National Disaster Risk Reduction 2022-23 Competitive Grant Program

GUIDELINES

Opening date:	25 March 2022
Closing date and time:	12 pm (midday) 06 May 2022
Grant round:	Third round: 2022 – 2023
Total grant funding:	$4.8 million
Grant funding per project:	• $10,000 – $250,000 (capped) • $10,000 – $4.8 million (un-capped) conditions apply
Enquiries:	semc.grants@dfes.wa.gov.au
Date guidelines released:	25 March 2022

An Australian Government Initiative

About the State Emergency Management Committee (SEMC)

The State Emergency Management Committee (SEMC) has a strategic, advisory role in relation to emergency management in Western Australia.

The SEMC manages the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*. As indicated in the *Emergency Management Act 2005*, the Committee has the following functions:

- Advise the Minister on emergency management and the preparedness of the State to combat emergencies.

- Provide direction, advise and support public authorities, industry, commerce and the community to plan and prepare for efficient emergency management.

- Provide a forum for community coordination to ensure the effects of emergencies are minimised.

- Provide a forum for the development of communitywide information systems to improve communications during emergencies.

- Develop and coordinate risk management strategies to assess community vulnerability to emergencies.

About the National Disaster Risk Reduction (NDRR) Grant Program

- The NDRR Grant Program is funded under the National Partnership Agreement (NPA) on Natural Disaster Risk Reduction and is between the Western Australian and Commonwealth governments. The NPA aims to proactively reduce the risk of natural disasters on Australian communities and economies.

- In 2015, Australia and other countries at the third United Nations World Conference on Disaster Risk Reduction adopted the Sendai Framework for Disaster Risk Reduction 2015 – 2030. The Sendai Framework outlines **four priorities** which, at the time, helped shape Australia's disaster risk reduction approach.

- The Australian Government aligned its disaster risk reduction policy with the Sendai Framework by inviting all states, territories, local government, and key private sector representatives to create the Natural Disaster Risk Reduction Framework (NDRRF).

- With an allocation of $12.528 million to Western Australia over five (5) years from 2019/20 to 2023/24, the NPA will deliver on the priorities, five-year outcomes and 2030 goals of the NDRRF.

Eligibility

To be eligible for NDRR funding, projects must:

1. Address **at least one** of the **four (4) priorities** of the Commonwealth NDRRF;

2. Demonstrate **one or more** of the thirteen (13) State Priority Action Areas, including those outlined in the WA Implementation Plan for the NDRRF; and

3. Address **at least one** of the seven (7) managed natural hazards.

Commonwealth NDRRF Priorities

Address **at least one** of the following **four (4) priorities** of the Commonwealth NDRRF

PRIORITY 1:
Understand disaster risk

A. Improve public awareness of, and engagement on, disaster risks and impacts
B. Identify and address data, information and resource gaps
C. Address technical barriers to data and information sharing and availability
D. Integrate plausible future scenarios into planning
E. Develop cohesive disaster risk information access and communication capabilities to deliver actionable disaster risk data and information
F. Support long-term and solution-driven research, innovation and knowledge practices, and disaster risk education
G. Improve disclosure of disaster risk to all stakeholders

PRIORITY 2:
Accountable decisions

A. Consider potential avoided loss (tangible and intangible) and broader benefits in all relevant decisions
B. Identify highest priority disaster risks and mitigation opportunities
C. Build the capability and capacity of decision-makers to actively address disaster risk in policy, program and investment decisions
D. Establish proactive incentives, and address disincentives and barriers, to reducing disaster risk
E. Maintain planning and development practices that adapt to rapid social, economic, environmental and cultural change
F. Promote compliance with, and embed resilience requirements into, relevant standards, codes and specifications

PRIORITY 3:
Enhanced Investment

A. Pursue collaborative commercial financing options for disaster risk reduction initiatives
B. Develop disaster risk reduction investment tools to provide practical guidance on investment mechanisms
C. Leverage existing and future government programs to fund priority risk reduction measures
D. Identify additional current and future potential funding streams
E. Improve the accessibility, variety and uptake of insurance
F. Empower communities, individuals and small businesses to make informed and sustainable investments

