

Non-Profit Organisation Emergency Response Grant 2024

Guidelines

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About the Program

The Non-Profit Organisations (NPO) Emergency Response Grant program (Program) is jointly funded by the Australian Government and the Government of Tasmania under the Disaster Recovery Funding Arrangements (DRFA). The program is administered by the Department of Premier and Cabinet.

Commencing 26 August 2024, communities across Tasmania were affected by severe weather (the event) including damaging winds, heavy rain and flooding. In addition to direct physical damage to homes, businesses and infrastructure, the event caused significant power outages, many of which were prolonged.

All 29 Tasmanian municipalities were impacted by the severe weather event: Break O'Day, Brighton, Burnie, Central Coast, Central Highlands, Circular Head, Clarence, Derwent Valley, Devonport, Dorset, Flinders, George Town, Glamorgan-Spring Bay, Glenorchy, Hobart, Huon Valley, Kentish, King Island, Kingborough, Latrobe, Launceston, Meander Valley, Northern Midlands, Sorell, Southern Midlands, Tasman, West Coast, West Tamar, and Waratah-Wynyard.

NPOs play an integral part in recovery of local economies and communities, and those NPOs affected by the event may require extraordinary support to enable them to continue their roles.

The Tasmanian Government is offering assistance with the costs of clean-up and reinstatement of non-profit organisations that have suffered direct damage as a result of the event.

Objectives and Outcomes

The objectives of the Program are to assist NPOs that were impacted by the event:

- with the costs of clean-up and reinstatement; and
- to continue or recommence operations as soon as possible where the impact has been severe.

The Program will contribute to the following outcomes:

- minimising disruption across the state and assisting communities to recover;
- assist NPOs continue or re-commence activity; and
- contribute to the restoration of social and community networks, and the economic recovery of impacted communities.

Available Funding

Projects The maximum grant amount available is \$25,000.

- An initial one-off amount of \$2,500 (Tier 1) is available.
- Applicants will be required to provide evidence of direct damage to property, assets and/or equipment, as a result of the event and demonstrate with evidence they were actively trading immediately prior

to 26 August 2024.

- A subsequent one-off amount of up to \$22,500 (Tier 2) is available.
- Applicants, eligible for Tier 1, may apply for Tier 2.

To support a subsequent claim, applicants are required to provide evidence of payments made directly relating to eligible recovery activities. The evidence provided must also cover the amount claimed under the Tier 1 application if not already provided.

Applicants will be required to provide evidence of work that has or will be undertaken to continue or re-commence operation. This may include quotes, invoices, additional wages (for clean-up and reinstatement activities) etc to demonstrate eligible expenses incurred or to be incurred. Refer to the 'How funding may be used' section below for more information on eligible expenditure.

Note: All successful applicants will be required to acquit for the full amount of grant funding they receive under this program.

How funding may be used

Grants are provided to help pay for the costs of the clean-up and reinstatement of eligible NPOs.

Eligible expenditure includes:

- Engaging a tradesperson to conduct a safety inspection of damage to a property, premises or equipment;
- Hiring and/or leasing equipment or purchasing* materials to clean a property, premises or equipment;
- Paying additional wages to an existing employee (i.e. overtime) or employing a person to clean a property, premises or equipment if:
 - the cost would not ordinarily have been incurred in the absence of the severe weather event, or
 - the cost exceeds the cost of employing a person to clean the property, premises or equipment that would ordinarily have been incurred in the absence of the severe weather event,
- Removing and disposing of debris, damaged goods or material;
- Removing and disposing of spoiled goods and stock due to power outage;
- Essential repairs to premises and internal fittings (e.g. floor covering, electrical wiring, shelving), if the repair is essential for resuming operation of the organisation.
- Purchasing, hiring or leasing equipment or materials that are essential for immediately resuming operation of the non-profit organisation; and any of the following:
 - replacing lost or damaged stock if the replacement is essential for immediately resuming operation of the non-profit organisation;

- leasing temporary premises in the same impacted municipality for the purpose of resuming operation of the non-profit organisation.
- Repairing, reconditioning or replacing essential plant or equipment damaged by the severe weather event.

