

Not-for-Profit Organisation Disaster Preparedness Grant Program

Guidelines

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Not-for-Profit Organisation Disaster Preparedness Grant Program

Natural disasters and other emergencies have the potential to significantly disrupt lives. People who are reliant on third party services to meet essential needs can be at risk of being impacted to a greater degree, particularly if the services they are reliant on are themselves impacted.

We want to support Tasmanian-based not-for-profit organisations who provide critical personal support services to the community to be better prepared and enabled to continue to provide these services during a disaster or to get back on their feet quickly if impacted, so the critical services they provide to the community experience minimal or no disruption.

Eligible applicants can apply for up to \$20,000 to develop a plan for the continuity of their critical services during and after a disaster (service continuity plan); and/or implement identified priority actions within their plan.

Purpose

The Grant Program's purpose is to ensure the delivery of critical personal support services to Tasmanians are sustained during and after a disaster.

Funding Arrangements

The total funding pool is \$500,000.

Grants of up to \$20,000 will be made available to not-for-profit organisations to develop a plan for the continuity of their critical services during and after a disaster (service continuity plan); and/or implement identified priority actions in their plan. Service continuity plans may also be referred to, or embedded in, business continuity plans, emergency action plans, or recovery plans. More information is provided in the "**Service Continuity Plan Requirements**" section below.

Funding can be directed towards:

- Engaging a consultant to assist in developing a plan to ensure the continuity of critical personal supports during and/or after a disaster (service continuity plan); and/or
- Implementing priority actions or purchase of assets identified in a service continuity plan, that directly facilitates the continuity of critical personal support services during and/or after a disaster; for e.g.
 - Staff or volunteer training

- Community outreach activities
- Non-fixed infrastructure, furniture or equipment
- Minor capital works to upgrade critical infrastructure (i.e. not requiring council building approval). For rented premises, this will need written permission from the building owner.

Eligible expenditure may include:

- Service provider fees (e.g. consultant, business advisor, training providers, building works etc.)
- Purchase of goods identified in service continuity plan
- Costs associated with implementing actions identified in the service continuity plan, except for those identified as ineligible. Examples include venue hire and car hire when organising workshops and/or doing community outreach activities.

Ineligible expenditure includes:

- Employee salaries, wages and related costs incurred by the not-for-profit organisations
- Costs of implementation that are not directly relevant to the delivery of the organisation's critical personal support services to the community.

Applicant Categories

Applicants will fall in one of the three categories listed below.

Category 1: Apply for funding to develop or update a service continuity plan

- Applicants may submit quotes for consultancy as part of their application if available. Alternatively, they may submit quotes for consultancy after receiving the pre-approval of their application.
- Successful applicants must submit their completed plan as part of their grant acquittal.
- **Category 1b:** If the costs associated with the consultancy is less than the maximum grant amount, applicants may later apply to use the balance to implement actions.

Category 2: Apply for funding to implement actions from an existing plan

- Applicants must submit their service continuity plan as part of their application.
- Service continuity plans should be no older than three (3) years since developed or last updated.
- Applicants may submit quote(s) for implementation with the application if available. Alternatively, successful applicants must submit quotes after receiving pre-approval of their application.

Category 3: Develop a plan in-house and apply for funding to implement actions

- Applicants apply to get pre-approval to implement actions.

- Applicants must submit their completed plan and quotes for implementation by the due date.

Department of Premier and Cabinet (DPAC) welcomes collaborative applications involving multiple independent organisations servicing a single location / region; or multiple regional branches of a single organisation (e.g. head office application). In these cases:

- There must be one nominated single organisation to receive the funding and manage the grant requirements
- Applicants will be asked to demonstrate how they work together in an emergency or during recovery.

Eligibility Criteria

If you are unsure about your ability to meet all aspects of the eligibility criteria, please contact the Department of Premier and Cabinet. Details can be found under the heading “**Administration and Contact Details**”.

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

Eligible Applicants

The Grant Program is open to not-for-profit organisations that provide critical personal support services to Tasmanians.

Critical personal support services include immediate crisis support; services to meet essential needs such as shelter and food; and assistance with essential everyday living activities.

To be eligible, applicants must:

- Be a legally incorporated not-for-profit or charitable organisation
- Be based and operating in Tasmania providing services to Tasmanians
- Directly deliver or facilitate the delivery of critical personal support services to Tasmanians i.e.:
 - Immediate crisis support
 - Services to meet essential needs such as shelter and food
 - Assistance with essential everyday living activities.

Not-for-profit organisations eligible under this grant program include those that work directly with the community to provide these critical personal support services to:

- Individuals and families impacted by natural disasters and other emergencies
- children, young people and adults affected by sexual and family violence
- people living with a disability

- older Tasmanians
- people living with addiction (drugs, alcohols, gambling)
- people requiring food relief
- people experiencing homelessness or unstable housing.

