

Resilience NSW

Disaster Risk Reduction Fund

State Risk Reduction stream PROGRAM GUIDELINES



Australian Government



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State Risk Reduction stream

PROGRAM GUIDELINES

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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 a proposal 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 EOI call for proposals.

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

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

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

Our community risk 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.

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

Despite the challenges, both the Commonwealth and NSW Government remain steadfast in their collective

commitment to supporting our communities to recover, but are also looking ahead and investing in shared solutions to identify gaps in our knowledge and build solutions, to scale, that can help mitigate disaster risk or severity.

The time to support initiatives that help us better prepare for, respond to and recover from disasters is now.

Investment in reducing disaster risk across the built, social, economic and natural environments can deliver benefits beyond avoiding 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 Australian communities can endure more frequent and intense natural hazards, as well as thrive and prosper following a disaster.

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.

The 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, \$51.8m of grant funding is available (with a total \$27.1m Commonwealth 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 emergencies¹.

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

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 systemic² risk and disaster risk
- Uplifting public service capability and/or capacity for Disaster Risk Reduction (DRR).

¹ Adapted from the Australian Institute for Disaster Resilience glossary

² Refer to accompanying FAQs for definitions on systemic disaster risk and systemic 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 State Risk Reduction stream of the fund.

State Risk Reduction stream target outcomes

The End of Program Outcome (EOPO), which will be measured and must be referenced by all projects, is:

- NSW communities, business, assets, ecosystems and infrastructures are more resilient to natural disasters.

Medium term outcomes that may be achieved on the way to the EOPO include:

- Relevant stakeholders develop effective mechanisms for communication, collaboration and co-investment to reduce disaster risks
- New development helps to reduce existing risk and vulnerabilities and does not create new risks
- Effective controls, technologies and interventions are applied and implemented to reduce disaster risks, particularly for high risk/cost disasters
- Communities adapt and respond to changes in risk rather than to the occurrence of a disaster
- The private sector invests in disaster resilient infrastructure and homes
- Government agencies and councils factor disaster risk into planning and investment decisions.

Specific outputs and deliverables could include aspects such as:

- Development and delivery of training and education programs
- Establishment of collaborative forums and associations
- Risk assessments and hazard information that inform effective planning and investment
- Application of new risk management solutions
- Disaster risk and hazard reduction technique (intervention) development
- Toolkits for effective mitigation approaches to common hazards
- Development of novel, lower cost or more accessible treatments for common hazards
- Building code and standard development to reduce infrastructure risk
- Development of rating systems, for example to help consumers easily identify the most effective products for risk reduction
- Survey standards for land and quantity surveyors for capture of disaster risk specific information

- Technology projects supporting the improved identification, analysis, treatment, management and communication of risk
- Integrating climate science with disaster risk reduction data and business systems
- A department and association or group representing Aboriginal and/or Torres Strait Islanders developing guidance for DRR through traditional land care techniques and practices for use, e.g. in managing crown lands
- Investment frameworks and options analyses to guide targeted and effective investment.

State Risk Reduction stream funding pathways

The State Risk Reduction stream aims to reduce or enable the reduction of state level risks, risks of state significance and systemic risks potentially impacting NSW³. Eligible organisations include NSW Government agencies and incorporated not for profit organisations with a state or national footprint or reach. Commercial (profit generating businesses) are not eligible to apply directly to the fund, but their services may be engaged by eligible applicants.

Two funding pathways are available within the stream:

- **Discovery projects – up to \$500,000 in funding per project**
- **Scale projects – up to \$2.5 million in funding per project.**

Projects must either have a testing, piloting or learning focus - developing a new approach, product, service or technology with the potential to help tackle complex DRR challenges in a new way (discovery pathway) or deliver risk mitigation/reduction or risk management outcomes for NSW at scale, either measurably increasing resilience or addressing vulnerability (scale pathway).

All proposals should demonstrate contributions to collective knowledge creation and data sharing for the state of NSW.

An evaluation partner will be engaged by Resilience NSW. Proponents will be required to participate in activities that support this evaluation, as well as agree to collect project specific data.

³ Refer to accompanying FAQs for definitions of state level and state significant risk, systemic disaster risk and systemic risk.

Discovery projects - up to \$500,000 per project

The discovery pathway is designed for smaller projects with a focus on testing and piloting new approaches to achieve breakthrough DRR outcomes. The projects must have potential for state-wide significance or impact.