* **Note:** Equipment/materials can only be purchased when it is more cost effective than hiring and/or leasing. Any query on eligibility should be raised with Community Grants for clarification prior to expenditure.

How funding may NOT be used

Ineligible expenditure includes:

- Loss of income as a result of the event;
- payment of employee salaries that would have ordinarily been incurred by the NPO had the event not occurred;
- expansion of projects, or upgrades to assets, infrastructure or equipment;
- any items or activities funded under another government (local, state or federal) emergency response or recovery grant;
- if the applicant is entitled to, has received, or has been approved to receive, an amount under a policy of insurance for the relevant costs claimed. The applicant may be eligible for a grant for the portion of costs that are not covered by their insurance, or for amounts in excess of the value insured.
- items described in Section 4.1 that the applicant has already received, or has been approved to receive funding for from another government assistance scheme or program that utilises government funding;
- any works, projects, initiatives or purchased equipment prior to 26 August 2024;
- costs not related to damage caused by the event;
- repayment of existing debts or budget deficits;
- purchase of land or property;
- purchase of core business capital equipment such as motor vehicles, mobile phone handsets and office equipment;
- administrative, overhead, operational and/or maintenance costs not related to eligible activities;
- improvements or repairs to residences;
- business as usual activities;
- costs that require on-going funding;
- feasibility and planning studies;

- in-kind works;
- temporary works, other than those required to enable completion of the approved project;
- profit margins of the applicant including (but not limited to) the applicant's supply or use of plant, labour, or materials;
- costs not relating to eligible activities.

Eligibility Criteria

Eligible Applicants

To be eligible for a grant, the non-profit organisation must meet all of the eligibility criteria outlined below:

- Operate a NPO located and/or operating in Tasmania and have been actively operating immediately prior to the severe weather event that began on 26 August 2024.
- **Be currently registered with the Australian Charities and Not-for-Profit Commission (ACNC) and have held this registration on or before 26 August 2024.**

Note: NPOs that are not registered with the ACNC may still be eligible for this grant provided they:

1. are a registered incorporated association, and
2. do not employ paid staff, and
3. sell goods and services (excluding membership fees) that make up less than 30 per cent of their income.

Have suffered direct damage to premises, assets, internal fittings, or equipment owned or used by the organisation to carry out normal operations and are responsible for meeting the costs to replace or repair.

- Be intending to re-establish the same non-profit support and/or services in the same, or nearby location, within the same municipality.
- For costs relating to activities listed in section 3, provide satisfactory evidence of the loss or damage. Refer to section 6 for more information on satisfactory evidence.

Note: Applicants may apply for more than one grant however the total funding available to any one organisation is \$25,000.

Where any costs are a shared responsibility with another party, applicants can only claim for their share.

Ineligible Applicants

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

- NPOs that do not meet the eligibility criteria;
- For profit organisations;
- NPOs that were not open for business immediately prior to 26 August 2024;
- NPOs that is trading insolvent, under external administration or bankruptcy; or
- any government body, agency or business enterprise.

Applicants are not eligible to apply for a Non-Profit Organisation Emergency Response Grant, as well as a Small Business Emergency Response Grant and/or a Primary Producer Emergency Response Grant.

Supporting documentation

When completing the application form, applicants are required to provide documentation, information and evidence to support the application.

- Evidence to confirm the non-profit organisation was operating immediately prior to 26 August 2024, such as;
 - a bank account statement in the organisation's name showing recent transactions;
 - a current lease agreement; and
 - evidence of recent organisation operational activity.
- Evidence to demonstrate the non-profit organisation was directly damaged by the severe weather event that started on 26 August 2024.

For example, any of the following are acceptable forms of evidence:

- photographic evidence of damage;
 - quotes or invoices to repair/restore your organisation; and
 - insurance claim or correspondence.
- Evidence to demonstrate the organisation was not entitled to or been approved to receive an amount under a policy of insurance for the relevant costs claimed. Noting, the applicant may be eligible for a grant for the portion of costs that are not covered by their insurance.

