Australian Government
National Emergency Management Agency

Disaster Ready Fund - Round Four 2026-27

Application How-to Guide-Individual Project Application Form

Issued: May 2026

Contents

Disaster Ready Fund - Round Four 2026-27 0
Application How-to Guide-Individual Project Application Form 0
1. Introduction 2
2. Process Overview 2
Application Process 2
Online Application Portal 2
Application Form 2
Roles in the Application Process 3
Getting help 4
3. Individual Project Application Form 4
APPLICATION DETAILS 4
APPLICANT AND DELIVERY PARTNERS 5
PROJECT LOCATION 7
APPLICATION CLASSIFICATION 9
PROJECT LOGIC 13
PROJECT/APPLICATION BUDGET 16
ASSESSMENT CRITERIA 21
ATTACHMENTS 22
CATEGORISATION (Lead Agencies Only) 24
CERTIFICATION 25

1. Introduction

This Application How-to Guide (the Guide) has been developed to provide Applicants and Lead Agencies with detailed instructions regarding the application process and forms used for Round Four 2026-27 of the Australian Government's Disaster Ready Fund (DRF).

Various parts of this Guide – particularly Sections 2 and 4 – 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 DRF Round Four 2026-27 Guidelines (the DRF Guidelines) and other information published on Grant Connect and the National Emergency Management Agency's (NEMA's) website.

Throughout this Guide, state and territory government agencies or departments who are responsible for coordinating project proposals and submitting DRF applications on behalf of their jurisdictions are referred to as 'Lead Agencies'. Entities that develop DRF project proposals are referred to as 'Applicants', noting that Lead Agencies may also be applicants.

2. Process Overview

Application Process

Section 7 of the DRF Guidelines sets out the pathways for applying for DRF funding, depending on the project scope and where the project will be delivered.

In all cases Lead Agencies are responsible for submitting ministerially endorsed project proposals to NEMA as applications using NEMA's online application portal.

It is important to note that the process for submitting project proposals to Lead Agencies may vary by state and territory. Prospective Applicants should accordingly check these processes, including any jurisdiction specific information requirements, with their relevant Lead Agency before commencing an application.

Online Application Portal

NEMA will utilise an application portal powered by Omnistar for Round Four of the DRF.

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 outlined in section 7 of the DRF Guidelines.

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

Application Form

Applications must be submitted by Lead Agencies using NEMA's online application (Individual Project Application) form and portal, prior to NEMA's application closing date and time.

All mandatory questions and attachments must be completed and uploaded before the online form is submitted.

A separate form (Individual Project Application) is required for each application submitted to NEMA.

To assist with developing project proposals, an offline version of the Individual Project Application form and associated budget template that sets out the information required by NEMA will be provided to Lead Agencies prior to opening date for project proposals to Lead Agencies.

- Please note that:
    - Lead Agencies may choose to share the offline Individual Project Application form and budget template with prospective Applicants and delivery partners or may prefer to use their own custom form. If using a custom form, 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 Individual Project Application form and budget template, or any custom form, must be copied into NEMA's online application portal prior to submission to NEMA. Completed versions of the offline Individual Project Application form or budget template must not be submitted to, and will not be considered by, NEMA.
    - NEMA's online form supports 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 (refer to the Attachments section of this Guide for more information).

Roles in the Application Process

Lead Agencies

Lead Agencies in each state and territory are responsible for coordinating DRF project proposals in their respective jurisdictions. This includes:

- calling for and receiving DRF project proposals from Applicants;
- conducting an initial assessment of DRF project proposals and allocating indicative ratings/rankings;
- seeking relevant state or territory ministerial endorsement of and submitting the most competitive DRF project proposals as Applications to NEMA for funding consideration in accordance with the DRF Guidelines; and
- if an Application is successful, administering funding, including managing delivery of projects, making payments to project proponents and reporting to NEMA.

To ensure that only the most competitive Applications are considered by the Australian Government's Assessment Panel, the number of Applications that each jurisdiction may submit to NEMA has been capped for DRF Round Four. Please refer to section 7.7 of the DRF Guidelines for further information.

