

Community Recovery Grant Application Form

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General Information and Eligibility Criteria

General Information

Community Recovery Grants Program guidelines

The Community Recovery Grants Program (the Program) supports the well-being, psychosocial recovery and resilience of communities impacted by the flooding associated with ex-Tropical Cyclone (ex-TC) Ellie.

It funds local groups and community organisations to deliver activities and events that will assist the community to recover, reconnect and build capacity for future change with an emphasis on social and emotional wellbeing. The program's key focus is to ensure that communities can access resources and services to support their ability to heal and build community resilience.

The funding program comprises the following grant streams:

- Small community recovery grants for projects from **\$2,500 up to \$20,000**
- Large community recovery grants for projects from **\$20,001 up to \$100,000**
- Clean-up grants which provide reimbursement of costs incurred in cleaning-up and undertaking essential repairs to premises leased or owned by a not-for-profit organisations up to **\$75,000**

Grant amounts listed are exclusive of GST. The grant amount applied for may be up to 100% of the total project cost.

Eligibility Criteria

* indicates a required field

Eligibility Criteria

Who can apply for a Community Recovery Grant and Special Recovery Event Grant?

Organisations that meet the eligibility criteria, and are proposing to deliver a community recovery initiative in one of the four Local Government Areas that have been impacted by the flooding including:

Shire of Broome

Shire of Halls Creek

Shire of Derby-West Kimberley

Shire of Wyndham-East Kimberley

Organisations that are eligible to apply include:

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- Not-for-profit organisations incorporated either under the *Associations Incorporation Act 2015* (WA) or *Corporations Act 2001* (Cth) with an Australian Business Number (ABN).
- Indigenous organisations registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).
- Exceptional consideration may also be given for an organisation or agency to auspice an application on behalf of a community group, noting that some community groups may not have capacity to apply for or administer funds.

Who can apply for a Clean-up Recovery Grant?

Organisations that meet the eligibility criteria, and are proposing to clean-up or undertake essential repairs to premises leased or owned in one of the four local government areas impacted by the flood include:

Shire of Broome

Shire of Halls Creek

Shire of Derby-West Kimberley

Shire of Wyndham-East Kimberley

To be eligible for assistance an applicant must be a not-for-profit organisation incorporated either under the *Associations Incorporation Act 2015* (WA) or *Corporations Act* (2001 (Cth) or *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) that:

- relies on grant funding or donations for the majority of income;
- has an active Australian Business Number (ABN) and that ABN was active prior to and during the disaster;
- suffered direct damage as a result of flooding associated with Ex-TC Ellie to the organisation's premise and/or plant and equipment;
- was conducting operations and/or services (at least sometime on a regular basis) in the disaster area prior to and at the time of the event; and
- has, or intends to, re-establish operations/services in the disaster area.

To the best of my knowledge the organisation I am applying on behalf of meets the eligibility criteria *

- ☐ Yes
☐ No

Funding Eligibility

What can the funding be used for?

Note, these are examples only and are not intended to cover all circumstances. If there is any doubt about the eligibility of activities or costs, please contact DLGSC for further clarification.

Small and Large Community Recovery Project Grants and Special Recovery Event Grants

Eligible organisations may apply for funding towards resources and expenses necessary to conduct activities that get people connecting, communicating, learning and supporting each

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other – activities that tap into and reinforce social support networks that support recovery and resilience building in communities impacted by the flooding associated with ex-Tropical Cyclone Ellie.

Eligible activities may include, but are not limited to:

- community, sporting, arts and culture participation projects and activities
- community events or festivals
- initiatives to promote or facilitate storytelling, sharing of knowledge or cultural heritage
- informal and unaccredited community capacity building, training and education initiatives directly related to recovery from the disaster event and building resilience to future disasters
- development or reinvigoration of spaces such as community gardens, yarnning circles and cultural or recreational areas

Eligible costs associated with the delivery of relevant recovery and resilience support initiatives may include but are not limited to:

- hire of equipment, venue or facilities integral to the project
- travel and accommodation costs related to the facilitation or delivery of the project
- catering costs incurred whilst delivering an eligible community activity, event or initiative
- provision of interpreting and translating services relevant to the delivery of the project
- advertising, publicity, promotion and marketing costs of an eligible project
- engagement of contractors and/or temporary (fixed-term) employees (including salary/wages, overtime, superannuation, workers compensation, onboarding costs) to undertake eligible activities, including project management and administration
- other costs for contractors or temporary (fixed term) employees such as travel expenses, vehicle hire, accommodation and allowances associated with the delivery of this measure.