The types of projects that could fall into the discovery pathway include:

- Piloting new types of technology that contribute to DRR outcomes, for example a new type of early warning system being used in other jurisdictions but not yet tested in the Australian or NSW context
- Trialling new types of training or capacity building approaches, for example the use of VR training, with potential for improved educational outcomes

- Innovative approaches to risk assessment or new ways of sharing risk data and making data available to improve decision making by key actors.

The focus is on testing, learning and sharing new and novel approaches to DRR. Projects delivered under this pathway should focus on genuinely innovative approaches that have the potential to create new breakthrough understandings in DRR for future application. They must demonstrate how learnings will be shared and disseminated.

The discovery stream will have an 18-month implementation timeframe to December 2023.

The total funding pool available for discovery projects is \$5 million⁴.

Scale projects - up to \$2.5 million per project

The scale funding pathway is designed for larger scale projects that will aim to generate a new product, technology, platform or approach that will have state-wide impact at a scale beyond piloting or testing.

Scale projects would be expected to build off significant previous work, either funded by agencies or via previous rounds of funding. Alternatively, they may result in new legislative, policy or investment frameworks that drive more risk informed decision making and investment at scale. It would be expected within the scale pathway that proponents are bringing a significant element of partnering to their proposals to enable outcomes and action across sectors and geographic regions.

Scale projects will require a more rigorous underpinning evidence base and a clear theory of change that links the key activities to the target outcomes, with reference to identified DRRF

outcomes. Allowance will be made for a six-month establishment phase, which is likely to involve activities such as additional data collection, proof of concept activities, and the establishment of working partnerships, governance and program management structures.

A funding stage gate will be required at the end of the establishment phase, with genuine performance hurdles agreed between the proponent and Resilience NSW to proceed to the delivery phase and release further payments.

All scale projects must be completed, with funds fully acquitted, by 30 June 2024.

The total funding pool available for scale projects is \$12.8 million⁴.

⁴ 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.

Key dates for the State Risk Reduction stream

Milestone	Date
EOIs open	16 February 2022
EOIs close	21 March 2022
Assessment of EOI outcomes completed and applicants notified	4 April 2022
Full proposal applications open	11 April 2022
Full proposal applications close	6 May 2022
Assessment outcomes announced	May 2022
Funding agreements established and first payments made	30 June 2022
Final date for financial acquittal and project conclusion for Discovery projects	December 2023
Final date for financial acquittal and project conclusion for Scale projects	30 June 2024

Eligibility criteria

Eligible organisations

In line with the objectives of the program, the DRRF State Risk Reduction stream invites applications led by NSW Government entities, including:

- NSW Government clusters
- NSW Government departments
- NSW Government agencies
- Other state-owned entities, such as statutory authorities and government owned corporations.

Incorporated not for profit organisations with a state or national footprint or reach may also apply directly to the fund, but must demonstrate how they will partner with government (local, state and/or Australian) to achieve relevant outcomes.

Local councils may not apply directly to this stream of the fund but can apply to the Local and Regional Risk Reduction stream. Separate guidelines will be made available for the Local and Regional Risk Reduction stream.

Partnering

Partnerships and joint applications are strongly encouraged and will be assessed favourably. Where it makes sense to achieve desired outcomes, lead applicants such as NSW Government entities or not for profit organisations with state or national reach are encouraged to partner with:

- Industry groups
- Research organisations including universities
- Joint and regional organisations of local government
- Australian Government organisations
- Incorporated Non-Government Organisations (NGO) where the NGO operates state-wide or nationally.

In the case of joint applications, it is preferred that NSW Government entities will enter into a funding agreement with Resilience NSW and therefore take ultimate responsibility for achieving the desired project outcomes. 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 for full proposals.

Eligible projects

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

- Address a specific risk of state significance related to the state's economy, sensitive ecosystems and/or critical infrastructure
- Contribute to NSW Government understanding of state level risk and/or effective practices in disaster risk reduction
- Complete all works, including financial acquittal and contribution of collected knowledge, by December 2023 (Discovery projects) or 30 June 2024 (Scale projects).

Project locations

The intent of the program is to address risks relevant to NSW. Projects should focus on beneficiaries within the state of NSW, however, may be delivered through a mix of locally and nationally based resources.

Ineligible projects

Projects are ineligible where they:

- Are not demonstrably for the benefit of NSW
- Involve the construction of large scale infrastructure such as flood mitigation works. Other types of 'hard' outputs such as a new technology or building material may be allowable depending on the project cost
- Do not address a disaster risk or support disaster risk reduction or prevention
- 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

-
- › Funds are reinvested in DRR programs, tools or services
 - › The project is undertaken by:
 - Not for profit entities
 - NSW Government, including groups of NSW Government entities.
 - Have already commenced or are already complete
 - Are requesting funding for the same project or project activities that have previously received funding under the Bushfire Community Recovery and Resilience Fund or Bushfire Local Economic Recovery Fund.