Ineligible Applicants

The following entities are not eligible to apply for funding under the Program:

- Australian Government agencies;
- Tasmanian Government agencies;
- Local governments;
- tertiary institutions;
- political parties;
- individuals and/or sole traders; or
- for profit organisations.

Service Continuity Plan Requirements

To be considered eligible for funding under this program, service continuity plans must contain the following at a minimum:

- Governance and accountability: version control, date last updated, named responsible officer/position for activating and maintaining the plan.
- Essential services: list of the organisation's core services/products, critical staff/roles, essential suppliers, facilities, systems, and how they will continue during disruptions.
- Risk mitigation: insurance coverage summary, property protection measures (for e.g. generators), information backup and security arrangements, relocation or virtual delivery options for continuation of service/business.
- Emergency action protocols: communication methods (internal and external), emergency contacts (staff, volunteers, regulators, emergency services), evacuation or shelter-in-place procedures, emergency kit locations and contents, scheduled drills.
- Roles and responsibilities in emergencies: named positions with clear tasks (e.g., first aid officer, evacuation coordinator, communications lead).
- Recovery planning: steps for post-incident assessment, critical contacts for recovery (funders, regulators, suppliers, partners).
- Supporting documentation: A checklist or annex for plans, maps/floor plan, contact lists, and other referenced documents, ensuring they are accessible and current.

In addition to the above, service continuity plans for providers in the care sector should include:

- Plan for residents' care needs: document how residents/clients with mobility, cognitive, or medical needs will be prioritised, transported and safely supported during emergencies, including coordination with sister/nearby facilities.
- Clinical and medication continuity: ensure uninterrupted supply, secure storage and administration of medicines, medical devices and other essential clinical items.
- Workforce surge and competencies: identify cross-trained staff, agency/volunteer surge arrangements and minimum safe staffing ratios during and after emergencies.
- Health and regulatory integration: include contacts and reporting protocols with health services, pharmacies, GPs, hospitals, and regulators.
- Family and stakeholder communication: outline how families, guardians, advocates, and community partners will be informed and supported throughout emergencies and recovery.

Please refer to these resources for guidance on developing a good service continuity plan:

- [How to plan for a disaster | Not-for-profit Law](#)
- [Develop an emergency management plan | business.gov.au](#)
- [Preparing for an emergency event – Residential aged care](#)

Assessment

Please note that meeting all eligibility criteria does not automatically mean that a grant will be approved.

Below is a list of criteria that will be used to assess your application. Each criterion is weighted differently (as shown in table below) and the assessment will be based on the level of detail and evidence provided by the applicant against the following criteria.

Applications should include no more than 300 words per criteria. This word limit does not include any supporting documents or evidence the applicant wishes to provide as part of their application.

Assessment Criteria Weighting

Assessment Criteria	Weighting
Demonstrated Need	30%
Benefit to the Community	40%
Applicant Sector Collaboration, Capability and Capacity	30%

NOTE: During the assessment process, the Department of Premier and Cabinet may, at its discretion, require further information to support or clarify an application. This information must be provided within 3 working days, unless otherwise advised.

Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

The application's 'Primary Contact' will be the initial contact. Please ensure they or the application's 'Alternate Contact' are available during this period.

Timeframes

Description	Date
Applications open	27 October 2025
Applications close	2pm 5 December 2025
Outcome expected to be advised (estimated date)	23 January 2026
Successful applicants from Category 1 to submit quotes for consultancy by	6 March 2026
Successful applicants from Category 3 to submit their completed plan by	30 April 2026
Successful applicants from Category 1b to submit their completed plan and quotes for implementation by	29 May 2026
Last day for successful applicants from Categories 2 and 3 to submit quotes for implementation	12 June 2026
Latest date funding disbursed by	30 June 2026
Projects to be completed by	30 September 2026
Projects acquittal to be completed by	31 October 2026

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions.

Unsuccessful applicants will receive a letter advising they have been unsuccessful.

Unsuccessful applications will not automatically be considered in future rounds; however, unsuccessful applicants may refine and resubmit their application to any future rounds of the Grant Program.

Applicant Journeys

The examples below illustrate the process and timelines for each applicant category

Category 1: I only want to engage a consultant to help develop a plan

- I apply by 5 December 2025 with a quote for consultancy if I have it and am assessed against the assessment criteria.
- I will know the outcome of my application by 23 January 2026.
- If I am approved and didn't submit a quote for consultancy with my application, I will now submit it by 6 March 2026 and receive funds.
- I engage my consultant and work with them to develop my plan. My plan will need to include the minimum requirements identified in these grant guidelines.
- To acquit the grant, I will need to submit my finalised plan plus tax receipt for the consultancy and a final report to DPAC by 31 October 2026.