Note that proposals for activities to reconnect with country and or undertake rehabilitation of flood impacted places may be referred to the Environment Recovery Grants Program.

Clean-up Recovery Grant

Eligible applicants may apply for reimbursement of costs associated with cleaning-up premises or equipment and undertaking essential repairs in order to resume operations.

Eligible costs associated with these activities include, but are not limited to:

- hiring or leasing equipment and materials to undertake clean-up of premise and equipment;
- purchasing equipment and materials to undertake clean-up of premise and equipment where:
 - The equipment or materials are not ordinarily available for lease or hire (eg cleaning chemicals, gloves, buckets, brooms, mops, shovels, or buckets); or
 - the equipment/materials are reasonably necessary for cleaning the premise or equipment, and are not readily available for lease or hire.
- carting away debris, damaged goods and materials, including cost of disposal;
- payment for trades people to conduct safety inspections of damage to a premise or equipment;
- repairing a building or repairing or replacing fittings in a building, if the repair or replacement is essential for resuming operations of the organisation (eg floor covering, electrical rewiring, shelving)

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- costs associated with the restoration, conservation, or preservation of items of significant importance to the community;
- purchase or hire/lease costs for equipment or material essential to the immediate resumption of operations of the organisation;
- employing a person to clean a premise or equipment if:
 - The cost would not ordinarily have been incurred in the absence of the disaster; or
 - The cost exceeds the cost of employing a person to clean the premises or equipment that would ordinarily have been incurred in the absence of the disaster. (In this instance, only the excess costs are eligible);
- leasing of temporary premises for the purpose of resuming operations of the organisation;
- replacement of lost or damaged stock, which is essential to the immediate resumption of operations; and
- costs associated with insurance excess and insurance claim shortfall that are directly related to the eligible disaster.

What can't the funding be used for?

- costs associated with preparing grant applications
- costs that are reimbursable under other funding sources, including insurance
- legal costs
- in-kind contributions
- purchase of land or property
- core business activities
- purchase of core business capital equipment such as motor vehicles, laptops, mobile phones and office equipment
- remuneration of employees for work not directly related to the Program
- loss of income
- administrative, overhead, operational costs unrelated to the project
- unsupported on-cost charges and non-specific indirect and overhead costs
- fundraising, competitions, prizes and trophies
- the work that would be considered business as usual activities for Local, State Government or Commonwealth Government departments
- repayment of existing debts or budget deficits
- financing of budget deficits or insurance.

Assessment Criteria

All applications are assessed against the following criteria:

If an application fails to adequately meet any one criterion it may be considered unsuccessful.

Community need (30% weighting)

The application demonstrates the needs of community and how the proposal responds to those needs.

Benefits (30% weighting)

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The application outlines the benefits that will be achieved by delivering this project and demonstrates how the program's objectives will be achieved.

Organisational capacity and capability (20% weighting)

The organisation demonstrates its readiness, capacity, and capability to deliver the project.

Project plan and budget (20% weighting)

The application is supported by a detailed project plan and demonstrates how the project will be promoted and evaluated. The project is based on a comprehensive budget and represents value for money.

Prior Grants

* indicates a required field

Prior Grants Received

Have you already received a Community Recovery or Cleanup Grant? *

- ☐ Yes
- ☐ No

Prior Grant Acquittals

* indicates a required field

Organisations are able to apply concurrently for Cleanup and Community Recovery Grants.

If you have successfully applied for one of these grants and are applying under a new stream, please select Yes below to proceed.

