

DRF Round Three Individual Application Form

Form Preview

Disaster Ready Fund (DRF) Round Three 2025- 26 Individual Project Application Form

* indicates a required field

Applicants should refer to the DRF Round Three 2025 - 26 Guidelines and associated documents/templates when completing this form, paying particular attention to the following:

- Applicants must submit Project Proposals through [Lead Agencies](#) in accordance with section 7.2 of the Guidelines and any instructions issued by the relevant Lead Agency.
- Department of Fire and Emergency Services (DFES) as the WA Lead Agency is responsible for conducting an initial assessment of Project Proposals, prioritising them against state/territory priorities, seeking ministerial endorsement and submitting the most competitive proposals as Applications to NEMA using NEMA's online application portal in accordance with section 7.1 of the Guidelines.
- Before using this form, Applicants should refer to the [website](#) of their relevant Lead Agency for further details on form requirements and the submission process for Project Proposals, noting that requirements may vary by state and territory.
- All fields are mandatory unless otherwise indicated. For further information contact DFES on DisasterResilienceGrants@dfes.wa.gov.au
- Before applying, it is important that Applicants read and understand the DRF Round Three Guidelines and any supplementary information or instructions published by NEMA and DFES.
- Applicants are responsible for ensuring that their Project Proposal is complete and accurate.
- Please note there is a minimum total project value of \$0.5 million for infrastructure projects only.

Application Details - Project Title, Description and Lead Agency

Project / Application Title *

Word count:

Must be no more than 15 words.

The title should be short, concise without acronyms and easily understood by the community and the Assessment Panel.

Brief project description - The description should commence with the project title, clearly stating the nature of the project, and must outline how the project will build knowledge, enhance resilience or preparedness, and/or mitigate risk for the target community. *

Word count:

Must be no more than 70 words.

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Provide a succinct summary of the proposed activities and expected outcomes. Must be written in plain English and must not include acronyms. Note: This text will be published if the project application is successful and must be appropriate for publication.

Lead Agency Details *

Select the state or territory government agency responsible for considering the project proposal, for possible submission to NEMA

Applicant and Delivery Partners

To be eligible for DRF funding Applicants must:

- be an entity with the capacity to enter into a legally binding agreement; **and**
- have an Australian Business Number (ABN) **or** be a First Nations organisation **or** not-for-profit (NFP) organisation as defined in the Guidelines Glossary.
- not an entity listed in section 4.3 of the Guidelines

Applicants must provide evidence of their Applicant type for eligibility and co-contribution purposes. Failure to do so may result in the application being deemed ineligible or assessed for eligibility against the highest co-contribution category (i.e. at least 50 per cent of total project costs).

1. **Businesses** must provide a current ABN
2. **First Nations** organisations must provide evidence such as an
 - Indigenous Corporation Number (ICN),
 - Office of the Registrar of Indigenous Corporations (ORIC) registration **and/or**
 - a declaration that the Applicant is a Traditional Owner **or**
 - that the organisation is at least 51 per cent owned or controlled by Indigenous persons **or**
 - the Indigenous Enterprise has 50 per cent Indigenous ownership.
3. **NFPs** must provide evidence of their not-for-profit status such as
 - Current Australian Charities and Not-for-profits Commission's (ACNC) Registration, **or**
 - Constitutional documents **and/or**
 - Articles of Association that demonstrate the not-for-profit character of the organisation.

Acceptable forms of evidence are also listed at section 4.2 of the Guidelines. Entities listed in section 4.3 of the Guidelines cannot be Applicants.

Name of the Applicant Organisation *

Word count:

Must be no more than 10 words.

Name of the organisation/entity submitting the application.

Applicant type *

Refer to DRF Round Three Guideline Glossary for definitions of First Nations organisation and NFP organisation. If you are a First Nations or NFP organisation and have an ABN, please select First Nations organisation or NFP organisation, as applicable, rather than ABN entity.).

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Applicant sub type *

Select the Applicant subtype

Are you *

Refer to Appendix A & B of the Guidelines and select one of the options.

Provide a current ABN, where applicable

Provide the Applicant's ABN, where applicable

note: all Applicants who select ABN entity as the Applicant type above must enter an ABN here and provide evidence of the ABN by attaching their [ABN confirmation advice or an extract of their ABN details](#) from [ABN Lookup](#).

Attach ABN Confirmation or ABN details extract from ABN Look up above *

Attach a file:

First Nations Applicant Type

What evidence will you be providing to confirm your status as an eligible First Nations organisation? *

Select One only

Indigenous Corporation Number (ICN) *

Attach evidence of ORIC Registration *

Attach a file:

Attach Declaration *

Attach a file:

NFP Applicant Type

What evidence will you be providing to confirm your status as an eligible not-for-profit organisation? *

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Delivery Partner(s)

List any third-parties who will be contributing to the delivery of the project either financially or in-kind. Insert additional rows if needed.

Each named partner must contribute financially and/or in kind to the project. Letters of support from each project partner listed in the application must be attached.

An Applicant should not be listed as a delivery partner.

Delivery Partner Name *

Delivery Partner type *

Select one descriptor from the list of Applicant types

Attach Delivery Partner Support Letter *

Attach a file:

Attach the partner support letter in the template provided.