Applicants should note the intent of the DRRF is to address needs for investment in disaster risk reduction and specifically prevention activities. Projects demonstrating benefits in preparedness, response or recovery must clearly demonstrate a focus on prevention to be considered.

Eligible project costs

Eligible costs are costs directly associated with delivery of the project and are able to 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
- 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 licence fees for third party provider services used during the project
 - › Travel, such as transport and accommodation, to deliver project components.

Ineligible project costs

Funding is not to be used for:

- 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 three program streams
- Projects that duplicate existing services and initiatives
- Costs already approved through other funding streams
- Projects not undertaken in NSW and/or not benefiting NSW communities and economy
- Projects and/or activities that do not meet and address the program criteria
- Covering 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 executive officers and existing employees for work not directly related to the project
- Building new, or refurbishment of, assets or infrastructure capital works.

Assessment criteria

All projects

The application and assessment process for both pathways will involve an Expression of Interest (EOI) stage followed by an invitation to shortlisted applicants to submit a full project proposal. The two stage process has been designed in recognition of the significant resourcing required to prepare an application.

Applications will be assessed against the intent, including priorities, of the NDRRF and the program objectives. In the EOI stage Resilience NSW will be assessing eligibility, demonstrated need and potential impact/benefits. In assessing funding decisions for full proposal applications, Resilience NSW will consider the following criteria:

Criteria	Sub criteria	Weighting (Discovery Projects)	Weighting (Scale Projects)
1. Demonstrated need	<ul style="list-style-type: none"> Nature/severity of risks and hazards addressed. Clear funding gap. Previous or overlapping funding. 	20%	15%
2. Potential impact/benefits	<ul style="list-style-type: none"> Alignment to target outcomes. Viable links between activities and outcomes. Clear evaluation measures. Sustainability of impact. Degree of innovation. 	25% (focus on innovation)	20%
3. Capability to deliver	<ul style="list-style-type: none"> Experience and/or track record. Clear and feasible project plan, milestones and budget. Personnel/team put forward. 	20%	20%
4. Value for money	<ul style="list-style-type: none"> Consideration of spend against likely reach or impact. Size or value of financial co-contribution/s. Cost benefit analysis (CBA) from proponents if applicable (for scale projects only). 	15%	20%
5. Partnering and collaboration	<ul style="list-style-type: none"> Partnering with one or more partners critical to achieving outcomes. 	10%	15%
6. Risk	<ul style="list-style-type: none"> Demonstrated awareness of reputational and operational risk. Viable plan to address risks. 	10%	10%

Application process

How to apply

Stage 1: EOI

Applicants should download the EOI application form from the Resilience NSW website at www.nsw.gov.au/resilience-nsw, complete and email it to dr rf@resilience.nsw.gov.au prior to the closing date (5pm on 21 March 2022). Applications can only be emailed and no other form of submission will be accepted.

Please note that you cannot make changes to your submission after the EOI form has been submitted. Once submitted, acknowledgement of receipt of application will be in writing via return email.

Stage 2: full proposal

All applicants will be notified of decisions by email on 4 April 2022.

Full proposal application details will be made available to shortlisted applicants.

Shortlisted applications will have to complete and submit their full proposal application via the Resilience NSW online grants platform prior to closing at 5pm on 6 May 2022. Please note full proposals can only be submitted via the Resilience NSW online grants platform and no other form of submission will be accepted.

Supporting material/s must be in an acceptable file type, such as Word, Excel, PDF or JPEG.

Late applications

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

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?

Stage 1: EOI requirements

The EOI requires applicants to articulate their proposal early in its development.

The EOI application form will be the same for both funding pathways. It will ask you to provide applicant name and details, as well as high level proposal information including:

- Which funding pathway the EOI is for
- One line project description or project name
- Project location, if applicable
- Estimated total funding amount requested
- Estimated total project cost, including funding or in kind co-contributions
- Estimated timeframes of the project
- What you are proposing to do (what is proposed in the project concept)
- What is the demonstrated need
- How your project aligns to the identified outcomes of the relevant funding pathway
- Who you are planning to partner with, if applicable
- Conflict of interest declaration.