Has your organisation successfully acquitted all outstanding Community Recovery or Cleanup Grants Received? *

- ☐ Yes
- ☐ No

Outstanding Acquittals

Outstanding Acquittals

Unfortunately organisations need to successfully acquit all outstanding grants before further applications can be accepted.

Applicant Details

* indicates a required field

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Applicants Details

Your *

First Name

Last Name

Legal Name.

Preferred Name

Optional.

Current Address

Address

Email *

Must be an email address.

Contact Phone Number ***Which type of organisation are you applying on behalf of?**

- ☐ Incorporated under the Western Australian Associations Incorporation Act (2015)
- ☐ Indigenous organisation under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act (2006)
- ☐ Incorporated under the Commonwealth Corporations Act (2001)
- ☐ None of the above

Please select one answer

Organisation Name

What is the name of your organisation?

Organisation Name

Are you applying on behalf of another organisation?

- ☐ Yes
- ☐ No

Organisation you are applying on behalf of

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What is the name of the organisation you are applying on behalf of?

Does your organisation have an ABN? *

- ☐ Yes
☐ No

If unsure of your ABN or you can not locate it, use the ABN lookup tool at <https://abr.business.gov.au/>

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

Auspice arrangement

Are you or your organisation applying on behalf of a community group that otherwise may not have the capacity to apply?

- ☐ Yes
☐ No

Applicant Ineligible

Unfortunately, based on the information provided, you do not meet the eligibility criteria for this grant.

For further information please contact kimberley@dlgsc.wa.gov.au or call 9195 5749

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Applicant Eligibility

Please contact the DLGSC Kimberley Office or Fitzroy Flood Hub to discuss eligibility

For further information please contact kimberley@dlgsc.wa.gov.au or call 9195 5749 or visit the Fitzroy Flood Hub

Funding Stream

* indicates a required field

Funding

Please select the funding stream you are applying for *

Cleanup Applicant Information

* indicates a required field

Does the community organisation have premises that were damaged or required clean up following the flooding event? *

- ☐ Yes
- ☐ No

Has reimbursement for cleanup expenses been successfully claimed through insurance? Or is an insurance claim for these expenses currently pending? *

- ☐ Yes
- ☐ No

Has your organisation already made payment for any cleanup and/or repair costs? *

- ☐ Yes
- ☐ No

Are there still any cleanup or repair items that need to be carried out? *

- ☐ Yes
- ☐ No

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Have you received quotes for any cleanup or repair items that still need to be carried out? *

- ☐ Yes
☐ No

Application Ineligible

Unfortunately this grant can only cover costs (not already covered by insurance) related to damages or required clean up of eligible community organisation premises following the flooding event.

Please save your application and continue once any pending insurance claim has been resolved and costs outside of those covered by insurance are known.

Cleanup Expenditure

*** indicates a required field**

Evidence of ownership and damage

For all works/items that you are looking to claim for, please provide any evidence of ownership of items prior to the flooding event

Attach a file:

This can include photos, inventory/asset lists, proof of purchase or anything else that can substantiate the claim of ownership prior to the flooding event. Uploaded items should be named appropriately so that they can be matched to expenditure items.

For all items that you are looking to claim for, please provide any evidence of loss or damage caused by the flooding event

Attach a file:

This can include photos of the damage, incident reports, building assessments or any other documentation to support the claim premises/contents were damaged in the flooding event. Uploaded items should be named appropriately so that they can be matched to expenditure items.

Please outline the expenditure that your organisation has already incurred on this cleanup

Expenditure

\$

| | |
|--|----|
| Please list all expenditure items that your organisation has incurred to undertake the cleanup and repair of your premises | |
| | \$ |
| | \$ |

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| | |
|--|----|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Cleanup expenditure totals

Total Expenditure Amount

\$

This number/amount is calculated.

Do you have documentation to support this? *

- ☐ Yes
☐ No

Please outline the expenditure items that your organisation has been quoted for to undertake for the cleanup of your premises

| Expenditure | \$ |
|--|----|
| Please list all known expenditure items that are still required to undertake the cleanup and repair of your premises | |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Quoted cleanup expenditure totals

Total Expenditure Amount

\$

This number/amount is calculated.

