



**Government of South Australia**

South Australian Fire and  
Emergency Services Commission

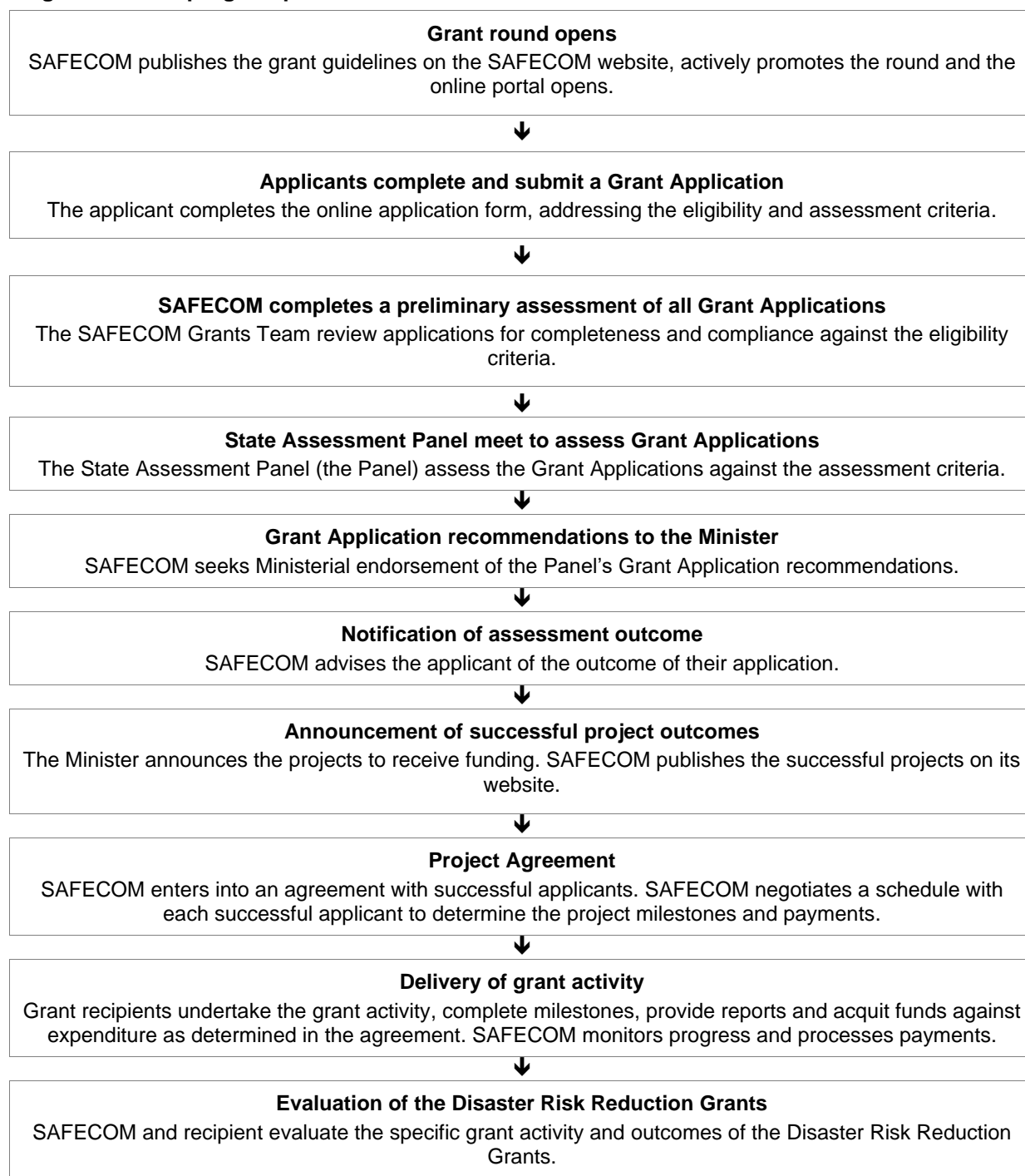
# **Disaster Risk Reduction Grant Guidelines 2023-24**