Applicants

Applicants are responsible for developing and submitting project proposals to their relevant Lead Agency for consideration and possible submission to NEMA prior to the closing date and time for project proposals to Lead Agencies.

Australian Government
National Emergency Management Agency

This includes:

- completing the applicable project proposal form/s issued by the relevant Lead Agency
- providing all the information requested by the Lead Agency
- addressing all eligibility criteria and assessment criteria set out in the DRF Guidelines, and
- obtaining and providing all necessary attachments, including, but not limited to, any required evidence and letters stipulated in section 7.6 of the DRF Guidelines.

Applicants should refer to the website of their relevant Lead Agency (Lead Agencies are listed on NEMA's website) for further details on form requirements and the submission process for project proposals, noting that requirements may vary by state and territory.

Getting help

NEMA-issued forms, templates and guides will be made available to Lead Agencies to support Lead Agencies with collating project proposals.

Lead Agencies requiring assistance throughout the application process can contact NEMA by email at disaster.ready@nema.gov.au. Applicants must contact their Lead Agency for all enquiries. A list of Lead Agencies and their key contacts for the DRF is available on the NEMA website.

3. Individual Project Application Form

This part of the Guide provides further information to assist Lead Agencies with completing NEMA's Individual Project Application form. Applicants using the offline version of NEMA's form to prepare project proposals should also refer to this part of the Guide.

A completed application form must include:

- All mandatory sections of the Individual Project Application form (note: all questions within the Individual Project Application form are mandatory, except where otherwise indicated)
- All required attachments
- Accurate responses against all eligibility and classification data fields

APPLICATION DETAILS

Project/Application Title

(Maximum 15 words)

Enter a title or name for the project. The title must be a maximum of 15 words.

This should be written clearly and without jargon or acronyms. If the project proposal is successful, this title will be used in establishing funding agreements and may be included in information published on NEMA's website.

Brief Project Description

(Maximum 70 words)

Provide a concise summary of the project activities and the anticipated outcomes in clear, accessible language, avoiding jargon and acronyms. If the project proposal is approved, this description will serve as the synopsis published on NEMA's website. Please present the information as a brief paragraph, without using bullet points, to ensure the project's aims are easily understood by the general public.

Begin your description with the project title, state clearly what the project entails, and explain how the project will contribute to building knowledge, enhancing resilience or preparedness, or mitigating risk for the intended community.

Lead Agency

(Select one)

Select the name of the state or territory government Lead Agency that is responsible for considering the project proposal, for possible submission to NEMA (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 proposal be successful.

Where a project involves collaboration and delivery across two or more Australian states and/or territories (such as multi-jurisdictional or national projects), select the coordinating Lead Agency (see section 7.2.3 of the DRF Guidelines) when answering this question.

APPLICANT AND DELIVERY PARTNERS

Applicant Details

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

- Applicant name
- Applicant type
- Applicant sub-type
- Applicant type – evidence
- Applicants contact details

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

Contact details may be used by the Lead Agency or NEMA to communicate with the Applicant, if required.

Applicant type

(Select one)

- **Australian Business Number (ABN) Entity**
  - Select this if the Applicant has a current ABN.
- **First Nations Organisation**
  - Select this if the Applicant meets the definition of an 'Aboriginal Community-Controlled Organisation' or other 'Aboriginal and Torres Strait Islander organisation' as set out in the National Agreement on Closing the Gap.
- **Not-For-Profit Organisation**
  - Select this if the Applicant is a not-for-profit organisation.
- **State, Territory or Local Government Body**
  - Select this if the Applicant is a state, territory or local government body.

Where an Applicant is eligible to apply under multiple categories (e.g. a territory government body with an ABN), select the type that corresponds with the lowest contribution category that the entity is eligible for (see section 3.1.1 of the DRF Guidelines) or, if there is no difference in co-contribution requirements, select any one of the applicable categories.

Applicant Subtype

(Select one)

Where multiple sub-types apply (e.g. a not-for-profit social enterprise), select the sub-type that corresponds with the lowest contribution category that the entity is eligible for (see section 3.1.1 of the DRF Guidelines) or, if there is no difference in co-contribution requirements, select the sub-type that best describes the entity.

