Australian Government
National Emergency Management Agency

Disaster Ready Fund Round Two, 2024-25

Application How-to Guide

Updated: 8 February 2024

1. Introduction

This Application How-to Guide (the Guide) has been developed to provide Lead Agencies with detailed instructions regarding the application process and forms for Round Two, 2024-2025 of the Australian Government's Disaster Ready Fund (DRF).

Various parts of this Guide – particularly Sections 2 and 3 – may also be helpful to Applicants in understanding and completing the information that Lead Agencies are required to submit to NEMA.

This Guide should be read in conjunction with the *Disaster Ready Fund Guidelines: Round Two, 2024-25* (DRF Guidelines) and other information published on the National Emergency Management Agency's (NEMA's) website.

Throughout this Guide, and in accordance with the DRF Guidelines, state and territory government agencies or departments who have been nominated to coordinate and submit DRF project proposals on behalf of their jurisdictions are referred to as 'Lead Agencies'. Individuals or entities that develop DRF project proposals are referred to as 'Applicants', noting that Lead Agencies may also be Applicants.

2. Process Overview

Application Process

Sections 1 and 3.2 of the DRF Guidelines set out three different pathways for applying for DRF funding, depending on the project scope and where the project will be delivered.

In all cases:

- Applicants must first apply through their relevant state or territory Lead Agency (or nominated coordinating Lead Agency in the case of multi-jurisdictional and national proposals), who will conduct an initial review of project proposals and seek ministerial endorsement of suitable applications.
- Lead Agencies are in turn responsible for submitting endorsed applications to NEMA using NEMA's online application portal.

It is important to note that the process for applying to Lead Agencies may vary by state and territory, with some requiring participation in an Expression of Interest process. Prospective Applicants should accordingly check these processes, including any jurisdiction specific information requirements and deadlines, with their relevant Lead Agency before commencing an application.

Further information on the process for applying to NEMA is set out in the abovementioned sections of the Guidelines and below.

Online Application Portal

For Round 2 of the DRF, NEMA has developed a new application portal powered by SmartyGrants software.

Access to the online application portal will be governed by system administrators at NEMA and be open to Lead Agencies only, in accordance with the application process under section 1 of the DRF Guidelines.

Further information on how to access and navigate the online application portal will be provided separately prior to applications from Lead Agencies opening.

Application Forms

The following application forms and attachments must be completed and submitted to NEMA by Lead Agencies, via the NEMA's online application portal, prior to NEMA's closing date for applications:

1. An **Individual Project Application** together with all **required attachments** for each project proposal that has been categorised as 'Suitable' or 'Highly Suitable' and received ministerial endorsement (or has endorsement pending) at a state/territory level; and
2. An **Application Cover Sheet** for each state and territory (including each eligible Indian Ocean Territory), summarising all projects submitted by the relevant Lead Agency, along with certain other information, including confirmation of ministerial endorsement as well as information about the application and categorisation approach.

To assist with gathering information and drafting responses, offline versions of the Individual Project Application and Application Cover Sheet forms, along with templates for the required attachments (Project Logic and Indicative Budget), will be issued by NEMA to Lead Agencies prior to the application opening date. Please note that:

- Lead Agencies may choose to share these offline forms with prospective Applicants and delivery partners or may prefer to use their own custom application forms. If using custom forms, Lead Agencies are responsible for ensuring that all information required by NEMA is collected and meets NEMA's length/formatting requirements, as set out in NEMA's offline forms and this Guide.
- Information entered in the offline forms or any custom form must be copied into the online application portal (i.e. cannot be uploaded). Lead Agencies should accordingly factor time into their application processes for this step.
- The Project Logic and Indicative Budget are to be submitted as attachments using NEMA-issued templates, and can be uploaded to the online application portal. No other templates will be accepted for these attachments.
- the Individual Project Application form and Cover Sheet support text-only fields, number-only fields, tick boxes and drop-down lists. If wanting to submit other content types (e.g. formatted text, tables, charts, images, etc), these can be included as optional attachments (see section 3.2 of this Guide).

Roles of Lead Agencies, Applicants and Delivery Partners in the Application Process

Lead Agencies in each state and territory are responsible for:

- coordinating application processes within their respective jurisdictions, including calling for and receiving project proposals, screening proposals to ensure submissions comply with the DRF's objectives, eligibility criteria, and selection criteria as outlined in the DRF Guidelines, categorising them as 'not suitable', 'suitable' or 'highly suitable', seeking ministerial endorsement, and submitting endorsed projects to NEMA.
- working with Applicants and other state and/or territory Lead Agencies where appropriate (e.g. for multi-jurisdictional projects) to coordinate project proposals.

Applicants and delivery partners are responsible for:

- developing and submitting project proposals to their relevant Lead Agency for consideration and possible submission to NEMA
- in the case of multi-jurisdictional and national projects, nominating and working with one Lead Agency to coordinate the proposal in consultation with other relevant Lead Agencies.

In addition, Applicants and/or Lead Agencies must undertake meaningful consultation with relevant local governments and First Nations communities before submitting any project with a place-based focus.

As noted above, only Lead Agencies can submit applications to NEMA via NEMA's online application portal. Applications cannot be submitted by Applicants directly to NEMA (except where they are a Lead Agency) or In any other manner.

Getting help

NEMA-issued forms, templates and guides will be made available through Lead Agencies to support Lead Agencies, Applicants and delivery partners with collating proposal inputs.

Frequently asked questions are available on NEMA's website. The website is updated regularly and should be reviewed before submitting an enquiry.

Lead Agencies requiring assistance throughout the application process can contact NEMA by email at disaster.ready@nema.gov.au. Applicants should contact their Lead Agency in the first instance.

3. Individual Project Application

This part of the Guide provides further information about completing Individual Project Applications.

For each project proposal that DRF funding is being sought, the coordinating Lead Agency must submit to NEMA:

- a completed **Individual Project Application form** which includes project details, funding information, and responses to the selection criteria; and

- all **required attachments**, namely (i) a completed Project Logic, and (ii) a completed Indicative Budget for the project, including milestones, co-contribution details and an in-kind co-contribution breakdown.