## **STREAM 2: Short duration (3-9 months) disaster risk reduction**

Opening date:	Monday 2 October 2023
Government entity:	South Australian Fire and Emergency Services Commission (SAFECOM)
Enquiries:	If you have any questions, please contact SAFECOM on (08) 8115 3929 or email: <a href="mailto:safecom.grantsadministration@eso.sa.gov.au">safecom.grantsadministration@eso.sa.gov.au</a>
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**Figure 1: Grant program process**

## 1 DISASTER RISK REDUCTION GRANTS PROGRAM OVERVIEW

SAFECOM administers Commonwealth and State Government funds provided under the 2019-2024 National Partnership Agreement on Disaster Risk Reduction (NPA), through the South Australian Disaster Risk Reduction Grants Program (the Program). The Program is administered on behalf of the Minister for Police, Emergency Services and Correctional Services (the Minister).

The purpose of the NPA is to take action to address the causes of disaster risk, to strengthen resilience and enable communities to withstand, adapt to and continue to thrive in a changing environment. The NPA seeks to proactively reduce the risk and limit the impact of disasters associated with natural hazards on Australian communities and economies. The NPA is signed and agreed to by all States and Territories in Australia.

Totalling an investment of approximately \$16 million over the life of the NPA, the South Australian Government contributes more than \$1.20 million per annum (indexed) to the Program. When combined with additional cash or in-kind contributions from grant recipients, this matches the Australian Government contribution of \$1.67 million per annum.

South Australia's Disaster Risk Reduction Grants Program currently consists of two streams of funding.

- **Disaster Risk Reduction Grants** - open to a broad range of potential applicants including state government agencies, local government, not-for-profits, businesses, and community groups.
- **State Strategic Projects** - targeting strategic priorities including multi-hazard, systemic or whole-of-sector issues that are identified by the State Emergency Management Committee's Strategic Advice and Coordination Sub-committee.

These Guidelines are for Stream 2 of the 2023-24 Disaster Risk Reduction (DRR) Grants. This will be the final round of Grant Applications under this NPA.

## 2 DISASTER RISK REDUCTION GRANT OBJECTIVES

The objective of the DRR Grants is to support stakeholders to implement initiatives across Australia's built, social, natural and economic environments, to:

- take action to reduce existing disaster risk
- minimise creation of future disaster risk through decisions taken across all sectors
- equip decision-makers with the capabilities and information they need to reduce disaster risk and manage residual risk.

This will be achieved by addressing the following priorities of the [National Disaster Risk Reduction Framework \(2018\)](#):

- a) understanding disaster risk;
- b) accountable decision-making across all sectors to respond to immediate and long-term disaster risk and actively manage the potential creation or exacerbation of disaster risk;
- c) enhanced investment in disaster risk reduction to build resilience; and
- d) transparent, sustainable and accountable governance, ownership and responsibility for disaster risk management.

All activities supported will need to be consistent with the broader strategic objectives of the National Disaster Risk Reduction Framework (2018).

### 3 ELIGIBLE ACTIVITIES

#### Stream 2: Short-term (3-9 months) risk reduction projects.

For example:

- Projects that align investment decisions with hazard risk mitigation plans and strategies at local, state, regional and national levels.
- Initiatives that build strategic capacity, inject innovation, or transform practices to proactively reduce disaster risk and limit the impacts of disasters on communities and economies.
- Development of a business case or feasibility study that recommends key disaster mitigation activities for future improvement (including investigation, modelling, concept, and detailed design activities).
- Development of local/regional/state hazard mitigation plans or resilience strategies.
- Initiatives aligned with the [Second National Action Plan's Outcomes and National Actions](#) to implement the National Disaster Risk Reduction Framework Priorities.
- Any other short-term project to enhance disaster risk decision-making.

Applications are not limited to the examples listed above.

Projects funded under this stream will only be approved for a project length of 3-9 months. Applications should be designed to start from February 2024 and must be completed by no later than October 2024.

### 4 ELIGIBILITY CRITERIA

#### 4.1 Eligible applicants

Eligible applicants must:

- a) have an Australian Business Number (ABN)
- b) agree to commit cash and/or in-kind contributions as per Table 1.