PRIORITY 4:
Governance, ownership and responsibility

A. Establish a national mechanism to oversee and guide disaster risk reduction efforts and cross-sector dependencies
B. Establish a national implementation plan for this framework
C. Support and enable locally-led and owned place-based disaster risk reduction efforts
D. Encourage improved transparency of disaster risk ownership through personal and business transactions
E. Consistently report on disaster risk reduction efforts and outcomes
F. Create clear governance pathways for pursuing disaster risk reduction projects

PLEAE NOTE: Additional information on the action strategies is available at Commonwealth NDRR Priority

State Priority Action Areas

Demonstrate **one or more** of the following **thirteen (13) State Priority Action Areas**:

ACTION AREA	DESCRIPTION
1. **Community-Focused Resilience**	Reducing disaster risk by building communities that can support each other and work together to understand and minimise risk from natural disasters.
2. **Risk Data and Information Sharing**	Developing and promoting knowledge and understanding of natural disaster risk through lessons management, knowledge sharing, research, and exercises.
3. **Vulnerable/At-Risk Persons and Communities**	Provide targeted action to improve natural disaster risk reduction for vulnerable/at-risk persons and communities.
4. **Fostering Individual Responsibility**	Increasing individual understanding of responsibility with regards to natural disaster risk, and consequently improve risk reduction on the individual level.
5. **Business Continuity and Resilience**	Increasing understanding of organisations with regards to responsibilities around natural disaster risk, and consequently improve risk reduction at the industry level.
6. **Security of Supply Chains and Infrastructure**	Appropriate planning and research is required to better understand the limitations of supply chains and related infrastructure across the State, and improve collaboration and coordination between government, industry, and communities.
7. **Essential Services: Alternatives and Supply Security**	Understanding and implementing alternative solutions to essential service supply will enable communities, industry, and government to provide cost effective solutions to the mitigation of disaster risk to essential services.
8. **Building Codes, Legislation and Enforcement**	Research and analysis of the most cost-effective mitigations to existing and new assets that can be shared across industry, government, and communities will help reduce the risk of natural disaster to key assets.
9. **Preservation of Heritage and Natural Environments**	By enabling understanding of and planning for the risks important sites face from natural disasters, the risk can be reduced, reducing damage to irreplaceable sites and minimising costs to repair.
10. **Preservation of Aboriginal Culture, Sacred Sites and Community**	Increasing community resilience through the preservation of cultural practices, protection of significant sites and preparedness of communities, with guidance and support to mitigate and reduce the impact of disasters and to allow for better support recovery and maintain systems to provide continued recovery of country.
11. **Funding Models and Allocation**	By simplifying funding allocation processes for risk reduction activities, duplication (and associated costs) is expected to decrease, access by key stakeholders is expected to increase, & a coordinated approach should assist in targeting activities that will best deliver the outcomes of the NDRRF.
12. **Innovation, Research and Design**	By providing a specific action area for innovative thinking, WA can ensure that risk reduction activities are adaptable and that the plan stays relevant to the outcomes of the NDRRF. It also ensures that funding can be appropriately allocated between action areas so that the outcomes from the NDRRF are met.
13. **Climate Change**	Risk management and risk reduction of the impact of a changing climate on natural hazards.

Seven Managed Natural Hazards

Address **at least one** of the **seven (7) managed natural hazards**:
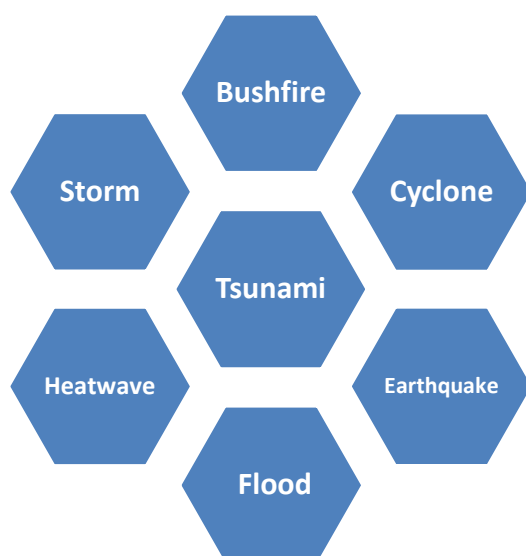
Who can apply?