Do you have quotes to support this claim? *

- ☐ Yes
☐ No

Cleanup Grant Requested

Please note that the maximum amount claimable for cleanup and repair costs under this grant program is **\$75,000**, even if cleanup costs incurred or quoted have exceeded this amount.

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Total Reimbursement Requested *

\$

Must be a dollar amount and no more than 75000.

Can not exceed the sum of expenditure already incurred and/or any quoted expenditure

Documentation Required

Unfortunately this grant can only fund cleanup costs with appropriate documentation.

Please save your application and continue when you can provide documentation.

Application Form - Community Recovery Grants

* indicates a required field

Community Recovery Grants

Is your application seeking to deliver activities and events that will assist the community to recover, reconnect and build capacity for future change, with an emphasis on social and emotional wellbeing?

- ☐ Yes
- ☐ No

Where will your project impact? *

- ☐ Fitzroy Crossing
- ☐ Fitzroy Valley Community
- ☐ Other location within the Shire of Derby-West Kimberley
- ☐ Other:

At least 1 choice must be selected.

If other please specify where

Tell us how it relates to the Fitzroy Valley flood affected region

What type of activities are you looking to deliver? Select any that apply: *

- ☐ Community, sporting, arts and culture participation projects and activities
- ☐ Community events or festivals
- ☐ Initiatives to promote or facilitate storytelling, sharing of knowledge or cultural heritage
- ☐ Informal and unaccredited community capacity building, training and education initiatives
- ☐ Development or reinvigoration of community hub spaces such as community gardens, yarning circles and cultural or recreational areas

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☐ Other:

If other please specify

Insurance Coverage

Grant recipients who are delivering projects, works or events will require insurance coverage appropriate to the nature of the activity and associated risks. Evidence of insurance will be required in the applications process and may be requested with claim documentation as evidence of continuing insurance.

Insurance requirements may include, but are not limited to:

- Public liability
- Personal accident/workers compensation
- Insurance of vehicles and plant and equipment, including third party cover.
- Professional indemnity (where applicable)

Does your organisation hold insurance coverage appropriate to the nature of the initiative activities and associated risks? *

- ☐ Yes
☐ No
☐ Unsure

If yes, please attach a copy of certificate of currency *

Attach a file:

Obtaining Insurance Coverage

Can your organisation obtain adequate relevant insurance to cover the proposed initiative activities? *

- ☐ Yes
☐ No

Project Name and Description

* indicates a required field

Provide a brief overview of your organisation *

Provide a short description (100 words recommended) of your organisation and what you do.

What is the name of your project? *

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Brief project description *

How will your project benefit the community?

Planned Project Start Date *

Must be a date.

Planned Project End Date *

Must be a date and no later than 31/10/2025.

Where will your project take place? *

If adding more than one location, please separate with commas

Who are the participants in your project? *

- ☐ Community-wide
- ☐ Aboriginal
- ☐ Culturally and Linguistically Diverse (CaLD)
- ☐ People with a disability
- ☐ Seniors
- ☐ Youth
- ☐ Women
- ☐ Other:

At least 1 choice must be selected.

How will you engage participants within your project? *

Project Budget

* indicates a required field

Income Items

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Please list all income items and amounts for your project below. Additional line items can be added if necessary

The total income - expenditure must equal \$0 before you can submit.

| Income | \$ |
|---|--------------------------|
| List any sources of revenue for this project, including in-kind contributions | Must be a dollar amount. |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Expenditure Items

Please list all expenditure items and amounts for your project below. Additional line items can be added if necessary

The total income - expenditure must equal \$0 before you can submit.

| Expenditure | Funding Source | \$ |
|---|---|--------------------------|
| List all anticipated expenditure items for your project e.g. Equipment Hire, Equipment Purchases, Labour, etc | Community Recovery Grant, Applicant Cash, Inkind, Other | Must be a dollar amount. |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Budget Totals

Project Income

Total Income Amount *

\$

This number/amount is calculated.

Project Expenditure

Total Expenditure Amount *

\$

This number/amount is calculated.