#### 4.2 Ineligible activities

Activities considered ineligible are those that:

- a) reimburse for work/measures already commenced before an application is lodged, unless the funding request is for an enhancement of an existing project.
- b) duplicate existing activities or responsibility, **unless the submission is to develop or pilot a new initiative or scale up a model that has proven to be successful.**
- c) support recovery initiatives/activities that would ordinarily be eligible for support under the *Disaster Recovery Funding Arrangements 2018*. This includes restoration or reconstruction of roads and reinstatement of infrastructure affected by an emergency event.
- d) purchase localised or ad hoc equipment, for example Farm Fire Units, sprinkler systems, and/or emergency vehicles/trailers.
- e) are already fully funded by other means and will not achieve additional outcomes.
- f) are not delivered in, or for the benefit of South Australian individuals, communities or businesses.

### 5 APPLICATION PROCESS

Applications will be reviewed through a competitive merit-based, single stage application process. Endorsement from the Minister will be based on the recommendations of the State Assessment Panel.

## 5.1 Grant Applications

The [National Disaster Risk Reduction Framework](#) is the main guiding document for the DRR Grants Program.

Before applying, applicants must read and understand these Guidelines. All Grant Applications must demonstrate alignment to one or more of the priorities identified in the National Disaster Risk Reduction Framework.

In addition to the National Disaster Risk Reduction Framework, priority will be given to projects that demonstrate alignment or consideration of the following:

- The [National Strategy for Disaster Resilience](#) (2011)
- [Stronger Together, South Australia's Disaster Resilience Strategy](#) (2019-24)
- [SA Government Climate Change Actions](#)
- [Second National Action Plan's Outcomes and National Actions](#)
- Inclusion or consideration of people at risk

When preparing the Grant Application, applicants should ensure they have:

- a) Provided correct budget details.
- b) Provided sufficient detail to enable evaluation against the assessment criteria (section 6.2).
- c) Demonstrated support for the application from an authorised person from within the applicant's agency.
- d) Uploaded any required supporting documentation i.e., letters of support from collaborators.

Following individual assessment and scoring by panel members, the Panel will meet to determine a final score and rank for overall merit against all other eligible Grant Applications received. The Panel will then decide which Grant Applications will be recommended to the Minister for endorsement.

Grant Applications must be submitted in the online application portal and must be submitted in accordance with the instructions provided in the portal. All applications received by SAFECOM by the specified deadline published on the website, will be registered and acknowledged via email.

It is the responsibility of the applicant to ensure their application is complete and correct. SAFECOM will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the Guidelines, or any discrepancies, inconsistencies or errors in an application.

If you experience any difficulties in accessing or using the online portal, please email [safecom.grantsadministration@eso.sa.gov.au](mailto:safecom.grantsadministration@eso.sa.gov.au) prior to the advertised closing date to request assistance.

## 5.2 Late applications

Grant Applications that are not received by the published closing date may not be accepted. Any decision by SAFECOM to accept or not accept a late application will be final.

# 6 ASSESSMENT PROCESS AND CRITERIA

## 6.1 State Assessment Panel (the Panel)

Grant Applications will be assessed through a competitive merit-based process and endorsed by the Minister based on the recommendations of the independent Panel.

SAFECOM will appoint the Panel to provide industry and technical expertise in the assessment of Grant Applications. The Panel may also seek additional advice from independent technical experts.

Where information to support claims being made in the application is unclear, the Panel may request additional information from the applicant. The Panel may also seek information about the application from other sources, even if the sources are not nominated by the applicant.

Grant Applications will initially be reviewed by the SAFECOM Grants Team to ensure applications meet the eligibility requirements as outlined in these Guidelines. SAFECOM may seek further clarification from applicants if required. Only eligible applications will be assessed by the Panel.

The Panel will assess all eligible applications against the assessment criteria, alignment of the application to the strategic priorities of the National Disaster Risk Reduction Framework, and in comparison, to other eligible applications.

Based on the Panel's assessment, SAFECOM will make recommendations to the Minister on which applications are recommended to be awarded funding.

The Minister will make the final decisions on which applications are approved. All decisions are final and there is no right of appeal. Feedback will be provided to applicants upon request.

## **6.2 Assessment criteria**

The below assessment criteria will be used by the Panel to assess Grant Applications.

