and regional participation, reducing community exposure to the threats and shocks posed by natural hazards
- Promote collaboration across areas, and expand government and non-government partnerships to create innovative and effective DRR solutions
- Build the capacity for evidence-based decision making and enable locally led and owned place-based disaster risk reduction efforts at both local and regional levels
- Effectively identify, reduce and mitigate vulnerabilities across the built, social, natural and economic environments.

The Local & Regional Risk Reduction stream will aim to foster place-based solutions whilst achieving a good geographic spread of funding and addressing multiple types of risks associated with different hazards across the built, social, natural and economic environments.

Local & Regional Risk Reduction target outcomes

Projects will need to demonstrate how they contribute to the following

End of Program Outcome (EoPO):

NSW communities implement place-based solutions to reduce local and regional risks and improve their disaster resilience.

Intermediate outcomes that support the EoPO can include:

- Communities are engaged and equipped with knowledge and capacity to take actions to reduce disaster risk
- Place-based community risks and needs are identified and prioritised, including for vulnerable groups and communities and those with specific needs
- Councils and community groups factor disaster risk information into planning, investments and decisions
- Councils and community groups pilot new risk reduction investments, tools, technologies, innovations, platforms and systems.

Local & Regional Risk Reduction funding pathways

Two funding pathways are available within the Local & Regional Risk Reduction stream:

- **Pathway 1 – $50,000 to $300,000 in funding per project applied for a single entity**
  (up to $10 million available)
- **Pathway 2 - $300,000 to $1.5 million in funding per project applied for by consortia of organisations or partnerships. If the project is focused on a single LGA, the maximum funding amount is $500,000.**
  (up to $20 million available)

Pathway 2 has been designed to support and strongly encourage partnership and collaboration for the purpose of maximising the reach and efficacy of strategic, targeted, place-based risk reduction projects – that is, they generate sustained and longer-term outcomes that may be built on in future. $20 million in funding has been allocated to Pathway 2.

An additional pathway makes $10 million available to single-entity applications to support operational risk reduction projects. These would be expected to fill more immediate, practical needs for individual organisations.

We have taken this approach to encourage collaboration across organisations that can share knowledge and resources, whilst generating mutually beneficial outcomes.

Eligible organisations can only submit one application per pathway.

Pathway 1 – $50,000 to $300,000 per project

Pathway 1 is designed for projects run by a **single entity** with a focus on implementing smaller scale, place-based solutions to prevent new, reduce existing and manage residual disaster risk.

Types of projects that could fall into Pathway 1 include (but are not limited to) risk assessment initiatives, small scale infrastructure and Master Plan design activities, locally based communication and training initiatives, awareness raising activities and other community or place-based efforts.

Eligible organisations can apply for a minimum funding amount of $50,000 and a maximum funding amount of $300,000.

The total funding pool available for Pathway 1 is $10 million[3].

Pathway 2 – $300,000 to $1.5 million per project

Pathway 2 is designed for collaborative efforts that create value and address systemic issues at a local or regional scale across NSW.

Projects delivered by a consortium of organisations or partnerships where the lead applicant is an eligible entity (refer to page 8) are expected to enable outcomes and action across sectors and/or geographic regions.

The focus is on strategic initiatives that create long-term regional benefit and build risk reduction capability efforts across communities or regions that can directly reduce the occurrence of disasters, and risk faced by communities when exposed to natural hazard events. This includes:

• Regional or large-scale planning activities
• Joined up resilience strategies
• Investment frameworks
• Development and utilisation of technologies (such as AI and robotics) and existing and readily available innovations.

This pathway is not open to projects designed and run by a single entity. Consortia of organisations and partnerships (including Joint Organisations of Councils and Regional Organisations of Councils) can apply for a minimum funding amount of $300,000 and maximum funding amount of $1.5 million.

If the project is focused on a single LGA, the maximum funding amount is $500,000.

The total funding pool available for Pathway 2 is $20 million[3].

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3   Resilience NSW and the assessment panel retain the right to, and may at their discretion, redistribute funds across the available pools on the basis of applications received and/or performance of projects as assessed throughout the program.