Stage 2: full proposal requirements

Applicants invited to submit a full project proposal will be provided with detailed application information. Both funding pathways will require detailed additional inclusions including:

- Detailed project plan
- Detailed breakdown of project activities or milestones
- Detailed budget, including a cost breakdown with financial co-contribution/s and in kind contribution. Periodic reporting will be required on budget forecasting and expenditure
- Key project personnel
- Profile or case studies of similar projects delivered, including project referees
- Risks and mitigation plan and measures
- A plan for monitoring, reporting and evaluation
- Supporting documentation, such as a copy of the lead organisation's constitution, charter or article of incorporation, and a letter of understanding jointly signed by all partners, if applicable
- Conflict of interest declaration
- Scale projects will be required to
 - › Specify a six month establishment phase
 - › Provide a CBA from proponents if applicable
 - › Demonstrate a clear theory of change.

All funding applications need to consider ongoing operational requirements and sustainability after the proposed project is completed.

What happens if the full proposal is successful?

Resilience NSW will notify successful applicants in writing via email or mail.

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.

Project contracting

To receive funding, the nominated representatives from the successful organisation will need to enter into a legally binding funding agreement with Resilience NSW. Applicants will be expected to have an appropriate level of insurance cover as detailed in the funding agreement.

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. You will need to return any unspent monies to Resilience NSW.

Delivery milestone and reporting may be negotiated between Resilience NSW and the organisation, or nominated representative, depending on the understood risk profile, size and type of project activities.

For Scale projects, an instalment will be made for a six-month establishment phase and a funding stage gate will be required at the end to proceed to the delivery phase and release of further payments.

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 the Resilience NSW and the Australian Government.

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 platform.

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.

Scale projects will be subject to a six month project progress review at the end of the establishment phase to assess their suitability for further progression. Performance benchmarks will be established in the funding agreement in collaboration with the proponent.

Project reporting

Progress reports will be required every six months, at a minimum, for all organisations. More regular reporting may be required depending on the risk profile, size and type of project activities.

Scale projects will have to submit an interim status report at the end of the six month establishment phase, to present evidence of achieving the agreed benchmarks.

Organisations must keep, and provide if necessary, proper financial reports and operational records and registers. Failure to do so may affect an organisation's eligibility for continued funding through the DRRF.

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 met national and state priority outcomes and the benefits realised by the project.

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

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.

Available support

Please email us at drf@resilience.nsw.gov.au if you would like further information, including interpretation of these guidelines, types of projects eligible for funding, or the application process up to two business days prior to the EOI Closing Date and Time. Please also refer to the FAQs for further guidance. Resilience NSW will determine in its discretion whether to respond to a request for further information.

Assessment process

Assessment panel

The assessment of applications will be undertaken by a combined assessment panel which may include representatives of:

- Resilience NSW
- NSW Government
- Independent experts
- Community representatives.

The panel will assess applications at both the EOI and full proposal stages, and score full proposals based on the weightings provided in these guidelines.

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 organisation and/or their partner/s as required.

Stage 1: EOI

Applicants must email an EOI form prior to the closing date and time, 5pm on 21 March 2022, to drf@resilience.nsw.gov.au. Please note applications can only be emailed to the designated mailbox and no other form of submission will be accepted.

Resilience NSW will check applications for alignment with the eligibility criteria. Officers may contact you to seek clarification or further supporting information.

EOIs meeting eligibility criteria will be assessed by the assessment panel and shortlisted.

Resilience NSW will advise applicants that will be invited to stage 2.

EOIs will be assessed from 22 March to 4 April 2022.

All applicants will be notified of decisions in writing on 4 April 2022.

Stage 2: full proposal

Only EOIs approved by the assessment panel in stage 1 will be invited to submit a full proposal. No additional applications will be allowed at this stage.

Applicants will have until 5pm on 6 May 2022 to submit their full proposals.

The panel will independently assess the project proposals and deliberate to recommend grants awarding.

The panel may recommend part funding on projects.

Successful proposals must be approved for funding by Resilience NSW before project contracting and delivery. Applicants will be informed of the status of their application in writing as soon as possible after recommendations are approved.

Probity

Resilience NSW has an 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.

Ethical conduct

Applicants must not participate in any anticompetitive 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.

Conflicts of interest

A conflict of interest declaration must be submitted with each EOI form. 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 immediately in writing.

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
- The Minister's office
- Cabinet, parliament and appropriate bodies.

This information will only be shared 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

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.'

Record keeping

Lead organisations must keep an accurate audit trail of project spending for seven 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.

GST

For uniformity and reporting purposes, all amounts requested by applicants must be GST exclusive.

This does not mean that GST portions for eligible project costs are not funded. Generally, if the lead organisation is registered for GST, payments to successful applicants will include the GST component where GST is applicable.

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.

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.

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.

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.

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.

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COVID-19 impacts

Due to the changing impacts of COVID-19 across NSW, projects must be in line with 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.