DFES will publish on their website the identity of the Applicant, the project title, the project description and the amount of funding awarded, if the application is successful. The names of any delivery partners may also be published, unless requested not to.

If this application is successful, do you consent to have the details being published by DFES? *

Yes

No

Project Location

* indicates a required field

Consultation

If the project is place-based, has it been developed in consultation with local government(s) and/or affected communities, including First Nations stakeholders? *

Not applicable (i.e. not place-based project)

No (not developed in consultation with affected communities. Provide compelling reasons for not consulting as an attachment to the application)

Yes (evidence must be provided as an attachment to the application. This should include who has been consulted, their level of support for the proposal, any significant issues or objections that have arisen during stakeholder consultations, and how the

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Applicant intends to address any residual issues/objections if awarded DRF funding)
Select one that apply.

Details of Consultation

Evidence of consultation or compelling reasons for not consulting, where required under section 7.3 of the Guidelines (max. 10 MB) *

Attach a file:

Geographic extent *

Select one option that best describes the spatial area of the project

Select the state or territory where the project will be delivered

For multi jurisdictional and national projects,

- *Select the state or territory that stands to benefit most from the project **or**,*
- *where jurisdictions stand to benefit equally from a project:*
 - *select the state or territory of the coordinating Lead Agency where the Applicant is based provided that jurisdiction is a beneficiary of the project,*
 - *if the jurisdiction where the Applicant is based is not a beneficiary, any one of the state or territory of the coordinating Lead Agency in relevant jurisdictions.*
- *Other states and territories where the project will be delivered can be entered in the next question.*
- *Attach support letter from the coordinating Lead Agency and other participating jurisdictions.*
- **Letters indicating support are compulsory** from the coordinating Lead Agency and partner jurisdictions for multi jurisdictional and national projects.
-

State or territory where the project will be delivered *

Select one only.

Multi jurisdictional and National projects - partner jurisdictions (Refer to 7.2.2 and 7.2.3 of the Guidelines)

Indicate any other state(s) or territory(ies) where the project will be delivered. Do not include/repeat the state or territory selected in the previous question.

- | | | |
|---|--|--|
| <input type="checkbox"/> Australian Capital Territory | <input type="checkbox"/> South Australia | <input type="checkbox"/> Western Australia |
| <input type="checkbox"/> New South Wales | <input type="checkbox"/> Tasmania | <input type="checkbox"/> Christmas Island |
| <input type="checkbox"/> Northern Territory | <input type="checkbox"/> Victoria | <input type="checkbox"/> Cocos (Keeling) Islands |
| <input type="checkbox"/> Queensland | | |

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select any that apply.

Attach Lead Agency support letter from WA *

Attach a file:

Upload support letter from the WA Agency leading the project *

Attach a file:

Upload a support letter from the applicant agency in WA indicating their intent to lead the project, funding, roles and responsibilities of the delivery partners. The letter must be endorsed by senior level staff.

Upload Lead Agency support letter from NSW *

Attach a file:

Upload Lead Agency support letter from QLD *

Attach a file:

Upload Lead Agency support letter from VIC *

Attach a file:

Upload Lead Agency support letter from ACT *

Attach a file:

Upload Lead Agency support letter from NT *

Attach a file:

Upload Lead Agency support letter from TAS *

Attach a file:

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Upload Lead Agency support letter from SA *

Attach a file:

For Cocos Islands- Attach evidence of consultation with WA Lead Agency *

Attach a file:

For e.g; an email from the WA Lead Agency acknowledging the request from the applicant to be a partner.

For Christmas Islands - Attach evidence of consultation with WA Lead Agency *

Attach a file:

For e.g; an email from the WA Lead Agency acknowledging the request from the applicant to be a partner.

Local Government Area(s)

For each state and territory selected in the previous questions, list all relevant Local Government Areas (LGAs) e.g: WA: Mandurah or WA: Mandurah, Cockburn or, if the project will be delivered across all LGAs in the selected state(s) and territory(ies), enter the state and territory names followed by 'All'. eg: WA - All.

LGA names should accord with those used by the Australian Bureau of Statistics (ABS). For assistance identifying LGA boundaries and names, we recommend using the [ABS Maps](#) tool with the 2023 Local Government Area boundary type selected.

LGA(S) *

Site Address(es)

Provide a valid street address (not postal address, institution or building name) where your project will be undertaken - e.g. site where infrastructure will be built or service will be delivered.

If you have multiple sites, add additional rows and enter the address of each site.

If the project delivery location(s) do not correspond with specific street addresses (e.g. project will span a region or be delivered at a remote location), enter the nearest valid street address(es) or an address from where the project will be coordinated and provide additional location details in the next questions.

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Address

| |
|--|
| Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. |
|--|

Do the site address(es) entered above accurately reflect the location(s) where the project will be delivered?

Non-standard address description

Please provide additional details to accurately describe the location(s) where the project will be delivered. This may include, for example, the latitude and longitude of the activity site/s. *

Word count:

Must be no more than 150 words.

