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| Round One 2023-24 Individual Project Proposal Form | |
| *Please complete all sections in this form and return to the NT Emergency Service by* ***5pm ACST, 20 February 2023*** *via email at:* [*ntdrf@pfes.nt.gov.au*](mailto:ntdrf@pfes.nt.gov.au)*.*  *The Individual Project Proposal, Project Budget and Project Logic sections of the form must all be completed for the project to be considered.* | |
| Project Title |  |

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| Contact Information | |
| Organisation name  (incl ABN if applicable) |  |
| Contact Person |  |
| Position |  |
| Email |  |
| Phone |  |

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| Checklist | |
| **Project readiness** | * Has the project secured relevant internal approvals, including an approved business case, if required? |
| * Will the project be ready to commence from July 2023 and has a viable 3-year schedule? |
| * Does the Project have assigned resources with the relevant experience and project management capability to deliver the project? |
| **Project funding** | * Is the Project a large scale project of greater than $1 million including co-contributions? |
| * Has the Project secured, or have a viable plan to secure, co-contribution funding? |

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| Project Information | | | |
| Problem |  | | |
| Solution/Goal |  | | |
| Does, or will, this project directly support people from, or who identify as belonging to, specific population sub-groups? | * Aboriginal and Torres Strait Islander Peoples * Children (aged 0 -15 years) * Individuals experiencing domestic and family violence * People from a culturally and linguistically diverse background * People from the LGBTQI+ community * People with a disability * People with mental illness * Seniors * Youth (15-24) | | |
| Project Location |  | Project Location Type  *(select only one option)* | * LGA * Multi-LGA * State/Territory Wide * Multi-State/Territory |
| Project Period  *(years – 1, 2 or 3)* |  | | |
| Project Start Date |  | | |
| Hazard type(s) being targeted |  | | |
| Project Activity Type(s) | Infrastructure   * Investment in grey infrastructure * Investment in green-blue infrastructure (including nature based solutions) * Investment in hazard monitoring infrastructure * Business case development for future infrastructure   Systemic risk reduction   * Supporting a better understanding of risk, through a better evidence base to understand and raise awareness of risk * Strengthening decision making by enhancing governance networks and communities of practice * Adaptation projects that improve land use planning and development practice projects * Projects that build the capacity and capability of businesses, community sector organisation and/or at-risk communities * Projects that enable and incentivise private investment in disaster risk reduction | | |
| Funding | | | |
| DRF funding amount requested ($000s) | $ | | |
| Co-contribution ($000s) | $ | | |
| Total Project Cost ($000s) | $ | | |
| Has financial assistance previously been or currently being sought or provided through Commonwealth, State/Territory or other initiatives to support this project   * Yes * No | *If yes, provide further details of the Program the project was submitted to and the outcome of the application process.* | | |
| Co-contribution waivers/reductions being sought | Is a co-contribution waiver or reduction being sought for this project?   * Yes * No   If yes,   * Waiver in full * Reduction | | |
| Co-contribution waiver/reduction details  *Leave blank if not applicable*  *Enter the total value and percentage against the Cth contribution that you are seeking to have waived/reduced.*  *If a reduction, enter the total value and percentage against the Cth contribution you expect to provide.*  *If a reduction, advise whether the co-contribution is already confirmed or anticipated.* | ***Provide a rationale as to why a waiver or reduction is being sought.***  *Note: waivers or reductions are only expected to be provided in exceptional circumstances. It is up to the applicant to make a strong case. Decisions will be made by the Minister for Emergency Management.* | | |

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| Responses to Australia Government Criteria *(must not exceed 2,000 words per criterion)  Please fill in the text box below or attach to this form.* |
| Response to Criterion One – Project details  Provide a detailed description of your project including the project scope, activities and expected outcomes.  Your response must include statements on:   * What the project is, in detail? * What risk or problem does the Project seek to address? An indication of the risk before and after the proposed project? * Who (or what) does this impact and how? * What evidence (quantitative/qualitative) can you draw on to indicate the size and severity of the risk? * How will the Project enable adaptation to future climate and disaster impacts? * How will the project avoid and manage the potential for maladaptation (including any potentially negative social, environmental or economic outcomes)? * Reference any or all of the four domains of social, economic, built and ecological |
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| Response to Criterion Two – The likelihood of project success  Your response must address the following:   * Confirmation of the ability to deliver this project within the agreed 3 year timeframes * Evidence of capacity to complete the Project to meet industry standards * Evidence of capacity and capability (including previous experience in undertaking similar scale projects) |
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| Response to Criterion Three – Alignment with existing plans and strategies  Your response must include:   * Detail on how the Project meets the Program Objectives * Detail on how the Project aligns with any existing state, territory or local government disaster risk reduction policies; and * Detail regarding why this Project is not able to be funded through other potentially more appropriate sources |
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| Other relevant considerations and information the applicant may wish to provide |
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| Attachments | |
| Required Attachments   * Completed project logic * Completed indicative budget |  |
| Optional Additional Attachments  *Attachments here can be provided to support claims in the application (optional). Maximum size limit per file is 20MB.* | * Optional 1: Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Optional 2: Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Optional 3: Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Optional 4: Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Optional 5: Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| End of form | |

