

---

# NGO Flood Recovery Program

---

Western, Murrumbidgee, Far West and New  
England DCJ Districts – Closed Competitive Grants

## PROGRAM GUIDELINES

July 2023

# Contents

- Overview of the NGO Flood Recovery Program – Closed Competitive Grants.....2
- Eligibility ..... 2
- Assessment..... 3
- Grant amounts ..... 3
- How grant funds can be used..... 3
- Funds cannot be used for ..... 4
- Reimbursement ..... 4
- Subcontracting information ..... 5
- Reporting..... 5
- Insurance..... 5
- NSW National Redress Scheme sanctions..... 5
- COVID-19 ..... 6
- How to apply..... 6
- Banking details information ..... 6
- Keep contact details up to date ..... 6
- Grant Funding Agreement ..... 6
- Support..... 7

---

# Overview of the NGO Flood Recovery Program – Closed Competitive Grants

The Commonwealth and NSW Governments have allocated \$9.1 million under the Disaster Recovery Funding Arrangement (DRFA) to support communities to recover from the floods that commenced in August-September 2022 (AGRN1030/1034). The Non-Government Organisation (NGO) Flood Recovery Program is directed to organisations providing services to individuals and families in the four highly impacted NSW Department of Communities and Justice (DCJ) Districts of Western, Murrumbidgee, Far West and New England.

A total of \$1.1 million is available under the NGO Flood Recovery Program – Closed Competitive Grants. Applications for this stream of grant funding are invited from DCJ funded service providers in the four identified DCJ Districts. The grant will support DCJ service providers to continue to provide critical services to vulnerable individuals and communities.

Eligible applicants were assessed by DCJ and directly invited to submit a grant application. Invited providers will need to agree and confirm they are able to meet the requirements specified in these Program Guidelines and in the Grant Funding Agreement.

This Closed Competitive Grant stream complements the \$6.5 million in Open Competitive Grants available to all NGOs affected by the floods that provide services to individuals and families in the four DCJ Districts.

The NGO Flood Recovery Program is designed to embed social cohesion, support community-led social recovery and respond to community feedback about local decision making. This funding is to be used in conjunction with, and does not replace, other NSW Government support services.

---

## Eligibility

DCJ has directly invited service providers to apply based on the following eligibility criteria:

- Has an active contract with DCJ that includes annual funding to deliver services
- Operates in one of the following four DCJ Districts: Western, Murrumbidgee, Far West and New England (for more information and maps see [dcj.nsw.gov.au/contact-us/dss.html](https://dcj.nsw.gov.au/contact-us/dss.html))
- Operates in one or more of the Local Government Areas (LGAs) subject to a disaster declaration under AGRN 1030 or 1034 (for more information and lists of LGAs see [nsw.gov.au/disaster-recovery/natural-disaster-declarations](https://nsw.gov.au/disaster-recovery/natural-disaster-declarations))
- Has an Out of Home Care contract, Permanency Support Program contract or a contract to deliver direct client/community supports to individuals, families, and communities that reside in one or more of the Local Government Areas (LGAs) subject to a disaster declaration under AGRN 1030 or 1034
- Is an NGO (local councils and other government agencies are excluded)
- Has capability and capacity to provide assistance immediately
- Is able to use the funds flexibly to support recovery over the next 12 months
- Can work in collaboration with other local providers, Government agencies and the NSW Reconstruction Authority
- Can work closely with local Aboriginal communities
- Provides complementary coverage with other Closed Competitive Grant applicants across the Western, Murrumbidgee, Far West and New England DCJ Districts

The assessment of invitees was based on local knowledge and prior performance against existing

contracts with DCJ.

---

## Assessment

Eligible invited organisations are requested to submit an application that will be assessed against the following assessment criteria:

The applicant:

1. Demonstrates there is an increased demand for their services
2. Has the capacity to meet the increased demand for their services
3. Has the capability to deliver high quality, flexible and sustainable services
4. Demonstrates an ability to understand and respond to the changing needs of local communities
5. Is able to fully expend the grant by September 2024.

The assessment criteria applies to the lead applicant in a subcontracting arrangement. The lead applicant will be held accountable for all subcontracted organisations against the criteria above.

