**This document is an example and should only be used to draft a 2023-24 Disaster Risk Reduction Grant Application for Stream 2: Short duration disaster risk reduction projects. All applications must be submitted in the online portal.**

### **Contact Details**

 Your details

Given name

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Family name

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Preferred phone

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Email

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Organisation

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Position

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Does your organisation have an Australian Business Number (ABN)?

 Yes

 No

ABN

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Type of organisation

 Non-government/ Not-For-Profit (i.e. charities / volunteer associations, social enterprises)

 Local government

 State government

 For Profit Entities/Businesses

 Other

Specify the type of organisation

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Project endorsement contact details

The person authorising the proposal is often a senior manager/executive or a chair/president with overall accountability for the proposal on behalf of the organisation. This person is primarily concerned with ensuring that the proposal delivers the agreed outputs and achieves the desired outcomes.

Full name of the person who has endorsed this proposal

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Organisation

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Preferred phone

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Email

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Applicant address details

Unit number

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Street number

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Street name (or PO Box number)

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Street type

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Suburb

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State



Postcode

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 Other agencies and organisations involvement

Note: It is expected that applicants have liaised with relevant agencies/organisations that may be impacted by or are leaders in this area, eg if your project relates to animal and plant disease contact PIRSA.

Have you involved any relevant agencies or organisations in the development of this proposal?

 Yes No

\* If ‘yes’, please provide details (agency/name of person supporting the application/level of involvement)

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Partnerships

Is this project a partnership with any other agencies or organisations?

 Yes No

\* If ‘yes’ please provide name of partner agency or organisation and name of contact person.

### **Proposal details**

\*Proposal title

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\*Project description

(150 words max)

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 Strategic alignment - How is your project aligned to the following?

### **National Disaster Risk Reduction Framework**

[Click here to see the National Disaster Risk Reduction Framework PDF](https://www.homeaffairs.gov.au/emergency/files/national-disaster-risk-reduction-framework.pdf).

 National Disaster Risk Reduction Framework (All projects must demonstrate alignment to the Framework)

Priority area/s - Select all that apply

 Understanding disaster risk

 Accountable decisions

 Enhanced investment

 Governance, ownership and responsibility

\* Provide details of alignment against each above priority area selected above

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### **Stronger Together: SA's Disaster Resilience Strategy**

Click here to see [Stronger Together - South Australia's Disaster Resilience Strategy - SAFECOM](https://www.safecom.sa.gov.au/initiatives/stronger-together-south-australias-disaster-resilience-strategy/)

Is your project aligned to Stronger Together: SA's Disaster Resilience Strategy?

 Yes No

Focus area/s or cross cutting themes - Select all that apply

 Neighbourhoods and communities

 Business resilience

 Children and young people

 Strategic and connected networks

 Health and wellbeing

 Diversity and inclusion

\* Provide details of alignment against each of the cross cutting themes selected above

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### **SA Government Climate Change Action Plan 2021-2025**

Click here to see the [South Australian Government Climate Change Actions](https://cdn.environment.sa.gov.au/environment/docs/935664-DEW-SA-Government-Climate-Actions-doc-V8.pdf) PDF.

Is your project aligned to SA Government Climate Change Actions?

 Yes No

Focus areas - Select all that apply

 Clean energy transformation

 Climate smart economy

 Climate smart agriculture, landscapes, and habitats

 Low emissions transport

 Climate smart built and urban environments

 Resilient communities

 Government leading by example

\*Provide details of alignment against each of the focus areas selected above

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### **People more at risk**

Does your project consider people that may be more at risk during an event/disaster?

 Yes No

\*Provide details as to how your project considers or targets people who may be more at risk during an event/disaster.

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 Proposal description

\*Who will benefit from the proposal?

(Eg the public, volunteers, local or state government)

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Note 1:  
Any images e.g. diagrams, photos can be added as attachments at the end of this application.

\* Problem statement (1-2 sentence description)

(What is the problem or issue that this project will address)

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\* Context

(What is the internal and external environment in which the project will operate? Consider influencing factors such as political, environmental, economic, or technical etc

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\*Scope

(What will be included e.g., geographic boundaries/demographics, development and/or implementation?