Application Classification

* indicates a required field

Primary Domain

Domain(s) - Select the primary domain that the project relates to. *

- Built Domain - Surroundings, structures and infrastructure made using materials and human resources to facilitate life, health, work and play.
- Economic Domain - The production and consumption of goods. productivity, financial systems, and the economy.
- Natural Domain - The landscapes, seascapes, ecosystems, agricultural lands, and diverse plant and animal life within Australia and its ocean territory.
- Social Domain - People, their communities, their culture, institutions, support systems and their interactions.

Select one.

Secondary Domains

Domain- Select any additional domains that the project relates to.

- Social Domain - People, their communities, their culture, institutions, support systems and their interactions.
- Built Domain - Surroundings, structures and infrastructure made using materials and human resources to facilitate life, health, work and play.
- Natural Domain - The landscapes, seascapes, ecosystems, agricultural lands, and diverse plant and animal life within Australia and its ocean territory.
- Economic Domain - The production and consumption of goods. productivity, financial systems, and the economy

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Select any additional domains that apply to the project. Leave blank if no additional domains apply. Descriptions of each domain can also be found in section 5.1.2 of the Guidelines

Primary Activity Type

Select **one** activity type from the infrastructure activity types or the other activity types that best align with your project proposal. Refer to Section 5.1.2 and the Glossary of the Guidelines for further information and definitions of the four infrastructure activity types.

Infrastructure Activity Types:

- Investment in grey infrastructure Investment in green-blue infrastructure Investment in hazard monitoring infrastructure Investment in social infrastructure

Other Activity Types:

- Development of business cases and/or feasibility studies for future infrastructure awareness of risk
 Projects that support a better understanding of risk to understand and raise awareness of risk
 Projects that deliver risk reduction plans to mitigate identified risks and impacts
 Projects that strengthen representational and inclusive decision making
 Adaptation projects that improve land use planning and development practices
 Projects that build capacity and capability to improve resilience
 Projects that enable and incentivise private investment in disaster risk reduction

Social infrastructure projects

Social projects that do not involve investment in infrastructure as defined above (e.g. projects focused purely on service delivery or networks) may be eligible under other non-infrastructure activity types.

Confirm project activities align with the social infrastructure definition in the Guidelines *

Secondary Project Activity Types

Select any additional activity types that align with your project proposal. Leave blank if no additional activity types apply. Refer to Section 5.1.2 of the Guidelines for further information.

Secondary Infrastructure Activity Types:

- Investment in grey infrastructure Investment in green-blue infrastructure Investment in hazard monitoring infrastructure Investment in social infrastructure

Secondary Other Activity Types:

- Development of business cases and/or feasibility studies for future infrastructure
 Projects that support a better understanding of risk to understand and raise awareness of risk
 Projects that deliver risk reduction plans to mitigate identified risks and impacts
 Projects that strengthen representational and inclusive decision making
 Adaptation projects that improve land use planning and development practices
 Projects that build capacity and capability to improve resilience

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capacity and capability to improve preparedness and resilience Projects that enable and incentivise private investment in disaster risk reduction

DRF objective(s) - Select all objectives that the project will contribute to *

- Knowledge - increase the understanding of natural hazard disaster impacts.
- Resilience - increase the resilience, adaptive capacity and/or preparedness of governments, community service organisations and affected communities.
- Mitigation and Prevention - reduce the exposure to risk, harm and/or severity of a natural hazard's impacts.

Select all that apply- Refer to section 2.1 of the DRF Guidelines for further information

Hazard type(s) being targeted *

- Bushfire Environmental degradation Earthquake Geohazard Space Weather Landslide Marine including Tsunamis Cyclone Flood Thunderstorm Volcanic Air quality Precipitation related (excluding drought)
 - Extreme Cold Wind related Heatwave (Terrestrial) Heatwave (Marine)
- Other, specify below

Select all that apply. Refer to section 5.1.1 of the Guidelines for examples and descriptions of specific hazards that fall within each listed hazard type.

Other Hazards not listed above

Word count:

Must be no more than 20 words.

(detail any additional eligible hazards relevant to this project, noting that drought, biological and virological (including biosecurity) hazards, and cyber-attacks are ineligible)

Select the primary hazard addressed by the project *

Is the project specifically targeting any of the following groups?

- Australian Government Community group/non-profit Early childhood education and care services Emergency responders Families Farmers Home Owners
- Individuals Local Governments Schools (Primary & High Schools) Service Providers Small Businesses State and Territory Governments Students University and research Institutions

Select only if applicable. Leave blank if the project is intended to benefit the general population.

Estimated size of the community or communities, including the target group(s) and any population sub-groups, that are expected to directly benefit from the project *

- 0-100 people
- 101-1,000 people
- 1,001-10,000 people
- 10,001-100,000 people
- 100,001-500,000 people
- 500,001-1,000,000 people
- 1,000,001-5,000,000 people
- >5,000,000 people

Select one option only.

Does this project seek to specifically benefit a targeted population sub-group? *

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If answering yes to the previous question, list any Is the project specifically targeting any of the following population sub-groups that the project will specifically benefit?