Application for funding does not guarantee funding. The assessment process will be managed by DCJ and supported by an independent probity advisor. An eligibility assessment will be based on how the applicant has addressed the core eligibility criteria. The delegated decision-maker (Deputy Secretary in DCJ) is the final decision maker regarding eligibility and awarding of funding.

Please note that service providers eligible to apply for a Closed Competitive Grant will also be considered and assessed for the Open Competitive Grant. If your application is successful, the decision of whether to provide funding through an Open or Closed Competitive grant will be at the discretion of DCJ.

Successful organisations will only be award one grant from either the Closed or Open Competitive Grant streams.

---

## Grant amounts

DCJ will determine the Closed Competitive Grants offered to each service provider invited to apply for a Closed Competitive Grant.

Grants of between \$50,000 and \$100,000 will be offered proportionally based on the existing total value of existing DCJ contracts.

Any expenditure over the approved grant will be the liability of the service provider.

---

## How grant funds can be used

The Closed Competitive Grant funds can be used flexibly by DCJ service providers in the following four DCJ Districts: Western, Murrumbidgee, Far West and New England to support their existing client groups throughout the recovery period and to adapt that support as needs change. Services funded through this grant must only be provided in LGAs subject to a disaster declaration under AGRN 1030 and 1034 (for more information and lists of LGAs see [nsw.gov.au/disaster-recovery/natural-disaster-declarations](https://nsw.gov.au/disaster-recovery/natural-disaster-declarations)).

This support to individuals and families residing in [these LGAs](#), to assist them in getting back on their feet, could include:

- Staffing costs to meet increased demand for support
- Reimbursement of expenses incurred since August-September 2022 that were directly related to the floods (up to 25% of the total grant provided)
- Operational costs to deliver critical service delivery, for example vehicle hire and overheads directly related to service delivery
- Service delivery minor expenses up to \$1,000 per individual, such as
  - purchasing food and personal care items not available through other means
  - ensuring people remain safe and have access to supports

This list of eligible expenses and the exclusions listed below are designed to be compliant with the DRFA. DCJ approval of the proposed budget and plan for use of grant funding will be required as part of the application assessment process and establishing the Funding Agreement.

---

## Funds cannot be used for

- Expenses that are already covered by other Government grants, including the Disaster Recovery Small Business Grants (for more information see [service.nsw.gov.au/transaction/apply-disaster-recovery-small-business-grant-storms-floods-august-september-2022-onwards](https://service.nsw.gov.au/transaction/apply-disaster-recovery-small-business-grant-storms-floods-august-september-2022-onwards)), or insurance payments, for example replacement of items lost or damaged in the floods
- Temporary accommodation arrangements for the applicant organisation
- Infrastructure (capital works), equipment and other assets, including the purchase of vehicles
- Commercial activities
- Existing debts or budget deficits incurred prior to the floods that commenced in August-September 2022
- Costs not related to service delivery
- Support services provided to individuals or communities that do not live in the [eligible LGAs \(AGRN 1030 and 1034\)](#)
- Interstate or overseas travel
- Vouchers, for example phone, store or internet credit

---

## Reimbursement

Successful applicants can use up to 25% of grant funding to reimburse costs directly associated with service delivery since the floods that commenced in August-September 2022 that was directed to individuals, families and communities residing in one or more of the Local Government Areas (LGAs) subject to a disaster declaration under AGRN 1030 or 1034 (for more information and lists of LGAs see [nsw.gov.au/disaster-recovery/natural-disaster-declarations](https://nsw.gov.au/disaster-recovery/natural-disaster-declarations)).

Please note subcontracted organisations can also claim up to 25% reimbursement of their share of the total grant as per above.

Successful applicants cannot use reimbursements for capital works (including building repairs and construction), equipment and major assets.

---

## Subcontracting information

DCJ will only provide a grant to a single organisation (that was invited to apply). Organisations can work together through one lead organisation using subcontracting arrangements between them.

For more information on subcontracting please refer to the link below or email [SPCGrantsTeam@facns.nsw.gov.au](mailto:SPCGrantsTeam@facns.nsw.gov.au):

[facns.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting](https://facns.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting)

---

## Reporting

Successful applicants will need to submit a financial acquittal in October 2024. The grant acquittal will be separate from the Annual Accountability process. The grant acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement
- Operational costs
- Minor expenses for individuals

In addition, grant recipients will also need to provide information regularly on the number of services delivered.