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\*Outputs and outcomes

Deliverables are outputs that will be produced e.g., reports, brochures, fire break, levee bank, plans, posters, training courses or treatments. List deliverables showing expected time frames.

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| **Deliverable** | **Expected delivery date** |
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\*Also list anticipated outcomes that the project aims to achieve. This could be longer term events or changes in conditions, behaviours or attitudes.

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\*Project length

(How long will the proposed project take to complete? Noting that projects should be designed to start from February 2024 and be completed by October 2024)

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\*Exclusions

(What is outside the scope of the proposal and will not be included?)

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\*Constraints

(Are there any constrains that you are aware of that might limit the effectiveness of the proposal?)

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\*Dependencies

(Is the proposal dependent on anything or anyone to proceed or meet intended deliverables or timeframes?)

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\*Risks

(What risks have been identified? How will these be minimised?)

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\*Governance

(How do you plan to deliver the project outputs on time and within budget?)

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\*Sustainability

(Describe how the outcomes of the proposed project will be sustained, and benefits maximised, following completion of the activities? Who will be responsible for/lead this?)

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\*Monitoring and evaluation

(How will success be measured? Outline the acceptance criteria that the proposal or its deliverables will be assessed against. Will there be an evaluation on completion of the work?)

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\*Innovation

(Outline how the project applies existing concepts, partnerships, approaches or technologies in new ways or contexts? Or outline the degree to which the project applies completely new concepts, partnerships, approaches, or technologies to change the way impact is achieved)

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### **Proposal resources/cost estimate**

 Project contributions

Applicant agencies will need to contribute a percentage of the overall project costs. Please review the co-contribution table listed in the Stream 2 grant guidelines.

In the below table please itemise all expenses associated with the proposed project.

 Total value of the project

|  |  |  |  |
| --- | --- | --- | --- |
| Project expenses | Detail | Total estimated cost **(exclusive GST)** for this expense | Indicate whether this expense is **Grant funded**, **Cash co-con**, or **In-kind co-con**. |
| *(Eg Project officer)* | *(Eg 1 X ASO6 12 months full time)* | *(Eg $103,681)* | *(Grant funded)* |
| *(Eg Operating Costs)* | *(Eg Includes catering,*  *travel, community*  *seed funding, venue*  *hire, project set up*  *costs)* | *(Eg $48,750)* | *(Cash co-contribution)* |
|  |  | $ |  |
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Total grant budget (**Application portal will auto sum all expenses allocated to Grant Funding)**

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Agency/organisation financial contribution – Cash (**Application portal will auto sum all expenses allocated to Cash co-con)**

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Agency/organisation financial contribution- In-kind (**Application portal will auto sum all expenses allocated to In-kind co-con)**

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Total Project Value (**Application portal will auto sum all expenses listed in the Project expenses table**)

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Bottom of Form

### **Proposal governance**

 Project steering group

\*Will there be a steering group?

 Yes

 No (Note: If your proposal is over $100,000 in value, you must have a steering group. These representatives, from appropriate organisations or stakeholders, are appointed to review, monitor and guide your strategic project direction.)

List the organisations that will be represented on the steering group

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\*Will there be committees/groups that regularly report to the steering group?

 Yes

 No

List any committees/groups that regularly report to the steering group

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 Stakeholders

\*List the known stakeholders that will have significant interest or influence on the proposal and/or provide technical advice. Eg, groups, peak bodies or other organisations.

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Attachments

Add any additional documentation eg images, tables or business case, scoping study.

+ Add files – Maximum of 5 files

Maximum allowed size per file is 5.0 MB.

 Declaration

#### **Terms and conditions**

1. I certify that all details supplied in this Grant Application and in any attached documents are true and correct to the best of my knowledge, and that the Grant Application has been submitted with the full knowledge and agreement of the management of my organisation.
2. I agree that I will contact SAFECOM immediately if any information provided in this application changes or is incorrect.
3. I confirm that the co-contribution shown in this Grant Application will be committed if a funding offer is made.
4. I consent to the release of information in this Grant Application (excluding personal details) for non-commercial public information purposes.
5. I understand that the information above will be used in accordance with relevant legislation.

 I have read and acknowledge the conditions for grant applications as listed above (1 to 5).

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