National Partnership Agreement on Disaster Risk Reduction

**Natural Disaster Risk Reduction** **Grants Program**

**Guidelines**

INTRODUCTION 3

**CONTENTS**

[Program overview 3](#_TOC_250016)

Program objectives 3

ELIGIBILITY 4

[Eligible organisations 4](#_TOC_250015)

[Eligible projects 4](#_TOC_250014)

[Ineligible projects 4](#_TOC_250013)

ASSESSMENT PROCESS 6

[Selection criteria 6](#_TOC_250012)

[Application assessment process 8](#_TOC_250011)

FUNDING AND EXPENDITURE 9

[Payment of funds 9](#_TOC_250010)

[Cost sharing 9](#_TOC_250009)

[Exceptional circumstances waiver 9](#_TOC_250008)

[Budget 10](#_TOC_250007)

[Audited financial statements 1](#_TOC_250006)0

OTHER CONDITIONS 11

[Reporting 1](#_TOC_250005)1

[Natural hazard risk assessment 1](#_TOC_250004)1

Flood studies and Floodplain studies 11

[Project assessment and evaluation](#_TOC_250003) 12

[Publicity 1](#_TOC_250002)2

Failure to adhere to the grant agreement 12

APPLICATION SUBMISSION 13

[Application submission process 1](#_TOC_250001)3

[Need more help? 1](#_TOC_250000)3

# PROGRAM OVERVIEW

**INTRODUCTION**

As Australians see the growing potential for natural hazards to trigger devastating disasters, all sectors of society must work together to limit these impacts. In 2015, the Sendai Framework for Disaster Risk Reduction 2015-2030 was adopted by Australia and other members of the United Nations at the 3rd UN World Conference on Disaster Risk Reduction. Through the Sendai Framework, countries around the world recognise the importance of not only managing disasters but managing disaster risk.

The Sendai Framework states that to strengthen resilience, countries must prevent new and reduce existing disaster risk. It outlines four global priorities for action to reduce disaster risk: Understanding disaster risk; strengthening disaster risk governance to manage disaster risk; investing in disaster risk reduction; and enhancing disaster preparedness.

To address the risks associated with natural disasters, the Natural Disaster Risk Reduction Grants Program (NDRRGP) has been established as a joint Australian Government and Tasmanian Government initiative, with the aim of reducing disaster impact by managing disaster risk.

# PROGRAM OBJECTIVE

The NDRRGP is a competitive grants program that aims to support Tasmanian communities to implement the National Disaster Risk Reduction Framework (NDRRF) and the goals of the Tasmanian Disaster Resilience Strategy 2020-2025. The NDRRGP will support state regional and local efforts to proactively reduce disaster risk in order to minimise the loss and suffering caused by disasters.

The N DRRGP recognises that disaster risk reduction is a shared responsibility across all sectors of society. Accordingly, the implementation of the NDRRF and the Tasmanian Disaster Resilience Strategy cannot be achieved by emergency management agencies alone, but rather by governments, communities, businesses and individuals working together.

# KEY REFERENCES

Applicants should be familiar with the following documents:

* [National Disaster Risk Reduction Framework (NDRRF)](https://knowledge.aidr.org.au/resources/national-disaster-risk-reduction-framework/)
* [Tasmanian Disaster Resilience Strategy 2020-2025](https://static.alert.tas.gov.au/__data/assets/pdf_file/0021/90228/Tasmanian-Disaster-Resilience-Strategy-2020-2025.pdf).
* [State Emergency Management Committee Strategic Directions Framework](https://d2kpbjo3hey01t.cloudfront.net/uploads/2020/02/SEMC-Strategic-Directions-Framework-v1.0-December-2019-FINAL.pdf)

# ELIGIBLE ORGANISATIONS

**ELIGIBILITY**

Organisations eligible to apply for funding under the NDRRGP are:

* Councils;
* State Government agencies;
* Not-for-profit organisations with emergency management responsibilities; and
* Universities and other research institutions.

Eligible organisations may apply for funding either individually or on behalf of eligible applicants, such as educational institutes. In some cases, private sector organisations may wish to undertake and fund measures under the NDRRGP. Such participation is permitted but applications must be endorsed by a Tasmanian State Government agency.

