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# NGO Flood Support Program

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Direct Allocation Grants  
Grants Administration Guide

July 2022

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# Overview of the NGO Flood Support Program - Direct Allocation Grants

The NSW Government has allocated \$13.3 million to support Northern NSW communities affected by the floods in February and March 2022. The NGO Flood Support Program is for the seven highly impacted Northern Rivers Local Government Areas: Richmond Valley, Clarence Valley, Kyogle, Lismore, Tweed, Ballina and Byron.

A total of \$4.5 million is available under the NGO Flood Support Program – Direct Allocation Grants. This tranche of grant funding is for DCJ funded service providers in the seven Northern Rivers LGAs. The grant will support DCJ service providers to continue to provide critical services to vulnerable individuals and communities.

Eligible service providers 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 this Grants Administration Guide and in the conditions of the Grant Funding Agreement.

The Direct Allocation Grants complement the \$7.6 million NGO Flood Support Program – Open Grants available to all eligible service providers.

The NGO Flood Support 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 and/or Australian Government Disaster Assist services.

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## Eligibility

DCJ has directly selected service providers based on the following eligibility criteria:

- Has an active contract with DCJ that includes annual funding to deliver services
- Operate in any of the following seven Northern Rivers LGAs: Richmond Valley, Clarence Valley, Lismore, Kyogle, Tweed, Ballina, Byron
- Has an Out of Home Care contract, Permanency Support Program contract or has a contract to deliver direct client/community supports
- Is a non-government organisation (local councils and other government agencies are excluded)

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## Assessment

Eligible service providers were assessed using the following criteria to determine who to invite to apply for a Direct Allocation Grant:

- Has capability and capacity to provide assistance immediately
- 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 Resilience NSW
- Can work closely with local Aboriginal and/or Torres Strait Islander communities and people
- Provides complimentary coverage with other Direct Allocation Grant applicants across all seven Northern Rivers LGAs

The assessment was based on local knowledge and prior performance against existing contracts with DCJ.

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## Grant Amounts

DCJ determined the Direct Allocation Grant amounts offered to each service provider. The amount is based on the size and nature of current DCJ contracts in the Northern Rivers LGAs.

Of the \$4.5 million available for the Direct Allocation Grant, \$2.0 million is allocated to Out of Home Care / Permanency Support Program providers and \$2.5 million for general DCJ providers in the Northern Rivers LGAs.

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## How grant funds can be used

The Direct Allocation Grant funds can be used flexibly by DCJ service providers to support their existing client groups throughout the recovery period and to adapt that support as needs change.

Successful applicants can determine how the funds are best spent to support individuals and communities and could include:

- Staffing costs to meet increased demand for support
- Reimbursement of expenses incurred since February-March 2022 that were directly related to the floods
- Purchase of minor equipment and assets up to \$5,000 in total
- 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
  - purchasing phone credit, internet credit, laptops and/or IT connectivity
  - ensuring people remain safe and have access to supports such as caring for pets while in temporary accommodation

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## Funds cannot be used for

- Expenses that are already covered by other government grants or insurance payments, for example replacement of items lost or damaged in the February-March 2022 floods
- Temporary accommodation arrangements
- Infrastructure and major equipment and assets, including the purchase of vehicles
- Commercial activities
- Existing debts or budget deficits prior to the February-March 2022 floods
- Costs not related to service delivery
- Interstate or overseas travel.

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## Reimbursement

Successful applicants can use up to 25% of the grant to reimburse costs directly associated with service delivery since the February-March 2022 floods. DCJ will not require a breakdown of expenses.

We can also consider reimbursement of up to 50% of the grant. This will require more detailed information, a business justification and there are additional reporting conditions. These claims will be considered on a case-by-case basis (refer to application form).

Please note subcontracted organisations can also claim up to 25% or 50% reimbursement of their share of the total grant as per above.

Successful applicants cannot use reimbursements for capital works (including building repairs and construction) and major assets. Minor equipment and assets up to \$5,000 in total can be reimbursed as long as they were directly related to service delivery.

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## Subcontracting information

For more information on subcontracting responsibility please access the link below or email [SPC-GrantsHub@facs.nsw.gov.au](mailto:SPC-GrantsHub@facs.nsw.gov.au)

<https://www.facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting>

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## Reporting

Successful applicants will need to submit a simple financial acquittal in September 2023. The grant acquittal will be separate from the Annual Accountability process. The grant acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement
- Minor equipment and assets
- Operational costs
- Minor expenses for individuals

Service providers will also be required to participate in regular forums during the program.

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## Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services 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 Grant Funding Agreement. This must include, but is not limited to a minimum of \$10 million Public Liability Insurance.

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## 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

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## COVID-19

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

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## 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.

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## 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 [SPC-GrantsHub@facs.nsw.gov.au](mailto:SPC-GrantsHub@facs.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.

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## Returning the Grant Funding Agreement

Agreements can only be signed by authorised officers of the successful applicant's organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if the successful applicant is a not-for-profit organisation, or the General Manager or delegated officer if the successful applicant is a council. Please refer to the following for further details on [authorised signatories and delegation](#).

Once we receive the successful applicant's signed Grant Funding Agreement via [DocuSign](#), the Funding Agreement will be countersigned and returned by DocuSign.

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## Support

For any questions about submitting applications, organisations can contact the Grants Team at [SPC-GrantsHub@facs.nsw.gov.au](mailto:SPC-GrantsHub@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: [SPC-GrantsHub@fac.s.nsw.gov.au](mailto:SPC-GrantsHub@fac.s.nsw.gov.au)

W: [dcj.nsw.gov.au/service-providers/grants/ngo-flood-support-program.html](http://dcj.nsw.gov.au/service-providers/grants/ngo-flood-support-program.html)