- ✓ **Local government agencies**
- ✓ **State government agencies**
- ✓ **Government trading entities**
- ✓ **Incorporated organisations**
- ✓ **Not-for-profit organisations**

Eligibility Check

An **Eligibility Check** outlines all the requirements applicants must meet in order to apply for NDRR funding.

Applicants are encouraged to refer to the eligibility check before proceeding to ensure all requirements can be met. Applicants will need to check "Yes" against each requirement to be considered eligible.

The Eligibility Check is located at **ADDENDUM 1 – Eligibility Check**.

How many applications can I submit?
- There is no limit on the number of applications each organisation can submit.
- However, any applicants that submit more than one application must list their applications **in order of preference** (with one [1] being the highest preference).

Do projects have to be completed within 12 months?

The program targets short term projects of up to 12 months. In some cases, consideration may be given for a longer duration (up to 24 months) if there is sufficient evidence to demonstrate the need for the longer duration.

Funding

How much can I ask for?

Please note that for NDRR funding, no GST is applied**.**

Two types of NDRR funding are available for applicants:

1. **Capped** – between $10,000 to $250,000 per project.

2. **Non-capped** – no capped amount on the total sum of NDRR funds available for the 2022-23 grant round. That means, between $10,000 to $4.8 million per project that must demonstrate State or sector-wide significance.

Eligibility for non-capped funding for projects with State or sector-wide significance

The non-capped funding is an incentive for applicants to consider projects that demonstrate State or sector-wide significance in relation to reducing disaster risk. Applicants are encouraged to consider collaborations with other agencies to maximise potential project outcomes and funding requests.

To be eligible for the non-capped funding, projects must demonstrate **one or more** of the **five (5) areas** in the table below to demonstrate State or sector-wide significance:

AREA	DESCRIPTION
1. **Strategic Research**	Research that can demonstrably *(capable of being demonstrated or proved)* build knowledge, improve decision-making or inform legislation and policy in relation to natural hazard risk reduction.
2. **New Technologies, Systems or Tools**	Development of tools, technologies and/or systems that materially improve coordination, efficiency and information sharing in relation to risk reduction and management of natural hazards.
3. **State or Regional Resilience Initiatives**	Activities that improve community resilience and reduce the potential impacts of disasters on communities and infrastructure at a regional/district or State-wide level.
4. **Across Multiple Sector Initiatives**	Projects that improve integration of risk knowledge and risk reduction action across multiple sectors.
5. **Climate Change**	Risk management and risk reduction of the impact of a changing climate on natural hazards at a State or sector-wide level or significance.

Budgets

Applicants must submit a detailed budget that includes:

1. **NDRR funds** (to account for no more than 50% of total project cost)
2. **Cash**
3. **In-kind contributions**

All contributions listed must be justifiable and actual spends will need to be evidenced throughout the project.

In-kind contribution must be expressed in monetary terms ($) and directly relate to the project. In-kind contributions can be included in the total project budget but must not cover business as usual activities.

The budget, whether NDRR funds, cash or in-kind contributions, should **not** include salaries of staff or stakeholders that are not directly contributing to the project outcomes or outputs, such as regular committee meetings or general workshop participants.

Cash components/categories of the budget can include items such as labour, consultant fees, venue hire and on-costs.

Note: Business as usual activities should **not** be included in any component of the budget.

What can in-kind contributions be used for?

In-kind contributions may include, but are limited to:

- Percentage of salaries of staff not costed or dedicated to the project, but required to provide input to the project:
  - this may include managers or stakeholders meeting to contribute to the project and/or make decisions on the project and/or the project's outcomes and outputs.
- Goods and services used for the project that are otherwise funded for other purposes:
  - this may include equipment, IT services and facility overheads.

What can't in-kind contributions be used for?

You should **not** claim in-kind cost for ongoing running costs or overheads that would ordinarily be covered by the organisation.

In-kind contributions should not include salaries of staff or stakeholders that are not directly contributing to the project outcomes or outputs such as regular committee meetings or general workshop participants.

For examples of budgets please refer to **ADDENDUM 2 – Budget Examples of NDRR Funds, Cash and In-Kind.**

What do I need to demonstrate in my project?

Applicants must answer all questions in the application, demonstrating suitable justification for the project and the overall benefit to WA.