Service providers will also be required to participate in regular support forums during the grant period and regularly liaise with and provide information to local DCJ Flood Support Officers.

Due to Commonwealth and NSW audit requirements you may be randomly selected to provide further information during the grant period or afterward, including appropriate evidence and documentation to demonstrate that your expenditure of grant funding aligns with the use of funds permitted in these Guidelines. This may include invoices, receipts, transaction listings, general ledgers, employment contracts and the like, which you will be required to retain for a period of seven years.

---

## Insurance

Grant recipients must maintain current and adequate insurance appropriate to the projects/activities funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Funding Deed. This must include, but is not limited to a minimum of \$10 million Public Liability Insurance.

---

## NSW National Redress Scheme sanctions

The NSW Government will not award a Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

[Visit the website](#) for further information about the NSW National Redress Scheme sanctions

---

## COVID-19

Projects must adhere to current NSW Government public health orders and advice in COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

---

## How to apply

All eligible organisations were sent an invitation to apply for a grant, including a SmartyGrants website link ([dcj.smartygrants.com.au/ngofloodrecovery](https://dcj.smartygrants.com.au/ngofloodrecovery)). Applications must be made online through the SmartyGrants online grant portal.

**Applications close at 5:00pm on Friday 1 September 2023** and applicants will be notified in late September/early October 2023. Please note that late applications will not be accepted.

There will be an online information sessions at **2:30pm on Thursday 3 August and Thursday 17 August 2023** to support eligible organisations with their applications and to answer any questions. Links for these sessions were provided with your invitation to apply.

For more information please contact the Grants team at [SPCGrantsTeam@facfs.nsw.gov.au](mailto:SPCGrantsTeam@facfs.nsw.gov.au).

---

## Banking details information

It is the applicants' responsibility to provide correct banking details, including the authorised signature to verify the applicant's bank details, in their application form. Funds transferred to an incorrect bank account may not be recoverable.

---

## Keep contact details up to date

The application, Funding Agreement and acquittal for the grants will be managed using the SmartyGrants management system and DocuSign.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. Please email [SPCGrantsTeam@facfs.nsw.gov.au](mailto:SPCGrantsTeam@facfs.nsw.gov.au) to update contact details.

DCJ is not responsible for any consequences should the successful applicant's grant offer be withdrawn due to out-of-date contact details in SmartyGrants or failing to complete required documentation by specified due dates.

---

## Grant Funding Agreement

If your organisation's application is successful you will be asked to execute a Grant Funding Agreement with DCJ, which will need to be signed electronically by two authorised officers using DocuSign. This agreement will include a copy of these Guidelines and your application.

For more information on who is authorised to sign on behalf of your organisation please refer to the following for further details: [Authorised signatories and delegation](#).

Once we receive the successful applicant's signed Funding Agreement via DocuSign, the Funding Agreement will be countersigned and returned by DocuSign.

Any variation to the project as detailed in the application form must be agreed in writing by DCJ.

Your agreement will require that your organisation comply with all applicable privacy legislation, and that any personal information obtained be kept safe and secure, used only for the purpose of your funded activities and not disclosed to third parties (unless legally authorised or required). In addition, you will agree that we may disclose certain information in relation to the agreement in accordance with our obligations under the *Government Information (Public Access) Act 2009*.

Successful applicants must acknowledge the Commonwealth and NSW Government's support through the provision of funding.

---

## Support

For any questions about the grants and submitting applications please contact the Grants Team at [SPCGrantsTeam@facs.nsw.gov.au](mailto:SPCGrantsTeam@facs.nsw.gov.au)



6 Parramatta Square  
10 Darcy Street  
Parramatta NSW 2150

Locked Bag 5000  
Parramatta NSW 2124

Office hours:  
Monday to Friday  
9.00am – 5.00pm

E: [SPCGrantsTeam@facns.nsw.gov.au](mailto:SPCGrantsTeam@facns.nsw.gov.au)  
W: [dcj.nsw.gov.au/flood-recovery-grants.html](http://dcj.nsw.gov.au/flood-recovery-grants.html)