Eligibility criteria

Eligible organisations

All eligible organisations must demonstrate their relevant and existing experience in the community they will be engaging.

Applicants eligible for funding in **Pathway 1** are:

- Local councils
- Charitable and incorporated not-for profit organisations, including culturally and linguistically diverse (CALD) non-governmental organisations, and peak bodies and industry groups if applicable
- Local Aboriginal Land Councils and Aboriginal Community Controlled Organisations (ACCO's)
- Unincorporated community groups under the auspices of an organisation eligible to apply in its own right.

For the purpose of this funding stream, an unincorporated community group is regarded as being auspiced when an eligible incorporated organisation receives, administers and acquits NSW Government funding on behalf of an applicant.

The auspicing organisation is required to enter into a funding agreement with Resilience NSW, accept grant funds, pay the auspiced grant applicant, and monitor and acquit the use of funds at the completion of the project.

The auspicing organisation must have the technical skills to guide and support the applicant in the delivery of the project, while acknowledging project decisions remain with the applicant.

An auspicing organisation may only auspice one applicant organisation.

Applicants eligible for funding in **Pathway 2** are:

- Joint Organisations of Councils (JOs)
- Regional Organisations of Councils (ROCs)
- County Councils
- Consortia and partnerships with Local Aboriginal Land Councils, ACCO's or non-governmental organisations
- Consortia and partnerships with CALD non-governmental organisations, communities, or groups
- Consortia and partnerships where the lead applicant is an eligible entity included in the list of eligible organisations under Pathway 1. Non-lead partners can include the private sector, social enterprises and B-Corporations, universities and academic institutions.

In the case of joint applications, each should have a clearly identified lead agency that has the capacity and capability to establish, manage and be held accountable for the delivery of the project and intended outcomes, including reporting on the progress of the project, and to enter into a legally binding funding agreement with Resilience NSW. Notional allocations to partner or subcontracted organisations should be included in the application.

A letter of understanding jointly signed by all partners will be required.

Ineligible organisations

Funding is not available to initiatives where the lead applicants are:

- NSW Government entities
- Universities and research institutes
- 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.

Eligible projects and activities

In addition to the requirements established above for each funding pathway, all applicants must demonstrate how proposed projects will:

- Address a specific or multi-hazard natural disaster risk of local or regional significance to communities in NSW. The DRRF aligns with the priorities of the NDRRF, which focuses only on natural hazards such as shocks caused by a natural process or phenomenon that may cause loss of life, injury, damage and disruption. Natural hazards include bushfires, floods, cyclones, tornados, storms, heatwaves, earthquakes and tsunamis[4]
- Complete all works and contribution of monitoring and evaluation activities by 30 June 2024.

Applicants should note that the intent of the DRRF is to address the need for investment in disaster risk reduction and specifically disaster risk prevention. Applicants should consider activities that ensure NSW communities are better supported to implement place-based solutions to prevent new, reduce existing, and manage residual disaster risk. These activities could include:

- Risk reduction education and capability building activities to support communities to understand and take action to address disaster risk
- Training or courses that build the understanding, capability, competency and capacity of individuals, organisations, and communities to engage with systems thinking, disaster resilience and adaptation planning, systemic risk approaches and cultural, traditional and on-country risk reduction practices
- Risk or vulnerability assessment activities
- Place-based or community-led efforts. Practical examples could include river clearing, hazard reduction burns and fire trail upgrades
- Participatory strategic planning activities related to risk reduction against natural hazards, including community focused disaster risk reduction blueprints, plans, policies, frameworks or strategies
- Design, development and piloting of tools, technologies, platforms, systems and capabilities that measure progress, build on previous successful risk reduction efforts, and disseminate learnings in usable formats and forums

- Risk reduction communication initiatives both in terms of infrastructure and channels between agencies across the sector, and between agencies and communities
- Technical assessments of feasibility and/or development of options for investments to mitigate risks
- Small scale infrastructure such as drainage culverts that address a specific flooding risk and/or Master Plan design activities related to prevention and DRR (for Pathway 1 only)
- The apportioned salary for a formal resilience and risk reduction role in local government for a period of up to 18 months or the life of the project (for Pathway 1 only).