### **Criteria 1: Alignment with the National Disaster Risk Reduction Framework**

*Maximum 25 Points (25 per cent weighting)*

Assessment of criterion will include consideration of:

- i. Alignment with the National Disaster Risk Reduction Framework priorities of:
  - 1) Understand disaster risk
  - 2) Accountable decisions
  - 3) Enhanced investment
  - 4) Governance, ownership and responsibility
- ii. How the project will deliver clear and measurable achievements against one or more of these objectives.
- iii. The level(s) of disaster risk prior to and upon conclusion of the proposed project.

**Grant funding will only be approved for activities that align to the National Disaster Risk Reduction Framework.**

### **Criteria 2: Collaboration**

*Maximum 25 Points (25 per cent weighting)*

Assessment of criterion will include consideration of:

- i. Cross-agency or cross-sector partnerships that provide an opportunity to reduce duplicative work and/or produce greater benefit to the community.
- ii. Partnerships between relevant government, business, non-government, communities and/or individuals to deliver sustainable benefits.
- iii. Evidence the project is supported by local governments, relevant communities, or appropriate stakeholders (where necessary).

### **Criteria 3: Sustainability**

*Maximum 20 Points (20 per cent weighting)*

Assessment of criterion will include consideration of:

- i. Demonstrated consideration and planning for the sustainability of the benefits, outcomes or initiatives of the project beyond the life of the grant.
- ii. The degree to which the approach has the potential for replication or to be scaled up.

### **Criteria 4: Innovation**

*Maximum 15 Points (15 per cent weighting)*

Assessment of criterion will include consideration of:

- i. The degree to which the project applies existing concepts, partnerships, approaches or technologies in new ways or contexts.
- ii. The degree to which the project applies completely new concepts, partnerships, approaches or technologies to change the way impact is achieved.

### **Criteria 5: Risk and governance**

*Maximum 15 Points (15 per cent weighting)*

Assessment of criterion will include consideration of:

- i. How the applicant plans to deliver project outputs on time and within budget.
- ii. Governance arrangements for the project, including the applicant's capacity for reporting and project management and the way in which any partnerships will operate, both administratively and practically.
- iii. The linkages between the proposed project activities and the anticipated project outcomes.

Additional considerations:

- Recent project performance/compliance will be taken into consideration by the Panel when assessing applications.
- Projects must demonstrate public value thinking that puts citizens at the centre of the program and service design and delivery.

## **7 FUNDING REQUIREMENTS**

### **7.1 Conditions of funding**

- Initiatives must demonstrate alignment to priority outcomes of the National Disaster Risk Reduction Framework.
- There is no minimum or maximum funding amount.
- Projects may be fully funded through grant funds (cash) however, applicants must demonstrate a minimum in-kind contribution to support the project as per Table 1.
- Grant Applications over \$100,000 should establish a Steering Group to govern their activities.
- Successful grant applicants should commence their activities from February 2024 and projects must be completed by no later than October 2024.

In accordance with the table below, in-kind co-contributions can be considered in lieu of cash co-contributions for all applicants.



**Table 1: Co-contribution requirements**

<b>Co-contribution Requirements*</b>		
<b>Organisation/Agency</b>	<b>Grant funded contribution</b>	<b>Grant recipient co-contribution (cash and/or in-kind)</b>
<b>State Government</b>	Up to 60%	At least 40%
<b>Local Government</b>	Up to 70%	At least 30%
<b>Non-government for profit entities/businesses</b>	Up to 80%	At least 20%
<b>Non-government/ Not-For-Profit (i.e. charities/volunteer groups)</b>	Up to 90%	At least 10%

\* Percentage of the total cost of the project.

*Note:*

- *For the purpose of determining co-contribution requirements, cash contributions are defined as expenses that would only be incurred if the initiative is undertaken.*
- *In-kind contributions can be a percentage of salaries of staff not costed or dedicated to the project (this may include managers or stakeholders meeting to contribute to the project and/or make decisions on the project and/or the project's outcomes), or goods and services used for the project that are otherwise funded for other purposes e.g., IT services.*

Cash and/or in-kind co-contributions may be provided by a single agency or multiple agencies for joint applications. It is the responsibility of the grant recipient to collect and manage contributions from contributing parties and to report on actual costs incurred upon project acquittal.

