

Aboriginal Communities Disaster Preparedness Grant Program

Grant Program Guidelines

December 2024



Acknowledgement of Country

The Department of Communities and Justice acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

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Aboriginal Communities Disaster Preparedness – Grant Program Guidelines

The Aboriginal Communities Disaster Preparedness Grant Program (ACDP) Guidelines contain information to assist potential applicants to complete the application. It includes an overview of the ACDP grant program, information about the application process, eligibility, and assessment criteria, how the funds can and cannot be used, and reporting requirements.

It is recommended that these guidelines are read prior to completing your application for the ACDP grant program.

Overview of the Aboriginal Communities and Disaster Preparedness Grant Program

The ACDP has been developed in partnership with Aboriginal Affairs NSW (AANSW) to address key findings and recommendations from:

- the 2020 Bushfire Inquiry
- 2020 National Agreement on Closing the Gap
- 2022 NSW Flood Inquiry Response
- 2022/24 Doing What Matters Aboriginal Service Direction
- 2023 DCJ Aboriginal Strategy key strategic priorities.

For more information go to the links at the end of this document.

The ACDP program aims to support two Aboriginal Communities, Mogo and Toomelah, to develop local emergency management plans.

These plans will be community led and co-designed, and will support these communities to prepare for, respond to and recover from natural disasters. The plans will identify and implement local emergency management initiatives to build resilience to bushfires, storms, and pandemics.

This is an Open Competitive Grant Program as per the NSW Grant Administration Guide.

Aboriginal Community Control Organisations and Local Aboriginal Land Councils in the targeted Local Government Areas (LGAs) will be open to apply for up to \$100,000 over 2 years in each area.

Projects must be delivered during the 2024/25 and 2025/26 financial years and delivered by 30 June 2026.

Objective and outcomes

The ACDP grant program aims to achieve the following outcomes:

- Better prepare Aboriginal communities and local emergency management agencies to respond to and recover from emergencies and disasters.
- Identify and strengthen local partnerships that contribute to sustainable emergency management in Mogo and Toomelah communities.
- Create an environment where Aboriginal culture (including caring for Country knowledge and practices) and emergency and disaster management practices are equally valued, championed and integrated into disaster preparation, response, and recovery.

Target group

- Aboriginal people, families, and communities
- Mogo and Toomelah Aboriginal communities

Eligibility Criteria

All applicants are required to meet the following eligibility criteria:

- NSW Local Aboriginal Land Councils
- Aboriginal Community Controlled Organisation that operates and works within the communities of Mogo and Toomelah communities. (must be registered with the Office of the Registrar of Indigenous Corporations)

The following are mandatory eligibility criteria. Further information is provided in sections below:

- all applicants **must** have appropriate insurance minimum of \$10 million.
- all applicants must address the NSW National Redress Scheme sanctions.
- Employ a community engagement officer as part of their funded project.

Assessment Criteria

Eligible organisations must meet the following assessment criteria to be considered for funding:

Applicants will be assessed against the following assessment criteria:

Criteria	Specific Information and Evidence Required
Criterion 1: What is your project proposal	Applicant should demonstrate this through: <ul style="list-style-type: none">• How will your proposal reach and benefit your community?• How will it improve community resilience and preparedness to bushfires, storms, and pandemics?
Criterion 2: Organisation's capacity and ability to deliver the project	Applicant should demonstrate this through: <ul style="list-style-type: none">• Proving experience managing previous projects and outcomes achieved; and/or• Demonstrating the resources possessed to deliver the project; and/or• Demonstrating the relevant training and experience of key staff involved in the project; and• Providing financial audits from the last financial year.

<p>Criterion 3: Value for Money</p> <p>Description of criterion: How the implementation of the project/event/activity will achieve high quality outcomes for Aboriginal communities in a cost-effective way.</p>	<p>Applicant should demonstrate this through providing:</p> <ul style="list-style-type: none"> • Clarity on how budget items contribute to the project outcomes. • A reasonable and realistic itemised budget aligned with the project activities.
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Prioritisation

- Aboriginal people, families, and communities

Assessment

- Applications will be reviewed by the eligibility team for eligibility and compliance with guidelines and eligible criteria. They will then be subject to the assessment process which will include assessment by the Assessment Team and Assessment Panel.
- Department of Communities and Justice staff involved in supporting applicants through the application process will have no role in, or visibility of, assessment or decision-making regarding grant funding.
- The Minister or delegated NSW Homes officer will be the decision-maker.
- Applicants will be formally notified on whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

Funding amounts

- Homes NSW (HNSW) and Aboriginal Affairs NSW (AANSW) has allocated a pool \$200,000.00 in grant funding for the ACDP grant program in 2024-2026.
- Projects must be delivered during the 2024/2025 and 2025/2026 financial year by 30 June 2026.
- initial funding of up to \$100,000 per application.