Eligible project costs

Eligible costs are costs directly associated with delivery of the project and can be funded through this program. Examples of eligible costs include:

- Project management expenses including technical and professional staff involved in delivery of the proposed project
- The apportioned salary for a formal resilience and risk reduction role in local government for a period of up to 18 months or the life of the project (for Pathway 1 only)
- Costs associated with the delivery of the proposed project such as:
  › Expenses related to design or publication of material and resources
  › Advertising expenses
  › Development costs such as license fees for third party provider services used during the project
  › Travel, such as transport and accommodation, to deliver project components.

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4   While droughts are not considered a natural hazard in their own right, we acknowledge the connection between prolonged drought conditions and natural hazards such as bushfire and floods. Initiatives that are considered preventative or with potential to mitigate the future effects of bushfire and flood are potentially in scope, however mitigation of these natural hazards would need to be the primary focus.

Ineligible projects and activities

Projects are ineligible where they:

- Do not demonstrate a benefit for communities in NSW
- Demonstrate benefits in disaster response or recovery only, without clearly demonstrating a focus on prevention of disaster risk
- Request funding for projects to reduce the risk of droughts
- Involve the construction of large-scale infrastructure such as flood mitigation works
- Have already commenced or are already complete
- Are requesting funding for the same project or project activities that have already received funding under any government grant program
- Attract ongoing costs necessary to sustain the value and outcomes of the project, without demonstrated capacity or mechanisms to meet ongoing costs such as revenues
- Are of a primarily commercial nature, deriving ongoing revenues for private entities, except where applicants demonstrate 'fees' and 'revenues' do not inhibit or unreasonably restrict access to the product, such that social or financial inequity may result or be exacerbated, or funds are reinvested in DRR programs or services.

Ineligible project costs

Funding is not to be used for:

- Any costs involving the construction of large-scale infrastructure such as flood mitigation works
- Paying salaries and on-costs for ongoing staff
- Day to day activities, including supplementing, increasing or continuing ongoing service delivery that is the core business of the organisation
- Retrospective activities, such as work already undertaken, part completed or that will commence by the applicant before the funding decision is made
- Activities requiring ongoing funding
- Applications and activities that will provide a financial or other benefit to a private entity
- Duplication of work by the same or similar project applications between the two pathways
- Projects that duplicate existing services and initiatives
- Costs already approved through any government grant program
- Projects not undertaken in NSW and/or not benefiting NSW communities and economies
- Projects and/or activities that do not meet and address the program criteria
- Existing debts or budget deficits
- Buying core business capital equipment such as office equipment
- Vehicle and office equipment leasing unless directly related to the delivery of the project
- Remuneration of executives and existing employees for work not directly related to the project.

Application process

How to apply

All applications must be completed via the Resilience NSW online grants portal. No other form of submission will be accepted.

Each pathway has its own application form.

Applicants must ensure they complete in full and submit the correct application form prior to the closing date. Applicants will receive an email notification when their application is submitted.

Applications will be assessed only once the application period has closed.

Late applications

Applications cannot be submitted after the closing date and time of 5pm AEST on 14 July 2022 via the Resilience NSW online grants portal. Requests for extensions will be considered on a case-by-case basis and will only be granted if Resilience NSW is satisfied that the integrity and competitiveness of the DRRF has not been compromised. Resilience NSW may extend the program closing date or accept late applications if there is a significant system issue.

Resilience NSW will not accept changes, modifications or adjustments to applications after the closing date and time.

What needs to be included in an application?

All applications should demonstrate alignment to Local & Regional stream target outcomes and broader intent and objectives of both the NDRRF and the DRRF.