Up to five (5) additional attachments containing supporting information may also be provided per Individual Project Application.

All questions within the Individual Project Application form are mandatory, except where otherwise indicated.

Lead Agencies will be able to save drafts and modify responses within the online application portal up until the point online forms are submitted to NEMA.

Before submitting online forms, Lead Agencies must:

- ensure all required fields are complete, and
- check all responses for accuracy.

Once online forms have been submitted, responses cannot be edited (unless withdrawing and resubmitting the application before applications close). Applications may be withdrawn at any time by written notice from the Lead Agency to NEMA by email at disaster.ready@nema.gov.au.

Applications may be downloaded from the online application portal, whether in draft or completed, and shared as a PDF, if required.

The following sections provide further detail on completing each question in the Individual Project Application form and all required attachments.

3.1. Individual Project Application Form

Project Title

Enter a title or name for the project. The title must be a maximum of 15 words. The title should be short, concise and easily understood by the community and the Assessment Panel. The title will also be used for public announcements, should the application be successful.

LEAD AGENCY, APPLICANT AND DELIVERY PARTNER DETAILS

Lead Agency

Select the name of the state or territory government Lead Agency that is responsible for coordinating and submitting the project proposal (a list of Lead Agencies is published on NEMA's website). The nominated Lead Agency will also be responsible for administering the funding agreement with the Commonwealth should the project application be successful. Select one Lead Agency only.

Where a project involves collaboration and delivery across two or more Australian states and territories (including national projects), Applicants must consult with all relevant Lead Agencies and agree on one Lead Agency to coordinate the project. Select the coordinating Lead Agency when answering this question.

Applicant

Enter the details of the individual or entity that has developed and is submitting the project proposal to the Lead Agency, including their:

- Individual/Entity name
- Contact Person Title, First Name and Last Name
- Contact Person Position – for example, 'Senior Grants Officer'. This information is only required for entities.
- Primary Address - enter a street address for the Applicant. Do not provide PO boxes, building names, etc. Project addresses are to be entered separately later in the form.
- Postal Address - provide a postal address if different from the Primary Address. Otherwise enter 'same as above'.
- Phone Number
- Email

A Lead Agency can be listed as the Applicant if they are also the project proponent.

A descriptor (referred to as the Applicant type) is also required to appropriately identify entities. Select the Applicant type/s (more than one may be selected) that best describe how the entity might define itself.

If the listed descriptors do not accurately identify the entity, select 'other' and then state it in the allocated space.

Contact details, such as email addresses, may be used by the Lead Agency and/or NEMA to communicate with the Applicant as needed.

Delivery Partners

List all delivery partners associated with the project, including their names and a descriptor (Partner Type) for each partner (e.g. Local government body, community organisation) selected from the list of Applicant Types presented in the previous question.

For the purposes of the DRF, a delivery partner is defined as 'a third-party organisation or entity that will collaborate with an Applicant and/or Lead Agency to deliver all, or aspects of, successful DRF projects'. Examples of delivery partners may include local government bodies such as councils or private enterprises such as construction firms, legal organisations, community organisations or consulting firms. An individual can also be listed as a delivery partner.

Lead agencies can be considered a delivery partner and should be listed here if they will be contributing to implementation of the project, provided:

- they are not the Applicant (regardless of who the Applicant is, they should not be relisted as a delivery partner)
- their role in project delivery extends beyond coordinating/submitting the project proposal and program administration.

Additionally, indicate whether the delivery partners consent to have their details, primarily their name, published on NEMA's website if the application is successful.

PROJECT DETAILS

Responses to the following questions should be expressed in plain English that can be understood by the Assessment Panel/s as well as the general public.

Avoid the use of highly technical terms, acronyms and jargon, where possible.

Except for the question about insurance affordability/availability, which is asked for analytical and reporting purposes only, information collected in this part of the form will be considered as part of the assessment process and may be used in public communications such as funding announcements, media releases and reports.

Brief Project Description

Provide a succinct summary of the project activities and expected outcomes (maximum 70 words). This should be written clearly and without jargon. If the project application is successful, this description will form the synopsis published on NEMA's website.

The description should commence with the project title, clearly state the nature of the project, and outline how the project will build knowledge, enhance resilience or preparedness, and/or mitigate risk for the target community.

Examples are as follows:

> *Example one: The Denman Stormwater Improvement Project will deliver an open swale channel to augment the Denman stormwater system, directing water to the outlet in Sandy Creek. This will significantly reduce the risk of flooding to the surrounding community and community infrastructure.*
>
> *Example two: The Rural Bushfire Prevention Project will enable rapid identification of bushfire ignitions using satellite and terrestrial camera technology integrated with machine learning. Early detection will support quicker responses to ignitions, reduce the impacts of bushfire on people, property, and the environment, improve the safety first responders and reduce the cost of suppression.*
>
> *Example three: The Southern Flood Study Project will assess the flood risk of three major towns, to develop a drainage strategy and a mitigation plan to address areas of concern. The drainage strategy and mitigation plan will form the basis of future Council investment in infrastructure and flood protection for residents.*

Issue

Describe the underlying issue that the project is seeking to address (maximum 100 words).

Examples are as follows:

> *The October 2022 floods highlighted gaps in knowledge about flood risks and consequences for the Goulburn River and main tributaries. With climate change there are also gaps in mitigation and adaptation plans and actions.*
>
> *Jamieson and its surrounds are in an isolated, high-risk, bushfire prone location where access and escape are limited. The community is at risk of being unable to relocate to a safer place in emergency events. It lacks a formal plan for building facilities to adequately respond to and recover from disasters.*

Solution/Goal

Describe how the project intends to address the issue identified in the previous question (Maximum 100 words).

Examples are as follows:

> *This project will create a business case & project plan to develop a purpose-built command post, gathering place, and recovery centre for use during and after emergencies. Outside of emergencies, the facility will be a multifunctional community space. The business case and project plan will underpin a bid for construction funding from local and state governments in the 2025-26 FY.*
>
> *This project will engage coastal engineering expertise to undertake an assessment of the Port Albert and Robertson Beach seawalls. The assessment will include a condition report, risk assessment, and will inform a capital and maintenance works program with a schedule of options to sustainably and cost effectively manage these assets on an on-going basis.*

Project Duration

Select the approximate duration of the project in years, noting that the maximum project period is three (3) years. If the duration is less or more than a full year, round up rather than down (e.g. if a project is expected to take 16 months, select 'up 2 years').