For the following Applicant subtypes, you will be required to provide evidence for eligibility and co-contribution purposes.

- First Nations Organisations
- Registered Charity or Not-for-Profit Organisation

Refer to section 4.2 of the DRF Guidelines for acceptable forms of evidence.

Except for ABN entities, who must provide their current ABN, no additional evidence is required for other applicant sub-types, including state, territory and local government bodies, whose status will be verified as part of Lead Agency vetting processes and against the lists at Appendices A and B to the DRF Guidelines.

Delivery Partners

For the purposes of the DRF, a delivery partner is defined as 'a third-party entity that will collaborate with an Applicant or Project proponent to deliver, or deliver 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 as such if they will be contributing to the implementation of the project, provided:

- they are not the Applicant (i.e. where a Lead Agency is the Applicant, they should not be relisted as a delivery partner)
- their role in the project extends beyond coordinating/submitting the project proposal and program administration.

List any delivery partners (including state/territory government entities) that are contributing to delivery of the project either financially or in-kind. Additionally, select the most appropriate descriptor (Partner type[1]) that best describes the delivery partner. If the delivery partner is a state or territory government entity, you will also be required to specify the jurisdiction.

When the delivery partner is an Australian Government entity, you must clearly specify the source of their co-contribution.

- Where the co-contribution is drawn from a Commonwealth appropriation, it must be included in the project budget but cannot be used to meet minimum co-contribution requirements.
- Where the co-contribution is not drawn from a Commonwealth appropriation (e.g. derived from commercial revenue), it must be included the project budget and can be counted towards minimum co-contribution requirements.

For further information see section 3.1.2 and 4.3 of the DRF Guidelines.

PROJECT LOCATION

Place Based

(Select one)
Unless there are compelling reasons for not doing so, Applicants must have meaningfully consulted with relevant local governments and affected communities, including any affected First Nations communities, before submitting a Project Proposal 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’)
- If consultation was undertaken, the applicant is required to provide an evidentiary attachment that specifies 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.
- Alternatively, if consultation was not undertaken, the applicant is required to provide an evidentiary attachment that provides specific reasoning or an explanation as to why no consultation was held.
- If the project is not place-based, select ‘Not Applicable’.

[1] It is important to select the most appropriate applicant or delivery partner type, as this ensures accurate reporting and properly reflects situations where projects are led or jointly led by discrete groups

Geographic Extent

(Select one)

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.
- **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 both mainland territories that make up Australia.

Jurisdiction(s)

(Select all applicable)

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

Local Government Area(s)

(Select all applicable)

For each state and/or territory selected in the previous question, select the relevant Local Government Areas (LGAs) where the project will be delivered as per the following examples:

- If the project will be delivered within a single LGA, select/list the name of the LGA in the state or territory selected in the previous question.
- If the project will span multiple LGAs, select/list the names of all the relevant LGAs within the selected state or territory – e.g.:
  - QLD: Goondiwindi; Balonne.
  - NSW: Lismore; Richmond Valley; Byron.
- If the project is intended to benefit an entire state and/or territory, select All.

If the relevant area is not administrated by an incorporated local government body (e.g. the ACT), select the option 'Unincorporated' in your selected state or territory – e.g. Unincorporated ACT.

LGA names are 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)

(Select Multiple – if applicable)

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.

Only site addresses within Australia, Christmas Island and the Cocos (Keeling) Islands will be accepted.

Accuracy of site addresses

(Select one)

Indicate whether the address/es provided in the previous question accurately identify the proposed activity site.

If answering no to this question, provide additional details in 150 words or less that accurately identify the proposed activity site/s. This can include latitude and longitude details if applicable.

APPLICATION CLASSIFICATION

Information collected in this part of the Individual Project Application 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.

For applicants to note, if your application for Commonwealth funding is successful, you may be required to quantify your responses during implementation.

Primary Domain(s)

(Select one)

Select one primary domain that best aligns with the project. Descriptions of each domain can be found in section 5.1.2 of the DRF Guidelines.

Secondary Domain(s)

(Optional/multi-select)

If your project aligns with more than one Domain, you may select additional secondary Domain/s. The secondary Domain can be left blank if your project only relates to the primary Domain.