Income - Expenditure

Income - Expenditure *

\$

This number/amount is calculated.
This amount is calculated on Income minus Expenditure for the total project budget. It must equal \$0 to show that your project budget balances.

Funding Requested

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Total Funding Requested Through Community Recovery Grant Program *

\$

Must be a dollar amount and between 20001 and 100000.

Funding Requested

Total Funding Requested Through Community Recovery Grant Program *

\$

Must be a dollar amount and between 2500 and 20000.

Upload Supporting Documentation

Support Material

Please upload any support material relating to your application. Examples of support material include:

- a project overview or project plan
- quotes for expenditure items
- evidence of expenditure (cleanup grant only)
- written letters or emails of reference from organisations or community members supporting the initiative, including auspicing arrangements if applicable
- evidence of consultation or support from people that the initiative proposes to include.
- verification of appropriate Aboriginal involvement and approval, where the initiative relates to Aboriginal cultural or traditional business.

Please upload support material here

Attach a file:

Applicant Declaration

* indicates a required field

Applicants Declaration

By applying for the Community Recovery Grant, applicants agree to comply with the terms and conditions applicable to the Community Recovery Grant. The DLGSC may share data with other government agencies to help determine eligibility. It is the responsibility of the applicant to ensure they are providing true and correct information. The DLGSC reserves the right to audit grant recipients and examine evidence in relation to the organisation's eligibility requirements.

It is a condition of submitting an application that you acknowledge acceptance of the DLGSC's assessment process and requirements as outlined for this program

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Grant Application Terms and Conditions

In submitting this Application, I acknowledge and agree to be bound by the Terms and Conditions of the application.

- I declare the information shown in this application and attachments, and any details subsequently provided, is true and correct.
- I have read and am familiar with the information relevant to this application as published on the Department's website.
- I am aware of my rights and responsibilities with regard to copyright and intellectual property as it relates to this project and confirm that all parties with a potential claim to copyright and intellectual ownership arising from this project have been consulted and provided their agreement where required.
- I give the Department a licence to reproduce and communicate the supporting material submitted with my application for the purposes of assessment and confirm that I have obtained all copyright and intellectual permissions as required to do so.
- I agree to accept the Department's funding decision on my application.
- I have read and understood the section on Privacy and Freedom of Information and accept the terms.
- I agree to inform the Department of any changes in the status or circumstances of the application between the time of its submission and its assessment.
- I am aware that the Department reserves the right to require me to provide evidence to verify that a current Working with Children Assessment Notice is held by all relevant personnel where the activity involves working with people under the age of 18.
- I acknowledge that I am responsible for obtaining all necessary insurances relevant my Project.
- The Department accepts no liability or responsibility for any consequence that may arise from a lack of appropriate insurance.

I authorise the Department of Local Government, Sport and Cultural Industries to:

- Make changes to my application at my request if necessary.
- Share and seek relevant information from appropriate sources as necessary.
- Contact me, for the purpose of seeking feedback on the grant experience and enhancing services.

Funding acknowledgement:

Grant recipients are to acknowledge the State and Commonwealth funding contribution under the Disaster Recovery Funding Arrangements in public materials, which includes but is not limited to:

- Media releases, social media, posters, advertising and signage associated with the approved project
- Acknowledgement of statements in project publications and materials
- Events that use or include reference to the approve project

To comply with this requirement, all public advice and media releases should refer to the relevant funding source, as being "jointly funded by the Australian and Western Australian governments under the Disaster Recovery Funding Arrangements".

All publications must also include the State and Commonwealth Government logos and the following disclaimer: 'Although funding for this product has been provided by both the Australian and Western Australian Governments, the material contained herein does not necessarily represent the views of either Government'.

By ticking yes, you agree to the above declaration: *

☐ Yes

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Name of the person making this declaration *

First Name

Last Name

I consent to the Department of Local Government, Sport and Cultural Industries to:

☐ Share my name, email and phone number to contracted providers to evaluate program effectiveness.

Application Ineligible

Unfortunately, based on the information provided, you do not meet the eligibility criteria for this grant.

For further information please contact kimberley@dlgsc.wa.gov.au or call 9195 5749