The applicant must articulate how the project will be directly and indirectly beneficial to the community in disaster risk reduction and in meeting the Commonwealth and State objectives.

The organisation must include demonstrated ability and commitment to delivering the project. The project must have realistic project deliverables clearly documenting:

- **Outputs**
- **Outcomes**
- **Milestones**
- **Timeframes**
- **Appropriate key performance indicators**

> **TIP**
> Applicants may consider using
> **SMART** (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic/**R**elevant and **T**ime Bound)
> criteria or similar concepts when documenting the project deliverables.

The applicant should clearly define how the project is above and beyond business as usual, or any expected responsibilities of its organisation, this includes activities and financial contributions.

Applicants need to demonstrate how their projects best meet the NDRR program objectives and display value for money.

Where relevant, any builders must be accredited under the Australian Government Building and Construction WHS Accreditation Scheme and comply with the Building Code 2016.

Assessment

The information provided by applicants will be used by the assessment panel to determine which projects best meet the NDRR program objectives and display value for money.

The assessment process is as follows:

1. Applications received and notification of reference number issued.
2. Eligibility assessment completed by the SEMC Business Unit.
3. Merit selection assessment by the Assessment Panel.
4. Recommended projects submitted to SEMC for approval.
5. Recommended projects submitted to the Minister for Emergency Services for final approval.
6. Notification of assessment outcome provided to applicants.

An independent probity advisor has been appointed to oversee the merit selection process.

Selection Criteria

Each application will be assessed using a set of pre-determined selection criteria, with projects ranked from highest to lowest priority. An assessment panel will evaluate all eligible applications prior to presentation to the SEMC and Minister for approval.

The selection criteria will be applied by the assessment panel once the preliminary review has been undertaken and core eligibility components are deemed to have been met.

All questions in the application contribute to the assessment of the selection criteria The selection criteria framework attributes a consistent quantitative analysis to each applicant, allowing a determination of most to least preferred.

Assessment of the selection criteria is weighted. Selection criteria questions are grouped into the following weighting categories:

Weighting Categories	Weighting Score
Validity of the project	10
Benefit of the project	20
Value of the project	20
Project deliverables achievability	20
Capacity to deliver the project	5

Successful Projects

If you are advised your application is successful, the following process will occur:
1. Deliverables (including KPIs and milestones) confirmed
2. Funding Agreement signed
3. Project commences and satisfactory evidence provided to the SEMC Business Unit
4. First instalment paid to applicant (first 50%)
5. Quarterly progress reports completed by the applicant for the duration of the project
6. Project concludes and Final Report submitted with satisfactory evidence provided
7. SEMC Business Unit accepts Final Report and Project Acquittal
8. Final instalment paid (up to 50% depending on project actual spend)
9. Applicant to deliver a one-hour webinar on project topic, outcomes, community benefits, lessons learnt, and any other relevant criteria, to relevant stakeholders*

* Relevant stakeholders will be determined in consultation with the SEMC Business Unit.

How to apply

Complete an Application Form, available from the SEMC website.

Email the completed Application Form to semc.grants@dfes.wa.gov.au by **12 pm 6 May 2022.**

A confirmation email with your unique application reference number will be sent within three (3) days of your application submission.

Ineligible Applications

If your application is received after the closing date and time you will be notified of your ineligibility.

No extensions will be granted, and late applications will not be accepted.

Incomplete applications and submissions will not be accepted.

Applications not executed by an authorised representative will not be accepted.

Assistance for Applicants

Frequently Asked Questions on the SEMC website are available to help with the application process.

The SEMC Business Unit is available to provide guidance to ensure applications meet these Guidelines. Please contact semc.grants@dfes.wa.gov.au or call **9395 9888** if you need any assistance.

ADDENDUM 1 – Eligibility Check

The Quick Eligibility Check outlines all requirements applicants must meet to apply for NDRR funding. Applicants need to check "Yes" against each requirement to be considered eligible.