Consultation

Lead Agencies and/or Applicants must have meaningfully consulted with relevant local governments and First Nations communities before submitting any project with a place-based focus (i.e. projects with a focus on addressing the needs of a particular location).

If the project is place-based, indicate whether consultation has occurred ('Yes' or 'No') and provide a brief description (maximum 300 words) of the consultation or reasons for not consulting, including who has been consulted, their level of support for the proposal, any significant issues or objections raised during consultations, and how the Applicant intends to address any residual issues/objections if awarded DRF funding.

If the project is not place-based, select 'Not Applicable'.

Target Groups

Select any groups that the project is intended to impact (select any that apply or select 'other' and specify the target group if none of the listed groups apply. You may select more than one).

Population Sub-Groups

Select any population sub-groups that the project will directly support (select any that apply or 'no/none of the above' if none apply).

Estimated Size of Target Group(s)

Provide an estimate of the size of the target population group(s), including any sub-groups, that are expected to directly benefit from the project. Select one option only.

Insurance Affordability and Availability

Indicate whether the project has a focus on or expected benefits for insurance affordability and/or availability.

Additionally, if answering yes, provide a brief explanation (maximum 200 words), including the nature, quantum and basis of any expected benefits.

Note: responses to this question will be used for analytical and reporting purposes only, and will not be considered as part of the assessment process.

Environmental Impact

Indicate whether the project has the potential to adversely impact a matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).

NEMA will not support proposals which include activities with the potential to adversely impact on a matter of national environmental significance.

PROJECT LOCATION

Geographic Extent

Indicate the scope of the project in spatial terms by selecting one of the following options:

- Town/City – select this option if the project will be delivered in a single town or city (i.e. an urban centre or locality with a population of more than 200 persons).
- Local Government Area (LGA) – select this option if the project area is broader than a single town or city but still within a single LGA. LGAs are an ABS Mesh Block approximation of gazetted local government boundaries as defined by each state and territory. The ABS Maps tool can be used to identify LGA boundaries and names: https://dbr.abs.gov.au/absmaps/index.html
- Multi-LGA – select this option if the project is being delivered across two or more, but not all, LGAs within a single state or territory.
- State/territory wide – select this option if the project will span or is expected to benefit an entire state or territory. This may include the non-self-governing Indian Ocean Territories (IOTs) of Christmas Island and the Cocos (Keeling) Islands.
- Multi-jurisdictional – select this option if the project involves collaboration and delivery across two or more, but not all, states and/or territories (this may include the IOTs). For example, a project being delivered collaboratively between New South Wales, Queensland and South Australia.

- National - select this option if the project involves collaboration and delivery across all six states and the two mainland territories that make up Australia.

Jurisdiction(s)

Select the state(s) and/or territory(ies) where the project will be delivered.

You may select more than one option.

For example:

- if the project will be delivered in a single city within NSW, select NSW.
- If the project will be delivered at multiple sites across WA, select WA
- If the project will be delivered across multiple states and territories, select all states and territories that apply.
- If the project will be delivered on Christmas Island or Cocos (Keeling) Islands, select whichever applies, or if the project encompasses both Islands, select both.

Local Government Area(s)

For each state and territory selected in the previous question, list all relevant Local Government Areas (LGAs) or, if the project will be delivered across all LGAs in the selected state(s) and territory(ies), enter/select the state or territory name/s followed by 'All'. For example:

- If the project will be delivered within a single LGA, enter the name of the state followed by the name of the LGA – e.g. 'NSW: Lismore'
- If the project will span multiple LGAs, enter the names of all the relevant LGAs grouped by state and territory – e.g.:
    - QLD: Goondiwindi; Balonne.
    - NSW: Lismore; Richmond Valley; Byron.
- If the project is intended to benefit an entire state and/or territory, enter the state or territory name/s followed by "All" – e.g. 'Tas: All'

If the relevant area is not administrated by an incorporated local government body (e.g. the ACT), enter/select 'Unincorporated' followed by the area name – e.g. 'Unincorporated ACT'.

LGA names should be in accordance with those used by the Australian Bureau of Statistics and can be searched using the ABS Maps tool with the 2023 Local Government Area boundary type applied.

Site Address(es)

Provide the street address where your project will be undertaken (e.g. site where infrastructure will be built or service will be delivered). If you have multiple sites you must add the address of each site.

Note: If the project will span a broad area rather than specific locations (e.g. a service provided to an entire city, LGA, state or territory) or specific site addresses are yet to be determined at the time of application, provide at least one address within each jurisdiction selected above from where project delivery will be coordinated..

A site address must be a street address; do not provide a postal address, institution or building name.

PROJECT ALIGNMENT

DRF Objectives

Select which DRF objective(s) (set out in section 2.4 of the DRF Guidelines) the project aligns with. You may select more than one.

Hazard type(s)

Select the natural hazard(s) your project will target. You may select more than one.

If the natural hazard that your project will target is not listed, select 'other' and enter it as free text.

Section 3.3.2 of the Guidelines refers to a number of events that are considered ineligible for funding under Round Two of the DRF. However, projects which increase resilience for these events may be eligible for funding if they primarily target eligible natural hazards.

Primary DRF Stream

Select one activity stream (refer to Section 3.3.3 of the Guidelines) that best aligns with your project: Stream 1 (systemic risk reduction) or Stream 2 (infrastructure).

A secondary stream may be selected later in the form, where applicable.

Primary Project Activity Type

Select one activity type that best aligns with your project proposal, noting that your chosen primary activity type must correspond with your chosen Primary DRF Stream – e.g. If you selected Stream One as your primary stream, select a primary activity type from the list of Stream One eligible activities only. Refer to Section 3.3.3 of the Guidelines for a description of each activity type and examples.

To be considered eligible for Round Two funding, your project must fall into at least one of the categories listed.