# ELIGIBLE PROJECTS

To be considered eligible, the proposal must adhere to NDRRGP objectives (detailed on page 3) and the selection criteria (page 6). Recognition must be given to the NDRRF and projects must be relevant to the State of Tasmania. Projects may include:

* Disaster risk management studies
* Disaster risk mitigation strategies
* Investment in public infrastructure for disaster risk reduction
* Community awareness, education and readiness measures
* Disaster risk reduction-related research for public benefits
* Climate change-related risk reduction strategies
* Implementation of critical infrastructure disaster risk reduction initiatives
* Development of emergency management capabilities related to disaster risk reduction

# INELIGIBLE PROJECTS

Proposals generally considered ineligible for NDRRGP funding include those that:

* Fail to meet NDRRGP selection criteria
* Do not produce a significant community benefit
* Duplicate existing initiatives, or roles and responsibilities of other organisations
* Cannot be completed within 12 months of funding approval (except where a strong case can be made for a longer timeframe). Projects with a longer term should be staged in 12-month blocks with annual funding applications. Staged projects will be assessed on their merit each year. Funding will only be considered if previous projects are progressing well and within the agreed timeframe
* Represent an agency’s core business (that is, the primary area or activity that an organisation is founded on or focuses its business operations on), unless the submission is to develop or pilot a new initiative
* Seek funding for ongoing maintenance of existing works and measures
* Seek reimbursement for works and measures already undertaken.
* Are designed to protect or provide a commercial advantage to new private developments (this is, and will remain, the responsibility of the developer and should be controlled through land use planning measures).

# SELECTION CRITERIA

**ASSESSMENT PROCESS**

Detailed below are the criteria against which all eligible, compliant applications will be assessed. Fifty per cent of the scoring will be attributed to alignment with one or more of the four goals of the Tasmanian Disaster Resilience Strategy and a focus on risk reduction. The remaining fifty per cent will be attributed to an assessment of the proposed management arrangements for the project.

## SELECTION CRITERIA ONE

Projects **must** directly align with at least one of the four goals of the Tasmanian Disaster Resilience Strategy (outlined below) and **must** have a focus on activities that proactively reduce disaster risk in order to minimise the loss and suffering caused by disasters.

The application form provides opportunity for applicants to outline how the project will support these areas of priority.

**1** – **Understanding disaster risk**: These are initiatives where everyone understands the disaster risks affecting them. Projects under this goal should seek to achieve or support at least one of the following strategies

* Improve the quality, scope, usefulness and accessibility of risk and hazard information and analysis
* Enable and encourage Tasmanians to access and use risk and hazard information and support.
* Enable inclusive community capacity building programs across all hazards to suit local and individual needs.
* Encourage all parties to reduce their risks and vulnerabilities based on sound evidence and clear priorities.

**2** – **Working together**: These are initiatives where everyone collaborates to reduce risks and prepare for disasters. Projects under this goal should seek to achieve or support at least one of the following strategies

* Ensure there are agreed shared roles and responsibilities across all sectors.
* Facilitate and support collaborative cross-sector networks and governance structures.
* Tasmanian, Australian and local Governments collaborate to facilitate national, state and local disaster resilience continual improvement.
* Encourage risk reduction investment, insurance uptake and other means to reduce risk exposure and maximise broad benefits.

**3** – **Reducing disaster risk**: These are initiatives where everyone reduces disaster risks in ways that have everyday benefits. Projects under this goal should seek to achieve or support at least one of the following strategies

* Address vulnerabilities through land use planning schemes, building and other regulations and natural resource management plans
* Enhances collaboration to manage vulnerabilities relating to critical infrastructure and services
* Encourages parties to manage disaster risk within normal operations and leverage everyday benefits where possible
* Prioritise risk prevention, preparedness, protection and recovery for key assets of significant community value

 **4** – **Being prepared for disasters**: These are initiatives that when a disaster occurs, everyone knows what to do and can do it. Projects under this goal should seek to achieve or support at least one of the following strategies

* Tasmanians have access to practical guidance. All levels of government and others support and encourage them to prepare for disasters.
* Regularly update and improve emergency management (EM) plans and other arrangements based on lessons learned and other evidence.
* Pursue measures to ensure emergency management personnel (paid and volunteer) are valued, supported and developed.
* Continually improve relief and recovery arrangements to enable quick escalation, community leadership and long-term resilience.

It is important to note than any application submitted under goal 4 ‘Being prepared for disasters’ must have a focus on reducing risk before an emergency occurs.

SELECTION CRITERIA TWO

Project management and accurate accounting of the allocated funds are essential for good governance. Assessment against this criteria will focus on the following.