## 8 KEY DATES

The following dates are for Stream 2 of the Disaster Risk Reduction Grants 2023-24.

**Table 2: Anticipated program dates\***

<b>Activity</b>	<b>Anticipated date</b>
Grant Applications open	2 October 2023
Grants applications close	5pm (ACST) 3 November 2023
The Panel assess Grant Applications	By 29 November 2023
Recommendations provided to the Minister	By 1 December 2023
Applicants informed of Minister's decision	By 15 December 2023
Funding agreement negotiation and establishment	From December 2023
Approved projects commence	From February 2024

\* These dates are subject to change. Please monitor the SAFECOM website.

## 9 NOTIFYING APPLICANTS OF FUNDING DECISIONS

Successful Stream 2 Grant Application agencies will receive a letter of offer outlining the amount of funding offered and any conditions. The letter of offer does not constitute a grant agreement. In cases where an application is recommended for grant funding, and the grant is approved subject to certain

conditions, SAFECOM will negotiate the conditions of the funding approval with the applicant. A grant may not be awarded if the applicant is unable or unwilling to meet the conditions.

Applications that are unsuccessful or those that do not meet the eligibility criteria will be notified of their outcome by email.

## **10 GRANT AGREEMENTS AND REPORTING**

Successful Grant Application agencies must sign a Grant Agreement or Memorandum of Administrative Agreement (MoAA) with SAFECOM. Successful applicants must not commence a project until an agreement has been signed by all parties. SAFECOM reserves the right to negotiate with applicants on any aspect of the grant before signing an agreement.

In the case of a multi-agency application, the organisation with primary responsibility for maintaining outputs e.g., a tool, capability or a framework, beyond the grant funding period must be the nominated grant recipient.

Successful applicants will be required to submit regular progress reports aligned to milestones set out in the agreement. These reports will cover the activities, outputs and outcomes and other evidence to verify results.

If a grant recipient fails to comply with the agreement requirements, they may be liable to repay some or all of the grant money received. If a grant recipient exceeds the project budget in the course of implementing the grant activity, no further grant funding will be made available by SAFECOM. Any such costs will need to be absorbed by the applicant and/or collaborating stakeholders.

Timing of milestones and reports is negotiated as part of the Grant Agreement schedule.

## **11 MANAGEMENT OF GRANT AGREEMENTS AND EVALUATION**

SAFECOM will manage all agreements with the SAFECOM CE and Grants Team making decisions on variations during the life of the agreement.

The Commonwealth and the State may conduct evaluations and reviews of outcomes and outputs delivered under the Agreement or MoAA. Therefore, SAFECOM staff or contracted external agencies may contact grant recipients during or after the grant term as part of the program evaluation.

## **12 FALSE AND MISLEADING INFORMATION**

Intentionally giving false or misleading information is an offence under the *Criminal Code Act 1995* (Cth).

## **13 CONFIDENTIAL INFORMATION**

Applicants must identify information in their applications or in any supporting documents that they want treated as confidential and provide reasons for the request. SAFECOM reserves the right to accept or refuse requests to treat information as confidential.

Any information not granted confidentiality may be published or shared by SAFECOM. Confidential information may be released as required by law or parliamentary privilege.

## 14 CONTACTS

SAFECOM Telephone: (08) 8115 3929

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## 15 GLOSSARY

For the purposes of this document, the following terminology, adapted where applicable from the UN Office for Disaster Risk Reduction, applies:

<i>Co-Contributions</i>	Means cash or in-kind contributions, made to the project budget by the applicant or another project stakeholder.
<i>Disaster</i>	A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability, and capacity, leading to one or more of the following: human, material, economic and environmental losses, and impacts.
<i>Disaster risk</i>	The potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society, or a community.
<i>Disaster risk reduction</i>	Disaster risk reduction is aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.
<i>Minister</i>	The Minister for Police, Emergency Services and Correctional Services of South Australia
<i>Natural hazard</i>	A natural process or phenomenon that may cause loss of life, injury or other health impacts, property damage, social and economic disruption, or environmental degradation.
<i>Resilience</i>	The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform, and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.