SECTION 1. My organisation:

☐ is willing to sign and comply with the requirements in the NDRR Funding Agreement (refer Sample Funding Agreement)

☐ does not have any current non-compliant Natural Disaster Resilience Program (NDRP), National Bushfire Mitigation Program (NBMP) or All West Australians Reducing Emergencies (AWARE) grants

☐ is incorporated and has an ABN

☐ is not applying for funds to respond to, or recover from, an event

☐ where relevant, is compliant with any applicable legislated or policy requirements of SEMC and DFES

☐ has undertaken a project risk assessment for the delivery of this project

☐ will comply with any relevant codes and Acts, including the Australian Government Building and Construction WHS Accreditation Scheme and comply with the *Building Code 2016*

☐ upon project completion, will deliver a one-hour webinar to emergency management stakeholders on the project topic, outcomes, community benefits, lessons learnt, and any other relevant criteria

SECTION 2. My project:

☐ addresses at least one Commonwealth National Disaster Risk Reduction Framework priority

☐ demonstrate **one or more** of the thirteen (13) State Priority Action Areas, including those outlined in the WA Implementation Plan for the NDRRF

☐ addresses at least one of the seven managed natural hazards.

☐ delivers sustained outcomes in disaster risk reduction and not temporary outputs.

☐ for Research Projects, attach a letter of support from a relevant Hazard Management Agency stating the intended application of the findings of your project

☐ will directly benefit the WA community

☐ serves the public interest and does not provide a commercial advantage

☐ does not have a more appropriate funding source or should not be delivered by a more appropriate organisation

☐ has realistic outcomes, outputs, timeframes, milestones and a credible budget

☐ will not commence before the Funding Agreement is signed, or before 1 October 2022 and will commence prior to 30 September 2023

☐ where relevant, will apply a Creative Commons licence

☐ does not cover disaster relief, response or recovery activities

☐ aligns with the policies and intentions of the Australian and Western Australian Governments

☐ will not require ongoing NDRR funding to be sustainable

☐ is not part of my organisation's ordinary function or responsibilities (business as usual), including maintenance, upkeep and operational expenses, regular/required exercises or training and ongoing projects

SECTION 3. My application:

☐ has endorsement from the Chief Executive Officer (or equivalent) and Chief Financial Officer (or equivalent)

☐ is requesting NDRR funding between $10,000 and $250,000

☐ contributes at least 50% of the project's total costs in cash or in-kind contributions, provided by my organisation or other confirmed sources

ADDENDUM 2 – Examples of NDRR budgets

Please note: the examples are *indicative only and are to be used only as a guide.*

EXAMPLE1: if project is being undertaken by your organisation

Funding Source Description	Amount requested (ex. GST) $
NDRR Funding (cannot account for more than 50% of total project cost)	100,000
Your organisation (cash)	78,000
Your organisation (In-kind)	65,000
TOTAL	243,0000

EXAMPLE 2: if project is being undertaken by your organisation and a third party/stakeholder

Funding Source Description	Amount requested (ex. GST) $
NDRR Funding (cannot account for more than 50% of total project cost)	100,000
Your organisation (cash)	40,000
Your organisation (In-kind)	38,000
Other – Local Government Contribution (cash)	20,000
Other – Local Government Contribution (In-kind)	30,000
Other – Agency X and Agency Y combined (in-kind)	15,000
TOTAL	243,0000

EXAMPLE 3: if project is being undertaken by your organisation and a third party/stakeholder – detail project expenditure breakdown by description.

Description (labour, consultancy fees, venue hire, etc.)	Funding Source	Amount requested (ex. GST) $
	NDRR Funding	100,000
	Cash (your organisation	40,000
	In-Kind (your organisation)	38,000
	Cash (Other – Stakeholder e.g. local government)	20,000
	In-Kind (Other – Stakeholder e.g. local government)	30,000
	In-Kind (Other – Agency X and Agency Y combined)	15,000
TOTAL (must be equal to total project budget)		243,0000

EXAMPLE 4: if project is being undertaken by your organisation and a third party/stakeholder – detail project expenditure breakdown by category.

Cost category	NDRR $	Your organisation		Stakeholders		TOTAL (ex. GST)
		In-kind $	Cash $	In-kind $	Cash $	
Video content design	18,000	6,000	12,055	4,750	7,850.91	48,655.91
Marketing Plan & Social Media Strategy	10,000	3,000	2,827.19	10,450	9,647.35	35,924.54
Project Management	0	5,000	0	0	0	5,000
TOTAL (must be equal to total project budget)	28,000	14,000	14,882.19	15,200	17,498.26	89,580.45