* Has the project has been well conceived and thoroughly planned?
* Are the governance arrangements for the project appropriate?
* Are milestone tasks and schedule realistic?
* Is the total funding required realistic and cost-effective?
* Is there capacity and commitment to make contributions of funding or other in-kind resources towards the cost of the project? (see note on cost-sharing page 9)
* Is there evidence of ability to maintain the project’s outcomes?

# APPLICATION ASSESSMENT PROCESS

An Assessment Panel will consider each submission against the selection criteria, taking into account the relative priorities of the proposals.

The Assessment Panel’s recommendations are provided to the State Emergency Management Controller for approval. The Minister for Police, Fire and Emergency Management may announce the successful projects that will receive funding, and the SES will contact the nominated project officers with details of the funding process.

# TIPS FOR APPLICATIONS

To give your project a better chance of success, please consider some of the following options that may add value to the strengthen your application.

* Seek letters of support from participating organisations where appropriate.
* Demonstrate a link to an existing Risk Assessment, the Tasmania Disaster Resilience Strategy and/or the NDRRF.
* Consider partnering with other local groups or organisations to extend the reach of your risk reduction initiative.
* Seek third party contributions.
* Keep your application succinct and relevant.
* Avoid the temptation to include excessive supporting documentation if it does not specifically contribute to your application.

# PAYMENT OF FUNDS

**FUNDING AND EXPENDITURE**

Recipient agencies/organisations will enter into funding arrangements with the State, through a written agreement for each approved project, covering the implementation of the project and expenditure of NDRRGP funds. The State will forward payments to agencies/ organisations, subject to their adherence to the agreements, and the satisfactory achievement of agreed milestones.

Appropriate accounting, reporting and acquittal of the funds by the recipients is required. Final Milestone payments will not be provided until a Project Closure Report/ Final Report is received and approved. Evidence of successful project completion will also be required as part of the Project Closure Report.

The recipient must maintain a thorough and complete audit trail of receipt and expenditure of the grant money. Funding approval may be withdrawn for NDRRGP projects that do not commence within one year of approval without prior approval via a Project Variation Request.

All forms and templates can be located at [www.ses.tas.gov.au](http://www.ses.tas.gov.au) under *Emergency Management, Grant funding*. Quarterly reports, Variation requests and Final reports must be completed using the prescribed forms.

# COST SHARING

These provisions apply to all eligible organisations.

As a general principle, NDRRGP projects are funded on a cost-sharing basis with the applicant and the Australian Government each contributing an equal share. That is, the NDRRGP contributes up to fifty per cent of the cost of an approved project. Applicants are required to match this funding.

In-kind contributions are permitted to help meet the equal share component. These are contributions towards the project that are paid or given in services, expertise, time, commodities or goods, instead of money. However, the value of in-kind contributions must be expressed in monetary terms in your budget. Such contributions must be substantiated on request. Costs associated with the ongoing maintenance and support of approved projects are excluded.

Where project costs exceed those detailed in the application, the applicant will be responsible for the additional funding required. Applicants may also contribute a greater than equal contribution or seek additional third-party contribution.

# EXCEPTIONAL CIRCUMSTANCES WAIVER

In exceptional circumstances, the agency/organisation contribution may be reduced or waived by agreement between the State and the applicant. This applies for low-capacity local Councils, non-government organisations, or if exceptional circumstances apply. Please contact the Grant Coordinator to discuss prior to submitting an application. grant.coordinator@ses.tas.gov.au

# BUDGET

Applicants are required to submit a budget with the application form. Details on how to fill out this section of the form can be found in the Attachments of the Application Form.

Budgets need to be realistic and clearly articulated. Additional funds will not be provided from the NDRRGP and applicants will need to cover any situations where a project exceeds the budget presented in the application.

# AUDITED FINANCIAL STATEMENTS

In line with Treasury Instruction, Financial Control, no. 12.8 and 12.9, grants considered of high risk (as decided by the Assessment Panel) and high value grants (more than $100 000), need to produce fully audited financial statements with the Final Report. Audited financial statements should include the receipt and manner of disbursement of funds, together with an audit certificate. The cost of an auditor to complete the financial statements could be included in the budget plan if necessary.

As per the Grant Deed/Funding Agreement, for all other projects, recipients will need to sign the financial statement on the Final Report. If the recipient is a body corporate, an authorised officer and a registered company auditor must sign. The Grant Deed/Funding Agreement requires recipients to maintain proper books and records showing the use and expenditure of the grant. It also requires recipients to give the Auditor-General for Tasmania access to all financial statements and records about the use and expenditure of the grant if necessary.