Pathway 1 – the following information needs to be included in the online application for Pathway 1:

- Project name
- Project location
- Estimated project timeframes
- Justification of need, intended outcomes and sustainability of impact
- Description of relevant and existing work in the community or communities targeted in your project
- Key milestones (Establishment, Delivery and Completion & Evaluation) with forecast delivery timeline
- Key project personnel

- Experience delivering similar projects
- Staged project budget and total amount requested
- Monitoring and evaluation measures – please ensure you include costs for an evaluation in your budget
- Project risk assessment and proposed mitigations
- Applicants do not need to have obtained all approvals for projects including small-scale infrastructure prior to submitting an application. However, they must provide evidence of in-principle support from relevant authorities or land owners; and identification of all necessary approvals required, along with their anticipated timeframes must be included in the application.

Supporting documentation uploaded with your online application needs to include:

- Evidence of entity type (such as constitution, annual reports, financial statements)
- Letter of understanding jointly signed by all partners (if applicable)
- At least one (1) quote for small-scale infrastructure projects
- Landowner consent (if applicable)
- Evidence of public liability insurance for small-scale infrastructure projects (if applicable)
- Conflict of interest declaration.

Pathway 2 – the following information needs to be included in the online application for Pathway 2:

- Project name
- Project location
- Estimated project timeframes
- Needs justification
- Intended outcomes and widespread benefits that will be created including sustainability of impact – please include a basic format of theory of change, program logic or equivalent
- Description of relevant and existing work in the community or communities targeted in your project
- Project plan with key milestones (Establishment, Delivery and Completion & Evaluation) with forecast delivery timeline
- Key project personnel and the value, including co-contributions, that each partner is providing
- Experience delivering similar projects
- Staged project budget and total amount requested

- Monitoring and evaluation measures – please include costs for an evaluation in your budget
- Project risk assessment and proposed mitigations.

Supporting documentation uploaded with your online application needs to include:

- Evidence of entity type (such as constitution, annual reports, financial statements)
- Letter of understanding jointly signed by all partners (if applicable)
- Conflict of interest declaration.

Available support

Resilience NSW is committed to providing a supportive process to applicants to encourage a variety of high-quality applications. This includes but is not limited to holding information session(s), providing additional guidance on the Local & Regional Risk Reduction stream and its pathways, and sharing more information about approaches to prioritisation of projects and partnerships.

Applicants are also encouraged to consult internally and align to relevant strategic objectives, such as Local Strategic Planning Statements.

During the application process, Resilience NSW will make available materials that support drafting of applications. Please refer to the Resilience NSW website to access additional resources.

For further information and any other support, please contact Resilience NSW up to two business days prior to the closing date and time via drrf@resilience.nsw.gov.au

Resilience NSW will determine in its discretion whether to respond to a request for further information.

During the application process, applicants can also seek support from nominated Resilience NSW officers. If you would like to discuss your proposal in general terms against the Guidelines and FAQs documents, please email drrf@resilience.nsw.gov.au including your proposed project location to assist in directing your query. Your email may be directed to a nominated officer from your specific region. This service is available up to five business days before the closing date and time.

Please note that Resilience NSW officers can only provide information and guidance in a general manner and will not be assisting or guiding any application specifically regarding eligibility or provide final recommendation for granting. All applicants must rely on their own investigations and due diligence regarding their proposal submission.

Records of these interactions will be kept for probity purposes.

Key dates for the Local & Regional Risk Reduction stream

Milestone	Date
Application process opens	9 May 2022
Application process closes	14 July 2022
Assessment outcomes announced	August 2022
Funding agreements established and first payments made	September 2022
Final date for project completion for both pathways	30 June 2024

Assessment criteria

All projects

Applications in both pathways will be assessed against the intent and objectives of the DRRF and the Local & Regional Risk Reduction stream objectives. In assessing funding decisions, Resilience NSW will consider the following criteria:

Criteria	Sub criteria	Weighting Pathway 1	Weighting Pathway 2
1. Demonstrated community need	• Nature/severity of risks, hazards or vulnerabilities addressed • Demonstrated understanding of local context and need, including demonstrating a clear funding gap.	25%	20%
2. Capacity to deliver	• Demonstrated relevant and existing work in the community where the proposal is targeted • Clear and feasible project plan and milestones • Applicants' experience and/or track record and experience of personnel put forward.	20%	20%
3. Outcome and impact	• Alignment to Local & Regional stream target outcomes and broader intent and objectives of the DRRF • Viable link between project activities, demonstrated community need and outcomes • Sustainability of impact • Clear monitoring and evaluation measures • Degree of innovation in the project or its delivery. **For Pathway 2 only:** • Partnership(s) and partner roles identified and relevant to project outcomes.	30%	35%
4. Value for money	• Clear budget based on valid cost estimates • Favourable ratio of spend against likely reach or impact.	15%	15%
5. Risk	• Demonstrated awareness of reputational and operational risk • Viable plan to address risks.	10%	10%

Assessment process

All submitted applications will be initially assessed for eligibility by the Resilience NSW team. Officers may contact you to seek clarification or further supporting information.

Applications will then proceed to a panel for assessment. The assessment panel may include representatives of Resilience NSW, NSW Government, independent experts and the community.

The assessment panel will assess applications based on the criteria and weightings provided in these guidelines. Ranking based on assessment scoring will generally form the basis of the recommendations made by the assessment panel unless there is a particular circumstance that requires consideration, such as:

- Ensuring geographic spread of funding and breadth of disaster risks addressed, consideration of First Nations and vulnerable groups targeted, as well as spread of projects across the social, built, natural and physical environment domains.
- Duplication of projects, including with other initiatives, investment or activities across NSW.

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 decision will be made by the Commissioner of Resilience NSW.

A conflict of interest management plan and project confidentiality requirements will be observed and implemented.

Resilience NSW reserves the right to conduct additional due diligence on the applicant organisation and/or their partner(s) as required.

Successful applications

Resilience NSW will notify successful applicants in writing via email.

You may be asked to keep the grant confidential if an announcement is to be made by the NSW Government or the Australian Government.

Successful applicants may also be included in:

- Public media releases
- An announcement on the Resilience NSW website
- Resilience NSW social media posts.

Successful proposals must be approved for funding by Resilience NSW before project contracting and delivery.

Funding agreements

All successful applicants must enter into a funding agreement with Resilience NSW. Resilience NSW will issue the funding agreement and it will be deemed binding on execution with the lead organisation. Resilience NSW may withdraw a funding offer if a funding agreement is not signed and returned by the successful applicant within 10 business 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.

Initial payment will be released on execution. The funding agreement will include terms and conditions, details on the project delivery, milestones, reporting requirements, approved funding amount and payment schedule, and other considerations, such as special conditions of funding.

Funding may be provided in instalments over the course of the project, depending on the project value, size and delivery duration. This will be outlined in the funding agreement. Any unspent monies will need to be returned to Resilience NSW.

Successful organisations agree to be responsible for ensuring that non-sensitive data and information developed using funds provided under the funding agreement is released as open by default, and providing the necessary assurances to Resilience NSW and the Australian Government.

Payment of grants and reporting

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 milestone reports demonstrating that agreed benchmarks have been achieved.

Milestone 1: Project establishment – 30% of total funding on execution of funding agreement.

Milestone 2: Project delivery – 50% of total funding on successful completion of establishment benchmarks.

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

The above funding percentages will not ordinarily be varied.

Progress reports will be required every six months, at a minimum, for all successful applicants.

Organisations must keep, and provide if necessary, proper financial reports and operational records and registers.

Organisations will also need to provide a final report, with financial acquittal and supporting documentation, within one month of completion of the project. The final project report will include details on how completed activities aligned with national NDRRF priorities and NSW DRRF objectives, and the benefits realised by the project.

Financial acquittal of the project requires certification by the organisation's CEO and CFO (or equivalents) and relevant supporting financial documentation.

Failure to keep and provide adequate records, milestone reports or acquittals may result in Resilience NSW exercising its rights under the funding agreement including, for example, withholding milestone payments or in some instances terminating the funding agreement. Additionally, failure to deliver a project in accordance with the funding agreement may affect an organisation's eligibility for continued funding through the DRRF.

Project delivery

Organisations and the nominated representative will be responsible for delivering their project under the funding agreement. This includes evidence of expenditure, completion of milestone activities and any outcomes. This reporting will be delivered through the Resilience NSW online grants portal.

