
NGO Flood Recovery Program

Western, Murrumbidgee, Far West and New England
DCJ Districts - Open Competitive Grants

PROGRAM GUIDELINES

July 2023



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Overview of the NGO Flood Recovery Program - Open Competitive Grants

The Commonwealth and NSW Governments have allocated \$9.1 million under the Disaster Recovery Funding Arrangement (DRFA) to support communities to recover from the floods that commenced in August-September 2022 (AGRN1030/1034). The Non-Government Organisation (NGO) Flood Recovery Program is directed to organisations providing services to individuals and families in the four highly impacted NSW Department of Communities and Justice (DCJ) Districts of Western, Murrumbidgee, Far West and New England.

A total of \$6.5 million is available under the NGO Flood Recovery Program – Open Competitive Grants. This stream of grant funding is for any eligible community and/or volunteer-based NGO in the four identified DCJ Districts. The grant will support NGOs to continue to provide critical services to vulnerable individuals and families.

This Open Competitive Grant stream complements the \$1.1 million in Closed Competitive Grants available to invited DCJ service providers that currently provide services to individuals and families in the four DCJ Districts.

The NGO Flood Recovery Program is designed to embed social cohesion, support community-led social recovery and respond to community feedback about local decision making. This funding is to be used in conjunction with, and does not replace, other NSW Government support services.

The Program Guidelines should be read in conjunction with the Open Competitive Grant Frequently Asked Questions (FAQ), available on the [NGO Flood Recovery Program webpage](#). This will provide further detail on the Program, the application process, and requirements.

Eligibility

To be considered eligible, applicants must meet all of the following eligibility criteria:

- Operate in one of the following four DCJ Districts: Western, Murrumbidgee, Far West and New England (for more information and maps see dcj.nsw.gov.au/contact-us/dss.html)
- Operate in one or more of the Local Government Areas (LGAs) subject to a disaster declaration under AGRN 1030 or 1034 (for more information and lists of LGAs see nsw.gov.au/disaster-recovery/natural-disaster-declarations)
- Deliver human services to support individuals, families, and communities that reside in one or more of the Local Government Areas (LGAs) subject to a disaster declaration under [AGRN 1030 or 1034](#)
- Are experiencing an increase and continued demand for services since the floods that commenced in August-September 2022 (AGRN1030/1034)
- Be a non-government organisation:
 - incorporated organisation registered and approved as a not-for-profit body by NSW Fair Trading, or
 - not-for profit company limited by guarantee (must have ACNC, DGR and/or ORIC status)

Applicants are not eligible if they are any of the following:

- Individuals, partnerships or consortiums
- Schools and universities
- For profit organisations

- NSW Government, Local Councils or Australian Government agencies and their entities

Assessment

Eligible organisations are requested to submit an application that will be assessed against the following assessment criteria:

The applicant:

1. Demonstrates there is an increased demand for their services
2. Has the capacity to meet the increased demand for their services
3. Has the capability to deliver high quality, flexible and sustainable services
4. Demonstrates an ability to understand and respond to the changing needs of local communities
5. Is able to fully expend the grant by September 2024.

The assessment criteria applies to the lead applicant in a subcontracting arrangement. The lead applicant will be held accountable for all subcontracted organisations against the criteria above.

Application for funding does not guarantee funding. The assessment process will be managed by DCJ and supported by an independent probity advisor. An eligibility assessment will be based on how the applicant has addressed the core eligibility criteria. The delegated decision-maker (Deputy Secretary in DCJ) is the final decision maker regarding eligibility and awarding of funding.

Note for NGOS also invited to apply for a Closed Competitive Grant: The decision of whether to provide funding to successful Closed Competitive applicants through an Open or Closed Competitive grant will be at the discretion of DCJ.

Prioritisation

The assessment process will prioritise organisations that primarily deliver services to:

- Aboriginal and/or Torres Strait Islander communities and people
- Culturally and linguistically diverse groups

Applications may also be prioritised to ensure equitable geographic distribution across the four DCJ Districts, and to target areas most affected by the floods that commenced in August-September 2022.

Grant amounts

Eligible applicants can apply for one-off time limited grants from one of the four grant amounts:

- \$10,000 grants
- \$50,000 grants
- \$100,000 grants
- \$200,000 grants

All grants must be fully expended by September 2024.

DCJ may offer successful applicants a grant amount lower than the amount requested.
Any expenditure over the approved grant will be the liability of the service provider.

How grant funds can be used

The Open Competitive Grant funds can be used flexibly by grant recipients in the following four DCJ Districts: Western, Murrumbidgee, Far West and New England to sustainably deliver services throughout the recovery and to adapt that support as needs change. Services funded through this grant must only be provided in LGAs subject to a disaster declaration under AGRN 1030 and 1034 (for more information and lists of LGAs see nsw.gov.au/disaster-recovery/natural-disaster-declarations).

This support to individuals and communities residing in [these LGAs](#), to assist them in getting back on their feet, could include:

- Staffing costs to meet increased demand for support
- Reimbursement of expenses incurred since August-September 2022 that were directly related to the floods (up to 25% of the total grant provided)
- Operational costs to deliver critical service delivery, for example vehicle hire and overheads directly related to service delivery
- Service delivery minor expenses up to \$1,000 per individual, such as
 - purchasing food and personal care items not available through other means
 - ensuring people remain safe and have access to supports

This list of eligible expenses and the exclusions listed below are designed to be compliant with the DRFA. DCJ approval of the proposed budget and plan for use of grant funding will be required as part of the application assessment process and establishing the Funding Agreement.