- First Nations Children (<15 years) Seniors (65+ years) Youth (15-24 years)
 Women Culturally and Linguistically Diverse People with a disability People from the LGBTQIA+ community Individuals experiencing domestic and family violence
 Individuals experiencing homelessness, unemployment or poverty People living with a mental health condition People living in regional, rural or remote locations

(Select only if applicable. Leave blank if the project is intended to benefit the general population)

BAU response

Is the project seeking funding for 'business as usual' activities as defined in the Glossary to the Guidelines? *

If no, provide a brief statement below outlining why the project is not business as usual - i.e. is not an activity that would ordinarily be funded by Commonwealth, state, territory or local government bodies as part of their standard capital works or essential services budgets *

Word count:

Must be no more than 150 words.

First Nations Consultation

Irrespective of whether the project is place-based, if the particular interests of First Nations communities are affected by a proposed project (i.e. in ways not felt by the general population), has the project been developed in consultation with those communities?

- Not applicable (particular interests of First Nations communities not affected) No (not developed in consultation with affected communities. Provide compelling reasons for not consulting as an attachment to the application)
- Yes (evidence must be provided as an attachment to the application. This should include who has been consulted, their level of support for the proposal, any significant issues or objections that have arisen during stakeholder consultations, and how the Applicant intends to address any residual issues/objections if awarded DRF funding)

Details of First Nations Consultation

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Evidence of consultation or compelling reasons for not consulting, where required under section 7.3 of the Guidelines (Max.10 MB) *

Attach a file:

Does the project involve a service offering to Aboriginal and Torres Strait Islander people? *

Yes - if yes, you must demonstrate how the project will ensure cultural safety in line with Closing the Gap requirements as part of your response to assessment criterion 3 No

Will the project deliver any co-benefits for communities (i.e. benefits that go beyond the project's intended risk reduction, resilience or knowledge outcomes)? *

Do the co-benefits relate to insurance affordability or availability?

Provide a brief description of any expected or potential co-benefits, including their nature, quantum and the basis on which they have been determined/estimated. This information should also be included in the response to assessment criterion 1 and supported by evidence, as an attachment to the application, where available. *

Word count:

Must be no more than 200 words.

Attach any available evidence as an optional attachment to the application.

Does the project have the potential to adversely impact a matter of national environmental significance under the Environment Protection and Biodiversity Conservation Act 1999 (Cth)? *

Identify any [Second National Action Plan](#) National Actions to implement the National Disaster Risk Reduction Framework Priorities that the project aligns with?

*

Create consistent, accessible information, tools, guidance and programs to help everyone better understand their disaster risk and responsibilities, prepare risk mitigation plans and take appropriate action to manage their risks.

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- Improve disclosure of disaster risk across all stakeholders to support a shared understanding of risk and the development of hazard risk mitigation plans.
- Collaborate to harmonise and improve how data, information and research is produced, shared, tailored and used to inform effective approaches to risk reduction.
- Build evidence, intelligence and insights by integrating local knowledge and lived experience, including traditional knowledge, to inform effective decisions.
- Facilitate continuous improvement through monitoring and evaluating risk reduction activities and sharing lessons.
- Create hazard mitigation plans and scale across different levels, from individual and household plans, through to community, regional, state and national plans.
- Strengthen risk-informed decision-making across all systems to address disaster risk and deliver co-benefits.
- Strengthen risk-informed land-use planning, building control systems and settlement decisions to minimise the creation of new risk and address legacy risk.
- Incorporate a range of community values into decision-making processes that acknowledge the broader benefits achievable through inclusive disaster risk reduction.
- Enable and equip decision-makers to make adaptive and agile decisions when faced with imperfect information, and in a changing risk environment.
- Strengthen the capability and capacity of individuals and communities to become leaders and make informed risk reduction decisions relevant to their local contexts.
- Facilitate greater emergency management sector professionalisation, capability and participation, including volunteerism.
- Align investment decisions with hazard risk mitigation plans and strategies at local, state, regional and national levels.
- Explicitly consider future disaster risk and betterment in investment decisions for disaster-specific and other funding streams.
- Create mechanisms for innovation, valuing resilience beyond avoided costs and showcase project results which demonstrate effective outcomes.
- Provide the environment for sustainable funding and consistent policy settings and processes to encourage the development of pipelines of investment for disaster risk reduction projects.
- Pursue innovative finance models for risk reduction initiatives, including through co-investment and public-private partnerships, to encourage greater funds towards resilience outcomes.
- Enable greater integration of disaster risk reduction into the financial system by exploring cooperation, optimising policy, regulatory frameworks, standards and guidance.
- Create spaces, opportunities and governance arrangements for inclusive and diverse community representation, participation and access to the disaster management system.
- Form and encourage meaningful partnerships and support place-based, community-led, locally-implemented, regionally coordinated approaches to disaster risk reduction, which ensure equity and inclusion across the system.
- Better align recovery and resilience activities, governance, funding, policy and processes to support betterment and long-term disaster risk reduction.
- Understand barriers and disincentives to risk reduction to ensure all in Australian society are empowered to exercise choice to reduce risk without disadvantage.
- Strengthen mechanisms to improve cooperation and further support devolved disaster risk reduction planning and management at local and risk-appropriate regional levels.
- Better align disaster risk and related disciplines which result in similar local impacts, particularly physical climate risk mitigation and adaptation and drought, to simplify and streamline governance, plans and effort

Select all that apply. Leave blank if none apply

Project Logic

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* indicates a required field

Project Duration *

Issue - Describe the underlying problem that the project is seeking to address. *

Word count:

Must be no more than 100 words.