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| Declaration | |
| *Authorisation should be by a person who has authority to sign on behalf of the organisation.*  I/We certify that the information given in this application is true and correct.  I/We agree the information disclosed in this submission may be disclosed to other government agencies, reviewers and staff assisting with the administration or promotion of the NT Application.  I/We declare to the best of my/our knowledge, there are no perceived or existing conflicts of interest to declare.  I/We certify I/we have read the Australian Government guidelines and understand the monitoring and evaluation obligations for successful Projects. | |
| Signature |  |
| Printed Name |  |
| Position |  |
| Date |  |

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| Round One 2023-24 Project Logic Form |

**Project:** *<insert title>*

Problem Statement: <*indicate* *the underlying issue that you are trying to address. Maximum 400 characters including spaces>*

Solution/Goal: *<explain how you intend to address the issue outlined in your problem statement. Maximum 400 characters including spaces>*

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| ***🡪 🡪 🡪 🡪 🡪 🡪 Your planned work 🡪 🡪 🡪 🡪 🡪*** | | ***🡪🡪 🡪 🡪 🡪 🡪 Your intended results 🡪 🡪 🡪 🡪 🡪 🡪*** | |
| Inputs | Outputs: | Short to medium-term outcomes  (timeframe) | Long-term outcomes  (timeframe) |
| *<Indicate the resources you will have>*  *<Consider:*   * *People and staffing* * *Funding* * *Time* * *Knowledge* * *Networks* * *Places and spaces* * *Equipment* * *Partner organisations and groups>* | *<Describe the activities that are part of your project. For example, what will have been done when you have finished delivering the project?\*>*  *\*Be careful not to confuse outputs (what is delivered) with outcomes (what changes are caused).* | *<Describe what will be different once your activities are completed? Short term outcomes would usually be expected on completion of a project, and often include changes in skills, knowledge, attitude, awareness or motivation. Medium-term outcomes may take some time to be seen, and can include changes in behaviour, practice or systems or the application of skills and knowledge.>* | *<Describe any long term outcomes as a result of your project being completed. This should link to your goal statement and resolve the issue in your problem statement.>* |
| **Assumptions:** *<indicate* w*hat unexamined beliefs you may have about how or why the project will work. This could be assumptions around the participants, engagement, activities etc>.* | | **External factors:** *<indicate what is outside of your control but could impact your project, e.g. political, social, cultural and geographic environments that influence project delivery and outcomes.>* | |

Round One 2023-24  
Project Budget Form

**Project:** <insert title>

**Total amount sought from the Commonwealth:** <insert AUD in $000s>

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| # | Milestone | Timeframe | Total budget  ($000s) | Commonwealth contribution  ($000s) | Co-contribution ($000s) |
|  | ***<specify deliverable title>***  *<provide high level summary of what the deliverable entails>* | *Financial Year – as specific as possible* | *$* | *$* | *$* |
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|  |  | *TOTAL* | *$* | *$* | *$* |

*All figures should be GST exclusive. Refer to Section 5 of the DRF Guidelines for eligible and ineligible expenditure types. Eligible expenditure may include:*

* *amounts for contingencies*

**Example only** (delete prior to submitting proposal to NTES)

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| # | Milestone | Timeframe | Total budget  ($000s) | Commonwealth contribution  ($000s) | Co-contribution ($000s) |
| *1* | ***Development of an implementation plan***  *Develop a project management plan including details on implementation timeframe milestones, a comprehensive itemised budget, risk and risk management/mitigation strategies and project monitoring* | *2023-24* | *$10,000* | *$5,000* | *$5,000* |
| *2* | ***Literature review and modelling –***  *Develop a state-wide literature review into the proposed approach* | *2023-24* | *$100,000* | *$50,000* | *$50,000* |
| *3* | ***Pre-construction –***  *Design and documentation, site investigation, land costs* | *2023-24* | *$100,000* | *$50,000* | *$50,000* |
| *4* | ***Contractor Costs –***  *Management, Earthworks, Drainage and Supplies* | *2024-25* | *$100,000* | *$50,000* | *$50,000* |
| *5* | ***Project Management –***  *Administration and project management and monitoring costs* | *2023-24 –*  *2025-26* | *$100,000* | *$50,000* | *$50,000* |
| *6* | ***Report –***  *Administration and project management and monitoring costs* | *2025-26* | *$100,000* | *$50,000* | *$50,000* |
|  |  | *TOTAL* | *$510,000* | *$255,000* | *$255,000* |