

Isolated Communities Resilience Grant

Guidelines

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To update your table of contents, click anywhere in the content table and hit update table.

All text in black is the standard script and no changes should be made unless approved by Grants, Community Partnerships and Priorities. Grants may be required to seek additional approvals from legal, finance, communications, etc. prior to changes being approved.

All text in grey are examples only and must be deleted prior to publishing.

Isolated Communities Resilience Grant

Purpose

The *Isolated Communities Resilience Grant* will provide funds to Tasmanian local governments to purchase physical resources and equipment that will be pre-positioned in communities at risk of becoming isolated during an emergency. Establishing a sense of safety and security and meeting practical needs after an emergency will help to reduce initial distress in isolated communities and supports long-term recovery.

The purpose of this grant is to provide funding for assets to support communities which may become isolated during emergencies and be unable to access primary evacuation centres.

The target outcomes are:

- Tasmania has sufficient evacuation resources to meet the basic needs of isolated communities in a disaster.
- Evacuation resources are strategically located in line with risk-based priorities.
- The negative impacts of disasters on isolated communities are reduced through the provision of resources that can establish electricity and communication channels.

Funding Arrangements

Grants of between \$5,000 and \$40,000 are available per isolated community for the purchase of physical resources and equipment which support community disaster resilience, such as:

- Storage facilities
- Batteries and solar panels
- Generators
- Charging devices
- Emergency lighting
- Radios
- Mobile reception booster
- Other assets which may provide for a community's basic needs while isolated

Current, formal quotations for all requested items and/or services must be submitted with the application.

Applications are encouraged, where possible, to use local Tasmanian suppliers.

Funding is provided on a one-off basis. There will be no additional funding for maintenance or replacement of assets.

Financial co-contributions are not required. However, Councils must provide in-kind contributions in the form of administrative support required to purchase, arrange delivery and receipt of assets; putting in place arrangements to store, maintain and distribute assets; and any ongoing costs or work associated with appropriately storing and maintaining funded assets.

Eligibility Criteria

Eligible Applicants

If you are unsure about your ability to meet all aspects of the eligibility criteria please contact the relevant Regional Recovery Officer (contact details are on page 7).

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.

Applicants who can apply must be Tasmanian local government authorities (Councils).

In addition, Councils receiving funding must:

- have signed the LGAT Protocol for Inter-Council Emergency Management Resource Sharing 2018, or commit to sign the protocol during the project period.
- be responsible for all costs associated with storing, maintaining and replacing the resources and equipment.
- list funded assets on the Department of Premier and Cabinet's Recovery Resources Asset Register and keep the register up to date.

Community groups may develop proposals for projects in partnership with Councils.

However, Council must be the applicant, and Council will be responsible for all storage, maintenance and replacement costs.

Councils who are successfully awarded a grant are also required to hold and maintain appropriate public liability insurance.

Councils will be required to provide a copy of their public liability insurance as part of the application process.

Ineligible Applicants

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

- All entities that are not Tasmanian local government authorities.

Assessment

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

Applications will be assessed based on the level of detail and evidence provided by the applicant against the following criteria:

- 1) the **demonstrated need for evacuation resources**, including the risk profile of the proposed community.
- 2) the **arrangements in place to store, manage and maintain the assets**. For instance:
 - Are there adequate storage facilities in the community, or a secure site identified for a shipping container/trailer to be stored?
 - Has a community group agreed to take on responsibility to host the assets?
 - What arrangements will be put in place to ensure assets are properly managed and maintained?
- 3) the **arrangements in place to ensure the assets can be effectively deployed** to support the community if it becomes isolated in an emergency. For instance:
 - Who will provide access to assets if the community is isolated in an emergency? Are the arrangements different when the community is isolated and under direct threat compared to when it is isolated and not under direct threat?
 - Is there a public facility where people can gather and shelter in times of emergency? What is the risk profile of this facility, for instance is it a designated Nearby Safer Place? Is it flood prone?
 - Is there a community emergency plan, or Municipal Emergency Management Sub-plan for the area which might be isolated?
 - How will the responsible community group communicate with Council during an emergency? What contingencies are in place if key personnel are absent from community during the event?
 - How will the people responsible for the assets be trained?
 - Who will organise the return of assets and ensure they are maintained in working condition?
- 4) Evidence of **resilience projects or activities in the community** and how they increase likelihood of successful deployment and maintenance of assets to support evacuation and recovery centres.

Assessment Criteria Weighting

Assessment Criteria	Weighting
Demonstrated Need	50%
Arrangements to store, manage and maintain assets	20%
Arrangements deploy assets	20%
Resilience projects or activities in the community	10%

Timeframes

Applications must be received by 2:00pm, 15 September 2024. Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application by 21 October 2024.

Below is a table for the critical dates of the grant program.

Description	Date
Program opens	29 July 2024 2:00 pm
Program closes	15 September 2024, 2:00 pm
Outcome expected to be advised (estimated date)	21 October 2024
Funding disbursed	November 2024
Projects are expected to be completed by	30 June 2025

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.

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.

Reporting and Evaluation

Organisations that receive funding through the 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 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. Organisations may 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 the [SmartyGrants portal](#).

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact the relevant Regional Recovery Officer 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 the Grants team at grants@dpac.tas.gov.au.

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.

For further information or advice on the program, or assistance in preparing an application contact the relevant Regional Recovery Officer:

North / North West – Brett Patterson, brett.patterson@dpac.tas.gov.au, 0418 731 920

South – Kate Forbes, kate.forbes@dpac.tas.gov.au, 0484 061 160

To seek further feedback on the decision of the application or request a review of the decision, contact recovery@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 relates, 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, 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, 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 recovery@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.



Tasmanian
Government

Department of Premier and Cabinet
Resilience and Recovery Tasmania

Email:

recovery@dpac.tas.gov.au

www.dpac.tas.gov.au