Funds cannot be used for

- Expenses that are already covered by other Government grants, including the Disaster Recovery Small Business Grants (for more information see service.nsw.gov.au/transaction/apply-disaster-recovery-small-business-grant-storms-floods-august-september-2022-onwards), or insurance payments, for example replacement of items lost or damaged in the floods
- Temporary accommodation arrangements for the applicant organisation
- Infrastructure (capital works), equipment and other assets, including the purchase of vehicles
- Commercial activities
- Existing debts or budget deficits incurred prior to the floods that commenced in August-September 2022
- Costs not related to service delivery
- Support services provided to individuals or communities that do not live in the [eligible LGAs](#) (AGRN 1030 and 1034)
- Interstate or overseas travel
- Vouchers, for example phone, store or internet credit

Reimbursement

Successful applicants can use up to 25% of grant funding to reimburse costs directly associated with service delivery since the floods that commenced in August-September 2022 that was directed to individuals, families and communities residing in one or more of the Local Government Areas (LGAs) subject to a disaster declaration under AGRN 1030 or 1034 (for more information and lists of LGAs see nsw.gov.au/disaster-recovery/natural-disaster-declarations).

Please note subcontracted organisations can also claim up to 25% reimbursement of their share of the total grant as per above.

Successful applicants cannot use reimbursements for capital works (including building repairs and construction), equipment and assets.

Subcontracting information

DCJ will only provide a grant to a single organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them.

For more information on subcontracting responsibility please access the link below, refer to the Open Competitive Grant FAQ, available on the [NGO Flood Recovery Program webpage](#), or email SPCGrantsTeam@facs.nsw.gov.au.

facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting

Reporting

Successful applicants will need to submit a simple financial acquittal in October 2024. The acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement
- Operational costs
- Minor expenses for individuals

Those that receive grants of \$50,000 and above will also need to provide information regularly on the number of services delivered.

Service providers will also be required to participate in regular support forums during the grant period and regularly liaise with and provide information to local DCJ Flood Support Officers.

Due to Commonwealth and NSW program audit requirements you may be randomly selected to provide further information during the grant period or afterward, including appropriate evidence and documentation to demonstrate that your expenditure of grant funding aligns with the use of funds permitted in these Guidelines. This may include invoices, receipts, transaction listings, general ledgers, employment contracts and the like, which you will be required to retain for a period of seven years.

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the projects/activities funded under this grant to cover any liability of the grant recipient that might arise in connection

with the performance of its obligations under a Grant Funding Agreement. This must include, but is not limited to a minimum of \$10 million Public Liability Insurance.

NSW National Redress Scheme sanctions

The NSW Government will not award a Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

Visit the [website](#) for further information about the NSW National Redress Scheme sanctions

COVID-19

Projects must adhere to current NSW Government public health orders and advice on COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

How to apply

All eligible organisations are invited to apply for a grant. Applications must be made online through the SmartyGrants online grant portal via dcj.smartygrants.com.au/ngofloodrecovery.

Applications close at 5:00pm on Friday 1 September 2023 and applicants will be notified in late September/early October 2023. Please note that late applications will not be accepted.

There will be two online information sessions, **Thursday 3 August and Thursday 17 August 2023 at 10:00am** to support eligible organisations with their applications and to answer any questions, contact SPCGrantsTeam@fac.s.nsw.gov.au for an invite.

DCJ staff and NSW Reconstruction Authority staff in the four DCJ Districts will be available to assist organisations with their grant applications, or eligible applicants can contact the Grants team at SPCGrantsTeam@fac.s.nsw.gov.au.

Banking details information

It is the applicants' responsibility to provide correct banking details, including the authorised signature to verify the applicant's bank details, in their application form. Funds transferred to an incorrect bank account may not be recoverable.

Keep contact details up to date

The application, Funding Agreement and acquittal for the grants will be managed using the SmartyGrants management system and DocuSign.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. Please email SPCGrantsTeam@fac.s.nsw.gov.au to update contact details.

DCJ is not responsible for any consequences should the successful applicant's grant offer be

withdrawn due to out-of-date contact details in SmartyGrants or failing to complete required documentation by specified due dates.

Grant Funding Agreement

If your organisation's application is successful you will be asked to execute a Grant Funding Agreement with DCJ, which will need to be signed electronically by two authorised officers using DocuSign. This agreement will include a copy of these Guidelines and your application.

For more information on who is authorised to sign on behalf of your organisation please refer to the following for further details: [Authorised signatories and delegation](#).

Once we receive the successful applicant's signed Funding Agreement via DocuSign, the Funding Agreement will be countersigned and returned by DocuSign.

Any variation to the project as detailed in the application form must be agreed in writing by DCJ.

Your agreement will require that your organisation comply with all applicable privacy legislation, and that any personal information obtained be kept safe and secure, used only for the purpose of your funded activities and not disclosed to third parties (unless legally authorised or required). In addition, you will agree that we may disclose certain information in relation to the agreement in accordance with our obligations under the [Government Information \(Public Access\) Act 2009](#).

Successful applicants must acknowledge the Commonwealth and NSW Government's support through the provision of funding.

Support

For any questions about the grants and submitting applications please contact the Grants Team at SPCGrantsTeam@facss.nsw.gov.au

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am — 5.00pm

E: SPCGrantsTeam@facs.nsw.gov.au
W: dcj.nsw.gov.au/flood-recovery-grants.html