
NGO Flood Support Program

Open Grants
Grants Administration Guide

July 2022

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Overview of the NGO Flood Support Program - Open 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 \$7.6 million is available under the NGO Flood Support Program - Open Grants. This tranche of grant funding is for any eligible community and volunteer based NGO in the seven Northern Rivers LGAs. The grant will support NGOs to continue to provide critical services to individuals and families.

The second tranche of grants (Direct Allocation) and on the ground support will be made available to DCJ service providers delivering critical services in the seven Northern Rivers LGAs. DCJ will directly invite eligible service providers to express their interest.

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](#).

This Grants Administration Guide should be read in conjunction with the NGO Flood Support Program - Open Grants [FAQ](#). This will provide further detail on the program, the application process and requirements.

Eligibility

There are two stages in the Open Grants:

1. *Grant Eligibility*: opened in June 2022 for organisations to register their eligibility.
2. *Grant Application*: open in July for eligible organisations to submit a funding application.

Eligibility guidelines were published on the DCJ website at <https://dcj.nsw.gov.au/service-providers/grants/ngo-flood-support-program.html>.

Assessment

Eligible organisations will be invited to submit an application 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 August 2023.

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.

Prioritisation

The assessment process will prioritise organisations that primarily deliver services to:

- Aboriginal and/or Torres Strait Islander communities and people
- Culturally and linguistically diverse groups

Applications may also be prioritised to ensure equitable geographic distribution across the seven Northern Rivers LGAs.

Applications received from DCJ service providers who accept a Direct Allocation Grant will be deprioritised.

Grant Amounts

Eligible applicants can apply for one-off time limited grants from one of the four packages available:

- 30 funding packages of \$10,000 grants
- 40 funding packages of \$50,000 grants
- 25 funding packages of \$100,000 grants
- 14 funding packages of \$200,000 grants

Applicants may also nominate a second preferred funding package in their application. All grants must be fully expended by August 2023.

DCJ may vary the distribution of packages depending on the number of funding applications submitted. DCJ may also offer successful applicants a package lower than the amount requested.

How grant funds can be used

The Open Grants funds can be used flexibly by organisations to sustainably deliver services throughout flood recovery and to adapt that support as needs change.

Successful applicants can determine how the funds are best spent to support individuals and communities to get back on their feet 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

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.

Reimbursement

Successful applicants can use up to 25% of 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.

Subcontracting information

DCJ will only provide a grant to a single organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them.

For further information on subcontracting please refer to the NGO Flood Support Program [FAQ](#). For specific queries please email SPC-GrantsHub@facns.nsw.gov.au.

Reporting

Successful applicants will need to submit a simple financial acquittal in September 2023. The acquittal will include an expenditure breakdown on:

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

Successful applicants will also be required to participate in regular forums during the program and

those that receive grants of \$100,000 and above will need to regularly provide information about the number of services delivered.

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.

NSW National Redress Scheme sanctions

The NSW Government will not award a Grant 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 regards to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

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.

How to apply

All organisations that submitted an Eligibility Application and are assessed as eligible will be sent an invitation to apply for a grant, including a website link.

Applications close at 5pm on Wednesday 3 August 2022.

There will be an online information session to support eligible organisations with their applications and to answer any questions. Details for this will be listed in invitation email sent to eligible applicants.

Northern District DCJ staff and Resilience NSW Local Recovery Coordinators in the seven Northern Rivers LGAs will be available to assist organisations with their grant applications, or eligible applicants can contact the Grants team at SPC-GrantsHub@fac.s.nsw.gov.au.

What is the process after applications close?

Applications will initially be reviewed by DCJ for general program compliance, and then assessed. Applicants will be formally notified in August 2022 if their application has been successful or unsuccessful. Applicants must ensure their contact details are up to date.

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

W: dcj.nsw.gov.au/service-providers/grants/ngo-flood-support-program.html