Organisations will need to start the project immediately after executing the funding agreement. Resilience NSW will monitor the progress of each project's compliance against this agreement.

Monitoring and evaluation

An evaluation partner will be engaged by Resilience NSW to draw conclusions about the effectiveness of the fund based on data collected by project proponents. Proponents will be required to participate in activities that support this evaluation to determine the extent to which funded projects have contributed to fund objectives, as well as agree to collect project-specific data as determined by their evaluation plan.

Procurement

The procurement of goods and services must be in accordance with the applicant organisation's purchasing and procurement policy. If expenditure is in breach of the applicant's policy, the associated costs are ineligible and will need to be met by the applicant.

Conflict of interest

A conflict of interest declaration must be submitted with each application. Where a conflict of interest detrimental to the assessment process has been identified, mitigation measures must be put in place, or a program person may be asked not to participate in the grant application, assessment or delivery component of the process. If applicants later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to an application, they must inform Resilience NSW.

More information

Unsuccessful projects

If your grant application is unsuccessful, your formal notification will include details on how you may seek feedback on the funding decision process.

Information available

Applicants are strongly advised to read the Local & Regional Risk Reduction stream Program Guidelines (this document) thoroughly before starting an application.

Please also refer to the FAQs for further guidance.

Public acknowledgment

Under the National Partnership Agreement of the NDRRF, all projects must appropriately acknowledge and recognise joint funding by the Australian and NSW governments.

Organisations and applicants must acknowledge the funding contributions at any public events, in announcements, or any other promotional material or publicity relating to the funded projects. Should any materials differ from NDRRF requirements and the DRRF, the lead organisation must seek prior approval from Resilience NSW.

These publications must also include both the Australian Government and NSW Government logos and the following disclaimer:

'Although funding for this product has been provided by both the Australian and NSW Governments, the material contained herein does not necessarily represent the views of either government.'

Assurance activities

The Australian Government or NSW Government may at any time undertake assurance activities to reconcile audited state claims either directly or through an independent advisor. Eligible lead organisations may be required to provide documentation to support assurance activities.

Record keeping

Lead organisations must keep an accurate audit trail of project spending for 7 years from the end of the financial year in which the expenditure is claimed. This will require transaction listing of eligible expenditure that reconcile to the claimed amount and support each transaction.

For assurance purposes, the Australian or NSW governments may at any time, through Resilience NSW, request documentation from lead organisations to evidence the state's compliance under the NDRRF.

Complaints

Resilience NSW has appointed O'Connor Marsden & Associates (OCM) as the probity advisor for this program.

Should you have any concerns regarding the probity or integrity of this program please email us in the first instance at **drrf@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.**

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 to be made or offered to any Resilience NSW employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

Confidentiality

Any grant program proposal information 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, 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 or deed, 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
- 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.

Privacy notice

When you submit an application to Resilience NSW for funding under the DRRF, 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 DRRF
- Assess your eligibility to apply for a grant under the DRRF
- Process and determine your application
- Deliver and administer the grant funding if you are successful
- 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
- Assess your eligibility for other state and commonwealth government financial support programs
- Partner organisations and other government agencies that may assist in ensuring the grant funding achieves its objectives

- Internal and administrative purposes within Resilience NSW
- Other purposes related to the DRRF.

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 **drrf@resilience.nsw.gov.au**

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.

Organisations that are not registered for GST need to consider that when paying expenses for their funded project, most expenses will incur GST. The approved funding cannot be used to pay the GST component of expenses and this can result in a potential project budget shortfall. As such all organisations not registered for GST will be required to incur the GST costs associated with the delivery of the project.

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 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). Should information relating to an application be sought, Resilience NSW will consult with relevant parties as required under the Act.

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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• Any third party intellectual property

• Personal information such as photographs of people.

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Infringing copyright may expose you to legal action by, and liability to, the copyright owner. Where you wish to use the material in a way that is not permitted, you must lodge a request for further authorisation with Resilience NSW.'

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**.

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.