Category 1b: I want to engage a consultant to help develop a plan and apply for the balance of \$20,000 to implement priority actions

- All the steps up to submission of quote for consultancy by 6 March 2026.
- I spend \$10,000 on a consultant to develop a plan. I submit the completed plan to acquit. My plan will need to include the minimum requirements identified in these grant guidelines.
- I can then apply for up to \$10,000 to buy a generator and provide first aid training to my field staff, as identified in the plan.
- I need to submit my completed plan plus quotes for the generator and first aid training by 29 May 2026 and receive the funds by 30 June 2026 at the latest.
- To acquit the part of the grant relating to the generator and staff training, I will need to provide tax receipts of the goods and services purchased – to DPAC by 31 October 2026.
- Grant acquittal, including submission of the Final Report, must be completed by 31 October 2026.

Category 2: I already have a current plan (developed or updated in the last 3 years)

- I apply by 5 December 2025 and submit my current plan as part of my application. My plan must include the minimum requirements identified in these grant guidelines.
- I am assessed against the criteria.
- I will know the outcome of application by 23 January 2026. If I am approved, I will be asked to provide quotes for the goods / services I want to buy to implement the priority actions identified in my plan. These goods /

services must be directly relevant to the delivery of my critical personal support services to the community.

- The deadline to submit my quote(s) is 12 June 2026. I must submit all my quotes all at the one time.
- I receive the funds and can engage services / purchase goods to implement my plan.
- To acquit the grant, I will need to provide tax receipts of the services / goods purchased and Final Report.
- Grant acquittal, including submission of the Final Report, must be completed by 31 October 2026.

Category 3: I want to develop my plan in-house and seek a grant to implement the plan

- I apply by Wed 5 December 2025 and am assessed against criteria.
- I will know the outcome of my application by 23 January 2026. If I am approved, I will be asked to submit my completed plan by 30 April 2026 (3 months to develop my plan).
- By 30 April 2026, I submit my plan to DPAC. My plan will need to include the minimum requirements/principles identified in the grant guidelines.
- DPAC will assess to confirm if my plan has met the minimum requirements and advise me in writing.
- I submit quotes for the goods / services I want to buy to implement the priority actions identified in my plan by 12 June 2026. These goods / services must be directly relevant to the delivery of my critical personal support services to the community. I must submit all my quotes all at the one time.
- To acquit the grant, I will need to provide tax receipts of the services / goods purchased and a Final Report.
- Grant acquittal, including submission of the Final Report, must be completed by 31 October 2026.

Reporting and Evaluation

Organisations that receive funding through the Grants Program are required to complete a Final Report which will be due by 31 October 2026.

The Final Report must include:

- Financial acquittal
- How the grant funds were used
- How implementation was carried out
- Any variations required
- Outcomes achieved by the grant programs

Information gathered from all reports will be used to evaluate the Grants Program and satisfy the Department of Premier and Cabinet's reporting requirements.

Organisations may also be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of Premier and Cabinet's website.

Guide to Applicants

Applicants must complete the online application form, available through servicetas.fyi/CommunityGrants.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact Community Grants on 1800 204 224 or email at grants@dpac.tas.gov.au.

On submission of your application, you will receive a confirmation email with your application form in PDF format from SmartyGrants.

If you do not receive the confirmation email of your application, please contact Community Grants on 1800 204 224.

Partial Funding

Successful applicants under this program may be offered partial funding. Please consider this when completing your application form and clearly identify how all funding you are applying for will be used.

Administration and Contact Details

The program will be administered by the Department of Premier and Cabinet on behalf of the Crown in the Right of Tasmania.

Contact with the department for any of the following reasons can be directed to: recovery@dpac.tas.gov.au

- Further information or advice on the program including queries relating to grant purpose and applicant eligibility
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision.

As noted above, queries relating to the application *process* through Smartygrants should be directed to Community Grantson 1800 204 224 or email at grants@dpac.tas.gov.au.

Taxation and Financial Implications

Organisations must indicate whether they are registered for GST in their grant application. Successful applicants will be advised if GST applies to the grant payment and asked to issue an invoice for grant payment(s).

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of Premier and Cabinet.

Right to Information

Information provided to the Department of Premier and Cabinet is subjected to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at www.thelaw.tas.gov.au.

Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

The provision of grant funding is subject to the successful applicant meeting:

- the requirements and objectives of the grant, being the intended purpose outlined in the grant application,
- any further terms and conditions outlined in a grant funding agreement/deed,
- meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to the department.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

Appealing a decision

The Department may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

- I. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
- II. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of Premier and Cabinet.
- III. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing to the contact details shown in these guidelines or to the Manager, Community Grants by email to grants@dpac.tas.gov.au.

Your request must be received within 28 days from the date of the Department notifying you of the decision about your application.

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Department of Premier and Cabinet

Phone:
1800 204 224

Email:
grants@dpac.tas.gov.au

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