Secondary DRF Stream and Secondary Project Activity Types

NEMA recognises that projects may overlap streams and activity types. If your project aligns with more than one stream and/or activity type, select the secondary stream (if applicable) and any relevant secondary activity types from the list provided.

Only select streams and activity types that have not already been selected in the preceding questions (i.e. do not reselect your primary stream and activity type here).

These fields can be left blank if your project only relates to the primary stream and primary activity type selected above.

Domain(s)

Select which domain(s) the project relates to:

- Social Domain - People, their communities, their culture, institutions, support systems and their interactions.
- Built Domain - Surroundings, structures and infrastructure made using materials and human resources to facilitate life, health, work and play.
- Natural Domain - The landscapes, seascapes, ecosystems, agricultural lands, and diverse plant and animal life within Australia and its ocean territory.
- Economic Domain - The production and consumption of goods. Productivity, financial systems, and the economy.

You may select more than one.

Second National Action Plan National Actions

Identify any National Actions to implement the National Disaster Risk Reduction Framework Priorities that the project aligns with.

Further detail on each of the National Actions can be found in the Second National Action Plan.

Select all that apply. Leave blank if none apply.

PROJECT FUNDING

This section of the form is intended to complement the Indicative Budget attachment by capturing and highlighting key aspects of the project budget.

Before completing this part of the form, please note:

- All amounts must be GST exclusive, provided in Australian dollars, rounded to the nearest dollar and should match those shown on the Budget Summary sheet of the Indicative Budget template (once complete).
- Applicants and Lead Agencies should check that all figures tally within and between questions before submitting the application to NEMA.
- To minimise the risk of manual errors, NEMA strongly recommends that the Indicative Budget template (which auto-sums many of the required totals) be completed first. Relevant figures can then be copied across to the Co-contribution Details section of the Individual Project Application form.

Project Funding Summary

Provide a high level breakdown of the project budget as follows:

- Commonwealth funding sought – enter the amount of funding being sought from the Commonwealth, including any portion of the required 50 per cent co-contribution that the Commonwealth is being asked to waive/provide in lieu of the Applicant (e.g. if you are seeking a full waiver of the Applicant co-contribution, the Commonwealth amount should equal the total project value). The figure entered here should match the total amount of Commonwealth Funding Requested in your completed Indicative Budget.

Australian Government
National Emergency Management Agency

- Co-contribution being offered – enter the total co-contribution (financial and in-kind) being offered by the Applicant and any delivery partners (note: NEMA's online form will auto-calculate this figure based on applicant and delivery partner co-contributions entered elsewhere in the online form). This figure should align with figures entered in the co-contribution breakdown of the form (next question) and your completed Indicative Budget attachment. If a full or partial waiver of the co-contribution is being requested, only enter the amount (if any) that the Applicant and any delivery partners are able to contribute, not the amount being waived (this should be factored into the Commonwealth funding amount as noted above).
- Total project value – this is the total value of any Commonwealth and Applicant/delivery partner contributions to the project, and should match the Total Project Value in your completed Indicative Budget attachment. NEMA's online form will auto-calculate this figure based on amounts entered elsewhere in the online form.

For each component of the budget summary, enter the proportion (as a percentage of the total project value). For example, if the Commonwealth funding amount and Co-contribution amount were $500,000 each (i.e. Total project value of $1,000,000), you would enter 50% for the Commonwealth portion and 50% for the Co-contribution portion. Note: these percentages do not auto-calculate in NEMA's online form and must be manually calculated/entered.

Applicant and Delivery Partner Co-contribution Details

Applications for DRF funding are expected to provide a co-contribution (financial and/or in-kind) of at least 50% of the project's total value unless seeking a waiver (see question later in the form). Co-contributions can be provided from any eligible source (e.g. the Applicant, Lead Agencies, delivery partners, etc) other than Australian Government funding (with limited exceptions). Further information on co-contribution and waiver requirements is set out in Section 5 of the Guidelines.

Using the tables provided, enter details for all co-contributions (both financial and in-kind) being offered by the Applicant and any delivery partners including:

- their name
- the total value of any financial (cash) payments being offered
- the total value of any in-kind allocations (note: an in-kind allocation takes the form of a service (such as wages) or materials (such as supplies or equipment) that is allocated towards the cost of the project in lieu of financial payments).
- the total value of their co-contribution (financial + in-kind)
- whether their co-contribution is confirmed or in-principle at the time of application (Select only one. A co-contribution is considered 'In-principle' where it is pending formal approval and is considered 'Confirmed' once formal approval to make the contribution has been granted)
- whether the source is a state or territory government body (e.g. government department, agency or authority) and, if so, which jurisdiction is providing the co-contribution.

Note:

- Funding figures must be entered for all delivery partners named in the Application, including where a partner is not making a financial and/or in-kind contribution (in this case, enter $0 for their financial and/or in-kind contribution amounts, as appropriate).
- Space has been provided for up to eight (8) delivery partners in the offline form and Indicative Budget template. If there are more than eight delivery partners, additional rows can be manually added to the offline form, however you will need to contact disaster.ready@nema.gov.au for assistance with adding more partner rows to the Indicative Budget template. If the project has no delivery partners, delivery partner rows in the offline form can be left blank and will not appear in the online form.
- NEMA's online form will calculate the total co-contribution amounts for the Applicant and each Delivery Partner once their respective financial and in-kind components have been entered.

An example showing co-contributions from two delivery partners (one of whom is a state government entity) is provided below:

Source	Total (Financial + In-kind) ($)	Breakdown		Co-contribution status at time of application submission *(select one)*	State or territory government entity? (Y/N)
		Financial component ($)	In-kind component ($)		
Delivery Partner 1 *DEF Company*	**$125,000**	**$125,000**	**$0**	☐ Confirmed ☑ In-principle	☐ Yes - specify jurisdiction: Choose an item. ☑ No
Delivery Partner 2 *State Development Agency*	**$125,000**	**$75,000**	**$50,000**	☑ Confirmed ☐ In-principle	☑ Yes - specify jurisdiction: NSW ☐ No

Co-contribution details - state and territory government sources combined

Where one or more of the co-contribution sources entered above is a state or territory government body, a combined sub-total must be calculated/entered for these sources.