Solution/Goal - Explain how the project intends to address the problem/issue outlined above. *

Word count:

Must be no more than 100 words.

Refer to the How-to Guide for examples.

Inputs - Indicate the resources you will have, subject to the project receiving Commonwealth funding and include evidence. *

Word count:

Must be no more than 150 words.

Outputs - Describe the activities that are a part of your project. For example, what will have been done when the project has been completed. *

Word count:

Must be no more than 150 words.

Short to Medium-Term Outcomes - Describe the short and medium-term outcomes that will be achieved once your activities are completed. *

Word count:

Must be no more than 150 words.

Long-Term Outcomes - Describe any long-term outcomes that will result once the project has been completed. This should link to your goal statement and resolve the issue in your problem statement. *

Word count:

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Must be no more than 150 words.

Assumptions - Indicate what unexamined indicators you may have about how and why the project will work. This could be assumptions around the participants, engagement, activities, etc. *

Word count:

Must be no more than 150 words.

External Factors - Indicate what is outside of your control but could impact your project, e.g. political, social, cultural and geographic environments that may influence project delivery and outcomes. *

Word count:

Must be no more than 150 words.

Relevant risk assessment and/or risk reduction or adaptation plans - Identify any risk assessments and/or disaster risk reduction or adaptation plans that underpin or otherwise relate to the project. *

Word count:

Must be no more than 150 words.

Application Budget

* indicates a required field

All Commonwealth funding sought, co-contributions offered and activities proposed to be undertaken with these funds must comply with the DRF funding rules and eligibility criteria outlined in sections 3, 4 and 5 of the Guidelines.

Before completing this part of the form and the DRF Round Three Indicative Budget Template, it is important that you familiarise yourself with relevant sections of the Guidelines, including:

- *the amount of funding available and limits for different project types (section 3)*
- *co-contribution requirements for different Applicant types (section 3.1.1)*
- *allowed co-contribution types and sources (section 3.1.2)*
- *what funding can and cannot be used for (section 5).*

Commonwealth funding sought or received

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Will activities for which Commonwealth (DRF) funding is being sought have commenced, or be completed, before the Implementation Plan is endorsed (anticipated from early 2026)?

Other Funding Sources

Have you received Commonwealth funding from any other source (including previous DRF Rounds, but excluding DRF Round Three) for the activities described in this project proposal? *

| Funding Source | Amount (\$) | Date awarded/ received | Describe how this funding will complement and not duplicate the use of DRF funds requested in this application. |
|----------------|-------------|---------------------------|---|
|----------------|-------------|---------------------------|---|

| | | | |
|--|--------------------------|-----------------|---------------------------------|
| | \$ | | |
| | Must be a dollar amount. | Must be a date. | Must be no more than 150 words. |

Apart from any funding already received and noted above, have you sought Commonwealth funding from other sources including previous rounds of the DRF for the activities described in this project proposal? *

| Funding Source | Amount Requested | Date applied | Status | For pending Decision Status only, Date Outcome is Expected |
|----------------|------------------|--------------|--------|--|
|----------------|------------------|--------------|--------|--|

| | | | | |
|--|--------------------------|-----------------|--|-----------------|
| | Must be a dollar amount. | Must be a date. | | Must be a date. |
| | | | | |

Indicative Budget, including High Level Milestones and Project Funding details

It is recommended that Applicants complete the Indicative Budget Template prior to transferring budget information to the application form. This is in addition

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to the requirement to submit a business case, including a project budget, as a mandatory attachment to applications.

Refer to the Budget Template and Application How to Guide for further instructions. The Budget template has prefilled data for reference only. This must be removed before entering project data.

All amounts must be GST exclusive, provided in Australian dollars, rounded to the nearest dollar.

Please note some of the fields are auto calculated in this form. Ignore any random warning messages until you complete the sections and save progress.

Total Commonwealth funding sought *

\$
Must be a dollar amount.

Total Co-contribution being offered *

\$
Must be a whole dollar amount (no cents).

Total project value

\$
This number/amount is calculated.
(Total Commonwealth funding + total co-contribution)

Proportion of Grant (%)

This number/amount is calculated.

Proportion of Co-contribution (%)

This number/amount is calculated.

Proportion of total project value - Total project (%)

This number/amount is calculated.

Please save progress to update the fields before progressing to the next question.

Co-contributions Details and Summary (GST Exclusive)

This section provides a detailed breakdown of the co-contribution offered (Financial (cash) and in-kind) for the project from the Applicant and the delivery partners, if any.