# REPORTING

**OTHER CONDITIONS**

Recipients are required to complete Quarterly reports to inform of progress. The SES Grant Coordinator will advise when Quarterly reports are due. As a guide, reporting periods are end of March, June, September and December. Applicants must adhere to the deadlines.

Recipients are to provide project milestones with their application (Section 6 of the NDRRGP application form). Milestones are to be reported upon within the Quarterly Report format. Submission of invoices in response to achieving milestones are to be accompanied with evidence confirming milestones have been met. NDRRGP funding will be provided after milestones are met. Failure to adequately report on completed milestones will result in funding being withheld.

If there are major changes that need to be made to your project after commencement, please fill out and submit the Project Variation Request Form to obtain approval before instigating changes.

Once the project is completed, you will need to fill out the Final Project Report in accordance with the prescribed template within 30 business days. Any unspent funding will be returned to the SES for reallocation to other eligible projects.

The reporting documents can be found on the SES website. All completed forms are to be sent to the SES Grant Coordinator. Please keep all reports concise. Recipients who submit reports that are not filled out correctly or are of a poor standard will be asked to re-do them. Failure to provide progress and final reports may affect eligibility for future projects.

# NATURAL HAZARD RISK ASSESSMENT

Applicants who have not undertaken a risk assessment for their area should do so before applying for NDRRGP funding to undertake other projects. Applicants may apply for NDRRGP funding to undertake a natural hazard risk assessment.

Where appropriate a copy, or extract, of the risk assessment should be provided with any application for NDRRGP funding.

# FLOOD STUDIES AND FLOODPLAIN STUDIES

Grants awarded to undertake Flood Studies and Floodplain Studies will

contain additional conditions; including some that require the studies to:

* Be undertaken in accordance with the [Australian Disaster Resilience Handbook 7: Managing the Floodplain](https://knowledge.aidr.org.au/resources/handbook-7-managing-the-floodplain/) collection and the SES[Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania](http://www.ses.tas.gov.au/assets/files/EM%20Publications/FRAPT%202016%20Floodplain%20Risk%20Assess%2011%20Nov%202016%20low%20res%20ART.pdf);
* Model and/or assess a specified range of scenarios, including future climate scenarios;
* Produce a standard set of output products in a standardised format; and
* Have Creative Commons licensing conditions allowing third party use, including access via the [Australian Flood Risk Information Portal](http://www.ga.gov.au/flood-study-web/#/search).

Additional information on these conditions can be obtained from the SES.

# PROJECT ASSESSMENT AND EVALUATION

Once a project has been completed, recipients will be required to evaluate its success. This is easier to do if you provide a clear project outline in the application process, and the outputs and outcomes are measurable. Detail the information you will collect to assist in your evaluation and the methods you will use.

Evaluation methods could include:

* Self-assessment of lessons learnt and what proved to be important
* Observations by staff and volunteers
* Before and after questionnaires.

# PUBLICITY

**OTHER CONDITIONS**

Where projects receive funding through the NDRRGP, appropriate acknowledgement is to be given to the contributions made by the State Government, local agencies and the Australian Government. This applies to all publications, articles, signs, posters, relevant forums, conferences and project launches.

All recipients will consult with the SES Grant Coordinator in advance of the announcement of projects, milestones and funding approval to enable either the Commonwealth Minister for Emergency Management or the Tasmanian Minister for Police, Fire and Emergency Management to attend.

# FAILURE TO ADHERE TO THE GRANT DEED / FUNDING AGREEMANT

The State Government can visit any NDRRGP project with reasonable notification to the recipient. Funding provided under the NDRRGP may be terminated if the recipient has refused or failed to fulfil a condition of the Grant Deed/Funding Agreement, or if the project has not been undertaken in accordance with the Grant Agreement. Upon termination, the funding recipient must refund all grant monies, less reasonable expenses.

# APPLICATION SUBMISSION PROCESS

**APPLICATION SUBMISSION**

The NDRRGP Application Form can be downloaded from the SES website [www.ses.tas.gov.au](http://www.ses.tas.gov.au)

Applications from all organisations must be submitted electronically. Once completed, please email your application to grant.coordinator@ses.tas.gov.au together with any supporting documentation such as maps, plans and letters of support.

#

# NEED MORE HELP?

If you require further assistance or advice in relation to the program, please contact the State Emergency Service.

State Emergency Service
Grant Coordinator
Level 1, 47 Liverpool Street Hobart TAS 7000
T (03) 6173 2704
Email: grant.coordinator@ses.tas.gov.au
[www.ses.tas.gov.au](http://www.ses.tas.gov.au)