Note:

- If no contributions are being made by state or territory government bodies, enter $0 for all values.
- NEMA's online form will calculate the total co-contribution amount once the financial and in-kind components have been entered.

Co-contribution details - all sources combined

Based on Applicant and any Delivery Partner co-contribution details entered above, enter the total co-contribution amount, as well as financial and in-kind contribution sub-totals, being offered by all individuals and entities involved in delivering the project (i.e. the applicant and any delivery partners combined).

Also, indicate whether the total co-contribution is confirmed or in-principle.

Note:

- NEMA's online form will auto-calculate these figures once all financial and in-kind amounts being offered by the Applicant and any Delivery Partners have been entered elsewhere in the form.
- only select 'confirmed' for the co-contribution status if all co-contribution sources have confirmed their respective contributions. Otherwise select 'in principle' to indicate that some or all of the co-contribution amount is yet to be confirmed.

Other funding sources

Indicate whether financial assistance has previously been or is currently being sought or provided through Commonwealth, state/territory or other initiatives to support this project.

If you select Yes, provide clear details disclosing the source, amount, date, status and purpose of any other support being provided or sought, including the Australian Government Reference Number (AGRN) for any funding provided by the Commonwealth.

Add more rows if needed.

Co-contribution waivers

Indicate whether a co-contribution waiver or reduction is being sought for the project.

Before requesting a co-contribution waiver, please note:

- Unless a waiver request has been granted, Applications for DRF funding are expected to provide a co-contribution (financial and/or in-kind) of at least 50% of the project's total value.
- Waiver requests will only be considered in exceptional circumstances, and are more likely to be successful where exceptional circumstances are a result of several factors contributing to the inability to raise a co-contribution, where the public benefit associated with the project is clearly demonstrated, and supporting evidence is provided. Example factors are set out in Section 5.3 of the Guidelines.

- Requests for waivers must be made before the closing date for Applications and must be supported by a business case. This is to include an explanation of why co-contribution funding cannot be allocated, an explanation why funding has not been allocated to the project prior to this, statements as to how the Applicant and the delivery partners will utilise the project deliverables after implementation, and evidence of any and all claims made.
- Waiver applications will be considered by the Assessment Panel/s, who will make recommendations to the Minister for Emergency Management. The Minister for Emergency Management is the final decision maker.

If answering 'yes' to this question (i.e. you are requesting a waiver), indicate:

- whether you are seeking a full waiver (i.e. unable to make any financial or in-kind co-contribution) or partial waiver (i.e. proposing to contribute some but not all of the expected 50 per cent co-contribution)
- the amount and proportion to be waived:
    - If seeking a full waiver, the waiver amount should equal 100% of the required 50% co-contribution (e.g. if the total project value is $500,000, a full waiver would equate to $250,000).
    - If seeking a partial waiver, enter the amount to be waived in dollars and as a proportion of the required 50% co-contribution amount (e.g. if the total project value is $500,000 and you are only able to contribute $100,000 of the expected $250,000 co-contribution, enter $150,000 as the amount to be waived, which equates to a 60% reduction).

      Note: these figures will auto-calculate and can be copied from the Budget Summary sheet of the Indicative Budget template once all other budget data has been entered.

Additionally, if answering 'yes', you will need to provide a business case and supporting evidence for the request. This includes:

- identifying the key factors that have contributed to the need for a waiver. You may select more than one factor from the provided list or, if other factors apply, select 'other' and briefly describe (maximum 25 words) the key factor/s.
- providing a detailed justification for seeking a waiver (maximum 600 words). This should include, but is not limited to:
    - a detailed description of the exceptional circumstances being experienced, including any factors selected above, and how they are preventing matching of Commonwealth funding
    - an explanation as to why existing funds have not/cannot been allocated to the proposal if it is a priority
    - for infrastructure projects, statements addressing and demonstrating the capacity of the Applicant and any delivery partners to maintain and fully utilise the project

deliverables once Commonwealth funding ceases, in line any expected short, medium and long-term benefits outlined in response to Criterion One of the Selection Criteria, and

- evidence for all claims made (note: evidence may be provided as a separate attachment. Where evidence is attached, select the tick box in the offline form ('yes' in the online form) and attach/upload the evidence.

RESPONSES TO SELECTION CRITERIA

The Selection Criteria specify the key considerations that project proposals must address and against which applications will be judged. These criteria are used by the Assessment Panel/s to assess the merits of proposals and determine application ranking.

Applicants must address all three selection criteria and provide evidence and justification in their response to each criteria. The amount of detail and supporting evidence should be commensurate with the project size, complexity and funding amount requested.

Section 7 of the DRF Guidelines provides further information regarding the Selection Criteria.

Responses are limited to 600 words per criterion. If you wish to include other content (e.g. charts and graphs) or additional evidence these can be included as supporting attachments and should be referenced in the relevant response.

Selection Criterion One - Project alignment with disaster risk (weighted 40 per cent)

Your response must demonstrate how the project reduces disaster risk, increases resilience, adaptive capacity and/or preparedness to disaster risk, and/or contributes to understanding of disaster risk.

Include statements that address the following:

- the risk the project is addressing, how this has been assessed, and the anticipated impact of the project, including the estimated level(s) of disaster risk, resilience, preparedness and/or understanding prior to and upon conclusion of the proposed project. If there is no existing risk assessment tool or limited understanding of risk to inform this, the application must explain whether the project funding will contribute to assessment of risk and increase the understanding of natural hazard and disaster impacts; and
- how the project will deliver its intended benefits over the short, medium and long term (e.g. increase the resilience, adaptive capacity and /or preparedness and/or reduce the exposure to risk, harm and/or severity of a natural hazard's impacts); and
- how the project will avoid and manage the potential for maladaptation (including any unintentionally negative social, environmental or economic outcomes); and
- where appropriate, how climate change may impact infrastructure investments, including the use of the infrastructure, over its intended life span and how these risks may be mitigated.

Maximum 600 words.