Co-contribution category

- First Nations organisations as defined in the Guidelines Glossary and Local councils located in 'very remote' and 'remote' locations per the Australian Bureau of Statistics' Remoteness Structure, listed in Appendix A of the Guidelines must provide at least 10 per cent of eligible project costs as co-contribution.
- Not-for-profit organisations as defined in the Guideline Glossary and other 'low rate-based' councils, determined using the ratio of Financial Assistance Grant to Net Rate

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Income, listed in Appendix B of the Guidelines must provide at least 20 per cent of eligible project costs as co-contribution.

- *All other applicants must provide at least 50 per cent of eligible project costs as co-contribution.*

Historical Investments

Does your project include historical co-contribution?

- Yes No

I confirm that: - any 'Historical Co-contributions' entered relate to funds that have already been invested since 1 July 2023 and any 'In-Kind Co-contributions' entered do not include historic work or staff time spent on a project; and descriptions have been provided for any historical and/or in-kind co-contributions entered, including how the DRF project will extend or enhance any historical investments.

Warning: If no, please refer to section 3.1.2 of the DRF Round Three Guidelines for relevant requirements. All eligibility requirements must be met in order for a project to be considered.

Historical cash co-contribution to the project

\$

Must be a dollar amount.

Applicant Co-contribution details

The following questions relate to co-contributions being made by the Applicant. Do not include any delivery partner contributions; these will be captured separately in the next section, where applicable.

Applicant Name *

Enter the name of the applicant

Financial Component (Cash) *

\$

Must be a dollar amount.

Enter the financial (cash) contribution from the applicant.

In-kind Component *

\$

Must be a dollar amount.

Enter the in-kind contribution from the applicant.

Total Co-contribution(Financial (Cash)+ in-kind) *

\$

This number/amount is calculated.

The total co-contribution from the applicant.

Co-contribution status at the time of application submission *

Select one - A co-contribution is considered 'In-principle' where it is pending formal approval and is considered 'Confirmed' once formal approval to make the contribution has been granted.

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State or Territory government Agency? *
Select One

If Yes - Specify the Jurisdiction

Delivery Partner Co-contribution(s)

This section provides a detailed breakdown of the co-contribution offered (Financial (cash) and in-kind) for the project from each delivery partner.

All delivery partners must be listed.

| Name of the Delivery Partner | Financial Component (cash) (\$) | In-kind component (\$) | Total Co-contribution (Financial+ in-kind) | Co-contribution status at time of application submission | State or territory government entity? | Jurisdiction |
|-------------------------------------|--|-------------------------------|---|---|--|---------------------|
|-------------------------------------|--|-------------------------------|---|---|--|---------------------|

| | \$ | \$ | \$ | | | |
|--|---|---|---|---|------------|------------------------------------|
| Enter the name of the delivery partner contributing to the project | Enter the financial contribution to the project from the delivery partner. Must be a dollar amount. | Enter the in-kind contribution to the project from the delivery partner in monetary terms. Must be a dollar amount. | Enter the total co-contribution from the delivery partner. This number/ amount is calculated. | Select one - A co-contribution is considered 'In-principle' where it is pending formal approval and is considered 'Confirmed' once formal approval to make the contribution has been granted) | Select One | If "yes", specify the jurisdiction |

Delivery Partner Co-contribution Totals

Total Financial Components (\$) *

\$

This number/amount is calculated.

Total In-kind Components (\$) *

\$

This number/amount is calculated.

Total Co-contributions (Financial + In-kind (\$)) *

\$

This number/amount is calculated.

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State and territory government sources combined (Sub-total)

Based on Applicant and any Delivery Partner co-contribution details entered above, indicate the total co-contribution, financial contribution and in-kind contribution being offered by state and territory government entities involved in the project.

Financial (cash) Co-contribution *

\$

Must be a dollar amount.

In-kind Contribution *

\$

Must be a dollar amount.

Total Co-contribution - (Financial (cash)+ in-kind) *

\$

This number/amount is calculated.

All sources combined (Total)

Based on Applicant and any Delivery Partner co-contribution details entered above, indicate the total co-contribution, financial contribution and in-kind contribution being offered by all entities involved in delivering the project (i.e. the Applicant and any Delivery Partners combined).

Financial (cash) Co-contribution Combined *

\$

This number/amount is calculated.

In-kind Contribution Combined *

\$

This number/amount is calculated.

Co-contribution - All Sources Combined *

\$

This number/amount is calculated.

Co-contribution status at the time of application submission *

Indicate whether the total co-contribution is confirmed or in-principle (note: only select 'confirmed' if all co-contribution sources have confirmed their respective contributions).

State Government

* indicates a required field

Please note

1. This information is being collected from all WA State Government Applicants to submit to the State Treasury while seeking Ministerial endorsement.

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2. Asset owners will become responsible for asset maintenance, replacement and any post-project expenditure following completion of the project.

The Applicant agrees that the co-contribution committed is within the approved expenditure parameters. *

The Applicant agrees that there will not be any additional post-project costs to the State, outside of the approved expenditure parameters. *

Are there any assets created/upgraded/maintained as part of this project? *

If yes, provide further details

Word count:

Must be no more than 25 words.

Will the project be hiring any additional FTEs using the Commonwealth grant portion of the funding?

Please provide details below.

This information is being collected from all WA State Government Applicants to submit to the State Treasury while seeking Ministerial endorsement.