For example, any of the following are acceptable forms of evidence:

- copy of relevant section of Insurance Product Disclosure Statement;
 - letter of advice from insurance company detailing what is not covered by the policy; and
 - Signed Statutory Declaration declaring the insurance cover is insufficient.

Note: The Department may request further information and/or undertake site visits, interview applicants and verify information with other government departments or relevant authorities as part of the assessment process.

Assessment

Applications will be assessed against the eligibility criteria using the information and supporting evidence provided in the application form.

Applicants are encouraged to supply all information and documentation requested to help the assessors quickly process their grant application.

Where there is insufficient information or evidence provided, a site visit and/or enquires with other parties may be undertaken to verify the information. Applicants may also be asked to supply further information during the assessment process.

Timeframes

Applications must be received by 2pm, 13 December 2024. Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application within 21 days of submission.

Below are the key dates for the grant program.

Description	Date
Program opens	2pm 15 October 2024
Program closes	2pm 13 December 2024
Outcome expected to be advised (estimated date)	21 days from submission
Projects are expected to be completed within	6 months of funding being provided

IMPORTANT: During the assessment process the Department 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.

Successful applicants will receive grant documentation outlining the funding terms and conditions. To be executed as a grant deed this documentation must be signed by authorised representatives of the organisation and the Department.

Unsuccessful applicants will receive an email advising they have been unsuccessful.

No late applications will be accepted. For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact Community Grants before the grant program closes to discuss further.

Applicants are strongly recommended to submit applications well before the closing date and time. This will allow time for applicants and assessors to raise any concerns with an application before the close date.

Acquittal

What is an acquittal?

An acquittal is a statement that is requested from successful grant recipients, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form and funding agreement.

Acquittal by grant recipients

Where an applicant is approved for funding of \$2,500 (Tier One) and does not seek further payment under Tier Two, the Department may request the applicant provide evidence of expenditure within 12 months of receiving the Tier One grant for reconciliation, acquittal and transparency purposes.

In applying for a Tier Two grant, the applicant is required to provide evidence of the cost of clean-up and reinstatement of the non-profit organisation (i.e. paid invoices). This evidence along with the invoice to the Department constitutes acquittal of the grant.

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the Department; and
- you may be ineligible for other grants administered by the Department.

Contact the Department to discuss any issue preventing you from acquitting your grant.

Reporting and Evaluation

Non-profit organisations that receive funding through the Emergency Response Grants Program are required to complete a Final Report using a template that will be provided by Department of Premier and Cabinet.

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

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal and documented evidence, and complete a Statement of Compliance declaring that the grant has been spent in accordance with agreed purpose of funding.

As part of the acquittal, successful applicants will be asked to complete a survey which will include the following questions:

- How well did the Department engage with you/your organisation during the application, grant acquittal and reporting process?
- Describe how this grant supported you to restore key business assets.
- Did the grant impact your capacity to resume business activities? If so, include details of the time taken to recommence activities, and the impact of the funding on the organisation.
- How did the grant support the restoration of important organisational assets?

- How did the grant impact your organisation's capacity to recommence activities?
- What were some of the unintended outcomes (positive and negative) that your organisation experienced?
- What could be done differently next time to better assist you to recover and re-establish your organisation post an emergency event?

Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, may 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 the DPAC Webpage <https://www.dpac.tas.gov.au/divisions/cpp/community-grants>.

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.

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: grants@dpac.tas.gov.au or call 1800 204 224.

- Further information or advice on the Program
- Assistance in making an application
- Feedback on the decision of the application
- Appeal or request a review of the decision

Taxation and Financial Implications

Non-profit organisations must indicate whether they are registered for GST in their grant application, this can be done through entering your organisation's Australian Business Number (ABN).

If the non-profit organisation does not have an 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 their Financial Advisor, Accountant or the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on the impacts of a grant for the non-profit organisation.

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 execution of a grant deed and the successful applicant meeting the requirements of the grant, being:

- the intended purpose outlined in the grant application;
- the terms and conditions outlined in a grant deed; and
- 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 by the applicant, 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

DPAC 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 DPAC notifying you of the decision about your application.



Tasmanian
Government

Department of Premier and Cabinet

Phone: 1800 204 224

Email: grants@dpac.tas.gov.au

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