Grant funds

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

- \$2,500.00 to purchase IT/Office Equipment
- minor expenses for service delivery such as purchasing phone credit or internet.
- Employment of a Community Engagement Officer Advisor up to 3 days a week (mandatory) in a temporary capacity for the duration of the project.

Grant fund exclusions

Organisations must use the grant funds, including any interest earned, for the purposes of the grant. Items or activities that funding cannot be used for including, for example:

- Repayment of existing debts or budget deficits
- Financing of budget deficits or insurance
- Administrative, overhead, operational and/or maintenance costs not related to the project.
- Business as usual and/or commercial activities
- Salary/wages and on-costs for existing, budgeted employees
- Cost related to buying or upgrading non-fixed equipment or supplies unless it is a small component of a larger fixed project.
- Costs that require recurrent or ongoing funding from the NSW Government.

Application Process

One step application process:

Aboriginal Community Controlled Organisations and Local Aboriginal Land Councils will be supported through the application process. DCJ staff involved in supporting applicants through the application process will have no role in, or visibility of, assessment or decision-making regarding grant funding.

All applications will be assessed for eligibility. Eligible applications will then be assessed against the assessment criteria by an independent panel.

All assessment recommendations will be provided in writing to the Minister for Water, Housing, Mental Health, Youth and North Coast.

The Minister is the final decision-maker considering the recommendations of the assessment panel.

Applicants will be advised of the outcome of their application within six weeks of submission.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.
- All applications for grant funding are managed using the SmartyGrants portal.

NSW National Redress Scheme sanctions

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

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

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

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants will be asked to provide a copy of all relevant insurance policies and certificates in the application form.

If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

Banking details

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

Successful applicants – grant funding agreement.

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and Adobe Acrobat Sign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form.

It is the applicants' responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement Adobe Acrobat Sign, DCJ will countersign the agreement and return to you by email.

Any **variations** to the Grant Funding Agreement, including scope, location or time frames outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing. Failure to do so may result in the withdrawal of the grant offer.

To discuss a variation, please contact the dws@dcj.nsw.gov.au or Grant Design and Support by email on grantdesignandsupport@dcj.nsw.gov.au.

Successful applicants' obligations and reporting

Successful applicants will be required to:

- Enter into a Grant Funding Agreement with Homes NSW within two weeks of successful notification
- Start and complete funded activities and events by the dates specified in the Grant Funding Agreement.
- Notify Homes NSW of any proposed changes to your funding activity.

- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place.
- To discuss a variation, please contact the dws@dcj.nsw.gov.au OR Grant Design and Support by email grantdesignandsupport@dcj.nsw.gov.au.
- All projects must be completed by 30 June 2026. You are required to submit a Final Report in SmartyGrants no later than 31 August 2026. DCJ will send you the final acquittal form prior the required date that you will need to complete in the SmartyGrants portal.
- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed DCJ still and moving images consent form.
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

Successful applications will be included in:

- An announcement on the DCJ Grants and NSW.GOV.AU websites.
- Homes NSW social media.

Timeframes

Date	Action
9/12/2024	Grant applications open
20/01/2025	Grant applications close
January	Assessment of grant applications
February	Advice to all applicants
February	Public announcement
01/03/2025	Projects commence
30/06/2026	Projects end
31/08/2026	Final Report Acquittal due to DCJ

Further information

[NSW Bushfire inquiry:](#)

[NSW Flood inquiry:](#)

[National agreement on closing the gap:](#)

[DCJ Aboriginal Strategy:](#)

Prepare to submit your application.

Before you start your application, please review the following [frequently asked questions](#).

Homes NSW
6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9:00am – 5:00pm

E: grantdesignandsupport@dcj.nsw.gov.au