Number of FTEs

This number/amount is calculated.

Estimated Total Commonwealth Grant funding to support the FTEs

\$

This number/amount is calculated.

Year 1

Must be a number.

Year 1

\$

Must be a dollar amount.

Year 2

Must be a number.

Year 2

\$

Must be a dollar amount.

Year 3

Must be a number.

Year 3

\$

Must be a dollar amount.

Year 4

\$

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Must be a number.

Year 5

Must be a number.

Must be a dollar amount.

Year 5

Must be a dollar amount.

Responses to Selection Criteria

* indicates a required field

Response to Criterion One – Contribution to disaster risk reduction, resilience and/or knowledge (weighted 40 per cent)

The project proposal must demonstrate this criterion through identifying how the project reduces disaster risk, increases resilience, adaptive capacity and/or preparedness for disasters, and/or contributes to understanding disaster risk. Your response must at a minimum address and include evidence of:

- - *the natural hazard/s the project is addressing, current and future risks posed to the target community (including consideration of climate change impacts) and how these have been assessed, or if there is limited or no existing hazard or risk information, how the project funding will contribute to increasing understanding of the hazard, level of risk and potential future disaster impacts;*
 - *the benefits the project will deliver for the community during and beyond the term of funding, including the estimated level/s of disaster risk, resilience, and/or understanding prior to and upon conclusion of the proposed project, along with any enduring benefits (as defined in Glossary);*
 - *how the project will avoid and manage the potential for maladaptation including any unintentionally negative social, environmental or economic outcomes; and*
 - *for infrastructure projects, how climate change may impact the investment over its intended lifespan, and how these risks will or may be mitigated.*

In addition,

- - *if the project seeks to improve understanding of natural hazards and disaster risk, the project proposal must outline how the new hazard and risk information will be shared with affected communities.*
 - *if there are potential co-benefits associated with the project (i.e. benefits that go beyond intended risk reduction, resilience and knowledge outcomes, such as reduced insurance costs), the project proposal should detail the co-benefits and outline the basis on which they have been determined/ estimated, supported by evidence.*
- *The evidence provided to support this may include, but is not limited to:*

 - *disaster risk data and modelling*
 - *assessments by relevant experts or industry bodies*
 - *insurance impact estimates and/or detailed engineering specifications to help with assessing any insurance co-benefits.*

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Response to Criterion One *

Word count:

Must be no more than 750 words.

Responses are limited to 750 words per criterion. If you wish to include other content (e.g. charts and graphs) or additional evidence these can be included as supporting attachments and should be referenced in the relevant response.

Response to Criterion Two – Alignment with national and state/territory/local disaster resilience and risk reduction plans, strategies and frameworks (weighted 30 per cent)

The project proposal must demonstrate this criterion through identifying:

- *how the project meets one or more of the DRF objectives (see section 2) and aligns with one or more of the priorities, outcomes and/or national actions identified in the Second National Action Plan; and*
- *how the project aligns with and/or supports delivery of any existing state, territory, local government or community disaster risk reduction or adaptation plans, policies or frameworks, or how the project will develop or contribute to development of these policies, plans or frameworks where they do not currently exist.*

The evidence provided to support this may include, but is not limited to:

- *relevant state, territory or local plans, policies or frameworks*

Response to Criterion Two *

Word count:

Must be no more than 750 words.

Responses are limited to 750 words per criterion. If you wish to include other content (e.g. charts and graphs) or additional evidence these can be included as supporting attachments and should be referenced in the relevant response.

Response to Criterion Three – Capacity, capability and resources to deliver the project (weighted 30 per cent)

The project proposal must demonstrate this criterion through identifying:

- *the Applicant's track record managing similar projects and access to personnel and/or partners with the right skills and experience*
- *sound project planning to manage and complete the project, which addresses scope, implementation methodology, timeframes, budget, community consultation, and risk management*
- *robust consultation with and support from local government(s) and/or affected communities, including First Nations communities where relevant (see section 7.3), or compelling reasons for not having consulted.*

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- *compliance with relevant legislative requirements, government policies and industry standards, such as:*
 - *where Aboriginal and Torres Strait Islander people will be impacted by the project, how the project will ensure cultural safety in any service delivery?*
 - *where the project will affect the particular interests of Aboriginal and Torres Strait Islander people, how the project aligns with the National Agreement on Closing the Gap Priority Reforms and/or will contribute to progress against targets?*
- *readiness to formally commence the project once Implementation Plans are endorsed and ability to deliver the project within the maximum project period.*
- *value with relevant money as defined and having regard to the cost benefit considerations outlined in the Glossary, including but not limited to:*
 - *the extent to which the project will contribute to meeting the Program objectives and outcomes.*
 - *the nature (new investment vs historical investments) and amount of the co-contribution relative to the amount of Commonwealth funding being sought.*
 - *the percentage of costs to be spent on project administration (excluding the program administration funding provided to Lead Agencies).*
 - *risks that the project or Applicant including any of its Delivery Partners poses for NEMA and the Commonwealth.*
 - *why the project is not able to be funded through other potentially more appropriate sources, where applicable.*

In addition, for infrastructure projects, you must demonstrate:

- *how the infrastructure and benefits of the project will be operated and maintained into the future*
- *steps taken to get the project ready including:*
 - *the status of required regulatory and/or development approvals*
 - *project designs and costings*
 - *authority from the land or infrastructure owner to undertake the project at the nominated site(s)*
 - *funding contributions from all sources.*

Response to Criterion Three *

Word count:

Must be no more than 750 words.