Selection Criterion 2 – Alignment with existing plans or development of plans (weighted 30 per cent)

Your response must at a minimum include:

- detail on how the project meets the DRF objectives and aligns with one or more DRF investment principles, including if the project aligns to activities of the Second National Action Plan (see section 2.4); and
- detail on how the project aligns with and/or supports delivery of any existing state, territory, local government or community disaster risk reduction or adaptation plans, policies or frameworks, or how the project will develop or contribute to development of these policies, plans or frameworks where they do not currently exist.

Maximum 600 words.

Selection Criterion 3 – Likelihood of project success (weighted 30 per cent)

Your response must at a minimum address and include evidence of:

- the Applicant and/or delivery partner's capacity to complete the project in compliance with relevant industry and legislative standards;
- the Applicant and/or delivery partner's capability (including previous experience in undertaking similar scale projects), including confirmation of the ability to commence promptly and deliver the project within the agreed maximum three (3) year timeframes;
- other logistical considerations where relevant (e.g. the ability to procure or develop required technology or expertise);
- robust consultation occurring as the project proposal was developed, and support from local government(s) and/or relevant communities, including First Nations stakeholders where relevant;
- value with relevant money – which could include the percentage of costs to be spent on project administration (excluding the program administration funding provided to Lead Agencies), the extent to which the project draws in new (i.e. previously uncommitted) investment from state and territory governments and other delivery partners, the total Applicant co-contribution being offered relative to the value of the grant sought, and detail regarding why this project is not able to be funded through other potentially more appropriate sources.

Maximum 600 words.

3.2. Attachments

In addition to information entered in the Individual Project Application form, the following two attachments **must** be completed and uploaded with each Individual Project Application at the time of submission to NEMA:

- Project Logic; and
- Indicative Budget.

NEMA has provided Lead Agencies with a template for each of these required attachments. The supplied templates must be used and submitted in their original formats (i.e. Project Logic as a .docx file and the Indicative Budget as an .xlsx file; not as PDFs). Applications will be deemed ineligible if they are not included.

Up to five additional, optional attachments may also be provided in support of each project proposal. The maximum file size is 20MB per attachment.

Before submitting an Individual Project Application, ensure that all required and any optional attachments have been uploaded to the online form.

Further information on the Project Logic and Indicative Budget attachments is provided below.

Project Logic

The Project Logic sets out the 'logic' or rationale behind the project proposal on a single page.

NEMA has provided Lead Agencies with a template for the Project Logic, which must be used and submitted in its original format (.doc).

When completing the template ensure that the project title, Applicant name and project description are an exact match to these elements in the Individual Project Application form. Only text should be entered.

Further instructions have been included on the template within each category to assist with the development of the response.

This information will be used to inform the review of applications and may be used to communicate internally and externally to government why and how you are delivering the project.

Indicative Budget

The Indicative Budget template sets out anticipated expenditure over the duration of the project, and is intended to complement Funding Summary and Co-contribution Details entered in the Individual Project Application form by providing additional detail needed by NEMA and the DRF Assessment Panel to assess the eligibility and appropriateness of proposed expenses. The Panel assessing applications will have access to both sets of data.

NEMA has provided Lead Agencies with a template for the Indicative Budget, which must be used and submitted in its original format (.xls). The template includes three separate worksheets:

- Budget Summary
- Budget Breakdown
- In-Kind Details

When working across all three worksheets, please take note of the following:

- the project title and Applicant name must be entered at the top of each worksheet. These should match what is entered in the Individual Project Application form.

- all monetary amounts are to be GST exclusive, entered in Australian dollars, and rounded to the nearest dollar.
- only text and numerals are to be entered.
- some cells have been pre-filled with example data. This information should be deleted before entering actual project data.

Additional worksheet-specific instructions are provided below.

Budget Summary worksheet

The Budget Summary brings together key funding figures that need to be entered in the Individual Project Application form, including: Commonwealth funding, co-contribution and project cost totals; the respective co-contributions (financial, in-kind and totals) being offered by the Applicant and any delivery partners; and the co-contribution waiver amount being sought, where applicable.

All figures in this worksheet are auto-calculated and should automatically update based on data entered in the Budget Breakdown worksheet. For this reason, the Budget Breakdown sheet must be completed before reviewing and transposing figures from this sheet.

When completing and reviewing this worksheet, Applicants and Lead Agencies should note/ensure the following:

- Check that all sub-totals and totals align with data entered in the Budget Breakdown worksheet.
- If, once all budget details have been entered, a co-contribution waiver amount and percentage (other than '0') are shown in columns D and E of this sheet, the Applicant must select 'yes' to seeking a waiver and provide a detailed business case in the Individual Project Application form.
- Enter the Applicant name and project title at the top of the sheet.

No other information needs to be entered in this worksheet.

Budget Breakdown worksheet

The Budget Breakdown worksheet is the principal point of data entry for the budget template, and provides a detailed breakdown of all project expenditure by milestone and funding source.

Information that must be entered in this sheet includes:

- The Applicant name and project title at the top of the sheet.
- Project milestones (columns B to E) – list up to 10 key milestones, including a title, description and delivery timeframe (quarter and year, based on calendar years) for each milestone. Note: where DRF funding is being sought to extend or enhance an existing program or project and Lead Agency or Applicant funds already invested in the program or project since 1 July 2020 are being claimed as part of the co-contribution in accordance with section 5 of the DRF Round Two Guidelines, enter these investments as separate milestones at the top of the milestone list (i.e. Milestone # 1, 2, etc), provide a title and description for

each existing investment being claimed, and select 'Funds already invested since 1 July 2020' for their anticipated start and end dates.

- Commonwealth funding sought (column G) – for each project milestone, enter the amount of Commonwealth funding that is being requested to support delivery.
- Applicant and delivery partner details including their respective co-contributions (columns H to Y) - enter the name of the Applicant and each delivery partner (note: partner details can be left blank if not applicable), the status of their co-contributions (either confirmed or in-principle) and whether they are state or territory government entities (if answering ‘yes’ to this question, you will need to also specify their jurisdiction). For the Applicant and any partners listed, additionally enter any financial (cash) and/or in-kind co-contributions being made to each milestone (cells can be left black where no contribution is being made).