Responses are limited to 750 words per criterion. If you wish to include other content (e.g. charts and graphs) or additional evidence these can be included as supporting attachments and should be referenced in the relevant response.

Attachments

*** indicates a required field**

Mandatory Attachments (Max. file size 10 MB)

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For all supporting documents (both mandatory and optional), the amount of detail provided should be commensurate with the project size, complexity and grant amount requested (e.g. greater detail would be expected in the business case and budget for a \$5 million project compared with a \$250,000 project).

Please use the following template available here for the third mandatory attachment [Indicative budget template](#)

A clear business case for the proposal, including a project plan, budget and risk management plan commensurate with the size and scale of the project. *

Attach a file:

For projects with the total cost of above \$1 million, attach cost estimates (ideally less than 12 months old) prepared by a quantity surveyor or other relevant professional. Attach quotes or cost estimates prepared by the Applicant (ideally less than 6 months old) for projects valued under \$1 million. *

Attach a file:

Indicative Budget Template *

Attach a file:

Complete and attach the indicative budget template

Infrastructure projects (Max. file size 10 MB)

Cost Benefit Analysis *

Attach a file:

Refer to Appendix A of the How to Guide for further guidance on preparing the CBA.

Relevant designs and approvals (e.g. schematic plans, planning permits, development and building approvals, etc.) *

Attach a file:

Evidence that the applicant either owns the land/infrastructure being built/ upgraded upon or has the landowner's permission to use the land/infrastructure *

Attach a file:

Optional Additional Attachments (Max. file size 10 MB)

Up to eight additional attachments can be provided to support claims in the application (optional). Maximum size limit per file is 10MB.

Title

Optional attachment

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Conflicts of Interest Declaration

* indicates a required field

Does the Applicant, any delivery partners or the Lead Agency have any interests that have the potential to compromise the performance or integrity of the DRF in relation to the assessment or delivery of this project? Conflicts may be actual or perceived. *

Details of Conflict of Interest

Please list any relevant interests and describe how the Applicant propose to manage any potential conflicts below (add additional rows as needed).

Individual or Entity Name *

Nature of the interest/ conflict *

Word count:
Must be no more than 50 words.

Proposed Management Strategy *

Word count:
Must be no more than 50 words.

Acknowledgements

You acknowledge that you have read the DRF Guidelines and you certify that the application is complete and accurate and that you have provided claims truthfully and to the best of your abilities. Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth) and NEMA will investigate any false or misleading information and may exclude the application from further consideration.

Yes

You acknowledge that the Australian Government reserves the right to withdraw an offer of support for a project where the co-contribution is anticipated (i.e.

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offered in-principle) but not approved/confirmed prior to the signing of FFA Schedules.

Yes

You confirm that any financial assistance previously or currently sought or provided through Commonwealth, State/Territory or other initiatives to support the project have been disclosed.

Yes

You confirm that the project is not seeking funding for a 'business as usual' activity as defined in the Glossary to the Guidelines.

Yes

You confirm that you have declared any actual or perceived conflicts of interest or that, to the best of your knowledge, there are no conflicts of interest, and acknowledge that you must inform NEMA in writing immediately if you later identify an actual or perceived conflicts of interest.

Yes

You confirm that you have consulted with relevant local governments, First Nations communities and other key stakeholders (e.g. local communities, delivery partners, academia) or provided compelling reasons for not doing so if the project has a place-based focus (i.e. practical impacts in one or more areas where those entities are impacted), or that this requirement does not apply to the project (i.e. not a place-based project)?

Yes

NEMA, as an agency subject to the Privacy Act 1988 (Cth), is required to notify you about our collection, use and disclosure of your personal information, We do so by referring you to the NEMA Privacy Policy and the Privacy Information provided in the DRF Guidelines. You acknowledge that you have read and understood this information.

Yes

You confirm that you are aware that projects cannot commence until Implementation Plans and Funding Agreements are co-signed by all parties. DFES or NEMA will not be responsible for any expenditure Applicants incur, until such time as the Implementation Plan and Funding Agreements are endorsed.

Yes

CEO or equivalent authority Endorsement

- I confirm that the required authorisations (CEO and CFO/ Financial Delegate) have been obtained before submission of this proposal.
- I confirm that the co-contributions specified are available for the project's duration, starting from the Funding Agreement execution.
- I confirm that the application is complete and accurate and has all mandatory attachments and that failing to do so may deem the application ineligible.
- I understand that any false claims/statement or omission may result in proposal rejection or withholding of approved funds.
- I agree that DFES and NEMA may verify any statements and request additional information during the assessment process, if needed.

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I confirm that the above statements have been read and are agreed to

Yes

Name of Chief Executive Officer or equivalent

Position

Phone number

Email

Date of Endorsement

Must be a date.