The total project budget (Commonwealth funding sought plus all co-contributions offered) shown in Column F and sub-totals in row 22 should auto-calculate/update as data is entered elsewhere in the sheet. These totals and sub-totals should also automatically transpose to the corresponding cells in the Budget Summary worksheet.

When entering data in this worksheet, please note/ensure the following:

- Pre-filled milestone titles, descriptions, dates, amounts and other italicised text entered in the template are provided as examples only. This information should be deleted before entering actual project data.
- Rows, columns and cells can be left blank if not needed/applicable to the project.
- Additional columns can be added if needed (e.g. if the project has more than 8 delivery partners). Please seek assistance from NEMA, through your Lead Agency, if you need to modify the template to add more delivery partners.
- Applicant and delivery partner details must match information entered in relevant parts of the Individual Project Application form. This includes their names, their co-contribution statuses and whether they are state or territory government entities.
- Cost overruns - The $200 million in Commonwealth DRF funding available in 2024-25 is expected to be fully allocated. The Australian Government will not provide further top-up funding or fund project cost overruns. To minimise the risk of cost overruns, it is important that Applicants factor allowances for contingencies and escalation into project costings. Guidance on best practice approaches to cost estimation is available as part of the Commonwealth Investment Toolkit on the Department of Finance website: https://www.finance.gov.au/government/commonwealth-investment-framework/commonwealth-investments-toolkit/cost-estimation
- Project and program administration costs - Reasonable project administration costs incurred by an Applicant should be factored into project costings and will be considered by the

Assessment Panel in the context of value with relevant money as part of Selection Criterion 3. The 1.5 per cent DRF program administration funding available to the Lead Agencies under Section 6.2 of the Guidelines cannot be used by Applicants to administer individual projects, and should not be included in individual project costings. Program administration funding will be captured through each Lead Agency's Application Cover Sheet.

In-Kind details worksheet

This worksheet captures additional detail about any in-kind contributions (i.e. non-monetary goods and services) being offered by the Applicant and any delivery partners.

When completing this sheet, please note:

- The Applicant name and project title must be filled in at the top of the sheet.
- The pre-filled descriptions, rates and other italicised text are provided as examples only. These should be deleted before entering actual project data.
- Extra rows can be added if needed. Contact NEMA, through your Lead Agency, if you require assistance with this.
- It is not necessary to identify the source of (i.e. who is providing) each in-kind contribution on this sheet. All in-kind contributions to the project, regardless of source, should be listed and a value provided.
- Information entered on this sheet does not carry across to the Budget Breakdown or Budget Summary sheets, and vice versa. Once all budget data has been entered, it is therefore important to check that the total in-kind contribution shown on this sheet matches the total in-kind contribution on the Budget Summary sheet.

Conflicts of Interest Declaration

Indicate whether the Applicant, any delivery partners or the Lead Agency have any interests that have the potential to compromise the performance or integrity of the DRF in relation to the assessment or delivery of the project, noting that conflicts may be actual or perceived.

If answering 'yes', list any relevant interests and describe how the Applicant and Lead Agency propose to manage any potential conflicts (add additional rows as needed).

Refer to Section 12.2 of the Guidelines for further information and examples.

Acknowledgements

Before submitting the Individual Project Application form, the Applicant and Lead-Agency must read and agree to the acknowledgements and assurances listed in this part of the Individual Project Application form.

Project Categorisation

Lead Agencies are responsible for categorising each project as 'Highly Suitable', 'Suitable' or 'Not Suitable' as part of their initial review of project proposals and for completing this part of the form prior to submitting Individual Project Applications to NEMA.

In accordance with Sections 1 and 9 of the Guidelines:

- Only "Highly Suitable' and 'Suitable' projects may be submitted to NEMA and will be considered/assessed by the Commonwealth's DRF Assessment Panel or Panels (the Panel/s).
- Projects categorised as 'Not Suitable' by Lead Agencies should not be submitted to NEMA and will not be assessed by the Panel/s.
- The Panel/s will undertake their own assessment of Individual Project Applications deemed 'Highly Suitable' and 'Suitable' by Lead Agencies and may take into account, but are not bound by, the categories assigned by Lead Agencies.

4. Application Cover Sheet

This part of the Guide provides further information about completing the Application Cover Sheet.

Each Lead Agency is required to submit one Application Cover Sheet encompassing all Individual Project Applications submitted, except where a Lead Agency submits proposals on behalf of more than one jurisdiction (e.g. the Lead Agency for Western Australia, which is responsible for submitting proposals on behalf Western Australia as well as the Indian Ocean Territories), in which case separate cover sheets must be submitted for each jurisdiction.

The online Application Cover Sheet is to be submitted to NEMA, via NEMA's online application portal, once all Individual Project Applications have been submitted online and before applications close at 5.00pm AEST on Monday 29 April 2024.

Before submitting the online Application Cover Sheet, Lead Agencies must:

- enter and check responses to all questions (once submitted a form cannot be edited); and
- read and agree to the acknowledgements.

The Application Cover Sheet captures the name and contact details of the Lead Agency and a summary of information collated from all Individual Project Applications submitted (e.g. total project numbers, funding amounts, co-contributions, etc.).

Additionally, information is sought from each Lead Agency about its approach to identifying and categorising projects.

Detailed instructions for completing each section of the Application Cover Sheet are provided below.

Lead Agency

Select the name of the Lead Agency that is submitting and responsible for coordinating projects listed in the Application Cover Sheet.

Jurisdiction

Select the jurisdiction (the state, territory or IOT) that the Application Cover Sheet relates to.

Note: this may differ from the Lead Agency's jurisdiction where a Lead Agency is responsible for submitting project applications from multiple jurisdictions. For example, the Lead Agency for Western Australia would select:

- 'Western Australia' when completing the cover sheet for project applications from Western Australia.
- 'Christmas Island' when completing the cover sheet for project applications from Christmas Island, and
- 'Cocos (Keeling) Island' when completing the cover sheet for project applications from Cocos (Keeling) Island.

All subsequent questions should be answered in relation to project applications from the selected jurisdiction.

Number of project proposals received

Enter the number of project proposals received by the Lead Agency, including:

- formal Expressions of Interest (EOI), where an EOI process was undertaken. It is noted that not all Lead Agencies undertook an EOI process. For those jurisdictions that did not run an EOI process, this field can be left blank.
- full project applications considered and categorised.

Number of Project Applications submitted to NEMA

Enter the number of Individual Project Applications submitted to NEMA in each of the following categories, along with a total:

- 'Highly Suitable'
- 'Suitable'

Note: the total figure will auto-calculate in NEMA's online form once the other figures have been entered.

Approach to identifying proposals

Briefly describe the Lead Agency's approach to calling for/receiving proposals and engaging with project proponents.

This may include a timeline of events, information about any outreach activities undertaken (e.g. face to face sessions, webinars, promotion via websites), and the tools and systems used to engage with Applicants (e.g. any grant management systems used).

Specific information such as naming individuals or entities is not required.

Maximum 600 words

Approach to categorisation

Briefly describe how project proposals were reviewed and categorised as ‘Highly Suitable’, ‘Suitable’ or ‘Not Suitable’ by the Lead Agency, including any mechanisms to ensure impartiality.

Include in your description any specific assessment tools utilised, how the project proposals were assessed against jurisdictional priorities, the timeline (if applicable) for conducting these activities, who undertook the categorisation process and at what level project categorisations were decided and/or endorsed.

Maximum 600 words.

Project List

List the following details for all Individual Project Applications submitted to NEMA, including any multi-jurisdictional and national projects that the Lead Agency is coordinating:

- NEMA Submission ID (e.g. ‘DRFR200023’)
- Project Title
- Project Categorisation as assessed by the Lead Agency (e.g, ‘Highly Suitable’ or ‘Suitable’)
- Commonwealth funding sought ($)
- Co-contribution offered ($, financial + in-kind)
- Total value ($, Commonwealth funding + co-contribution amount)

Details entered here must match those provided in Individual Project Application forms and should exclude GST and any Program Administrative funding being sought by the Lead Agency.

Additionally, enter the following cumulative totals encompassing all projects listed:

- Total Commonwealth Funding sought ($)
- Total Co-contribution offered ($)
- Total Value of all Projects Listed ($)

Note: NEMA’s online form will auto-calculate all totals once the Commonwealth funding and co-contribution amounts for individual projects have been entered in the Project List.

Total state or territory government co-contribution from coordinating jurisdiction

Enter the total state or territory government co-contribution ($, financial + in-kind) being offered by your (i.e. the Lead Agency’s) jurisdiction towards projects listed in the cover sheet.

This amount should exclude:

- GST
- any program administrative funding being sought by the Lead Agency under section 6.2 of the Guidelines
- any co-contributions to multijurisdictional or national projects being coordinated/submitted by other Lead Agencies as these will be captured in their applications and the next question.

State and territory government co-contributions to multi-jurisdictional and national projects

Part One
Indicate whether any of the Individual Project Applications listed in the cover sheet involve collaboration and delivery across multiple (or all) states and/or territories.

If answering 'yes' to this question:

- list the respective co-contributions (financial + in-kind) being offered by state and territory governments (including your own government) towards each of these projects.
- indicate whether, as the coordinating Lead Agency for these projects, you have consulted the Lead Agencies of other participating states and territories and obtained their written agreement for the projects to be implemented in their jurisdiction/s and/or to any negotiated roles and responsibilities, including the financial contributions listed above, noting that this is a requirement for all multi-jurisdictional and national projects

Part Two
Indicate whether your (the Lead Agency's) jurisdiction is participating in any multi-jurisdictional or national projects that are being coordinated/submitted by another jurisdiction?

If answering 'yes' to this question:

- list the total co-contribution (financial + in-kind) being offered by your (the Lead Agency's) government towards each of these projects, and
- indicate whether you provided all relevant coordinating agencies with written agreement for the projects to be implemented in your jurisdiction and/or to any negotiated roles and responsibilities, including the financial contributions listed above, noting that this is a requirement for all multi-jurisdictional and national projects.

Responses to Parts 1 and 2 should exclude GST and any program administrative funding being sought by Lead Agencies under section 6.2 of the Guidelines.

Co-contribution waiver/reduction requests

Enter the total number of waiver/reduction requests made for Individual Project Applications listed in the cover sheet.

Program Administrative Funding

Administrative funding is available to support Lead Agencies with DRF program administration, including ensuring that funded projects are successfully implemented, delivered and reported on appropriately.

Each Lead Agency is eligible to apply for up to 1.5 per cent of the total Commonwealth funding amount awarded to the jurisdiction.

If applying for administrative funding, jurisdictions must commit to match this level of administrative funding, noting that this commitment is in addition to any government co-contribution amounts offered for individual projects.

For example:

Total Commonwealth funding awarded: $15,000,000
Maximum amount of Administrative funding available from the Commonwealth to support DRF program administration: $225,000

Expected matching commitment from state or territory government: $225,000

Indicate whether you (as the Lead Agency) are applying for administrative funding by selecting either Yes or No.

If you select ‘yes’:

- specify the percentage of administrative funding you are applying for, noting that the maximum percentage you can apply for is 1.5 per cent.
- confirm your commitment to match the amount of administrative funding provided by the Commonwealth by selecting ‘yes’.

Refer to Section 6.2 of the Guidelines for further information.

Ministerial Endorsement

Indicate whether the relevant minister(s) (typically the minister responsible for emergency management) in your jurisdiction has endorsed the submitted project applications or if ministerial endorsement is still pending.

If answering ‘yes’, attach a copy of the endorsement (i.e. agreement in writing) from the relevant minister(s) including the titles of all projects endorsed, and enter the name(s) of the minister(s) and date(s) of their endorsement.

If endorsement is ‘pending’, the Application Cover Sheet can still be submitted, however ministerial endorsement must be submitted by email to disaster.ready@nema.gov.au no later than 5:00pm AEST 13 May 2024.

Refer to Section 8.4 of the Guidelines for further information.

Lead Agency Contact

Enter the name, position, email address and phone number for the person who will be primary contact in the Lead Agency for NEMA to liaise with regarding the application process.

Acknowledgements

In order to submit the Application Cover Sheet, you must read and agree to the acknowledgements and assurances listed in this part of the form.