Project Activity Type

(Select one)

Select <u>one</u> activity type that best aligns with your project proposal. Refer to Section 5.1.2 and the Glossary in the DRF Guidelines for further information and definitions.

Activity types are split into two streams:

- **Infrastructure Activity Types**
    - Investment in grey infrastructure
    - Investment in green-blue infrastructure
    - Investment in social infrastructure
    - Investment in natural hazard monitoring infrastructure
- **Other Activity Types**
    - Development of business cases and/or feasibility studies
    - Capacity and capability building projects
    - Projects that improve understanding of disaster risks and impacts

Note: If selecting an Infrastructure Activity Type as your Primary Activity Type, applicants will be asked to confirm:

- that the project proposal meets the corresponding activity definition in the DRF Guidelines Glossary
- that construction will be able to commence during the project period
- whether the project will be Construction Ready as defined in the DRF Guideline Glossary when projects commence (anticipated from mid-2027)?

Secondary Activity Type/s

(Optional/multi-select)

If your project aligns with more than one activity type, select any relevant secondary activity types. The secondary project activity type can be left blank if your project only relates to the primary activity type.

DRF Objectives

(Multi-select available)

Select which DRF objective(s) (set out in full in section 2.1 of the DRF Guidelines) the project aligns with.

Hazard type(s)

(Multi-select available)

Select the natural hazard(s) your project will directly target (set out in section 5.1.1 of the DRF Guidelines). You may select more than one.

Section 5.1.1 of the Guidelines refers to several events that are considered ineligible for funding under Round Four of the DRF. However, projects which increase resilience for these events may be eligible for funding if they primarily target eligible natural hazards.

Target Groups

(Multi-select available)

Select ‘No’ if the project is intended to benefit the general population.

Select ‘Yes’ if the project targets one or more specific sectors or groups and select the targeted sectors and/or groups from the provided list.

Population Sub-Groups

(Multi-select available)

Select ‘No’ if the project is intended to benefit the general population.

Select ‘Yes’ if the project targets one or more population sub-groups and select the targeted sub-groups from the provided list.

Estimated Size of Target Group(s)

(Select one)

Provide an estimate of the size of the community or communities, including the target group and any population sub-groups, that are expected to directly benefit from the project.

Business as Usual

(Select one)

Indicate if the project is seeking funding for 'business as usual' activities as defined in the DRF Guidelines – see Glossary and Appendix C.

If answering ‘No’ to the before mentioned question, in 200 words or less, provide a brief statement outlining why the project is not business as usual (i.e. is not an activity that would ordinarily be funded by Commonwealth, state, territory or local government bodies as part of their standard capital works or essential services budgets) having regard to the Glossary definition and other relevant considerations outlined at Appendix C of the Guidelines.

Consultation with First Nations communities

Interests of First Nations communities

(Select one)

If the particular interests of First Nations communities are affected by the proposed project (i.e. in ways not felt by the general population), indicate whether the project been developed in consultation with those communities.

Applicants are required to provide evidence of any required consultation, or compelling reasons for not consulting. If answering yes to this question, the evidence should include a brief description, in 300 words or less, of who has been consulted, their level of support for the proposal, any significant issues or objections that have arisen during stakeholder consultations, and how the Applicant intends to address any residual issues/objections if awarded DRF funding

Refer to section 7.3 of the DRF Guidelines for more information.

Service offering to Aboriginal and Torres Strait Islander People

(Select one)

All projects affecting Aboriginal and Torres Strait Islander people must have cultural safety embedded in any service offering.

Indicate if the project involves a service offering to Aboriginal and Torres Strait Islander people.

If answering yes, please note the applicant must demonstrate how the project will ensure cultural safety in line with *Closing the Gap* requirements as part of your response to Assessment Criteria 3.

Refer to section 7.4 of the DRF Guidelines for more information.

Co-benefits for communities

(Select one)

Indicate if the project is expected to deliver any co-benefits for communities (i.e. benefits that go beyond the project's intended risk reduction, resilience or knowledge outcomes, such as benefits related to insurance affordability or availability).

If answering yes to this question:

- provide a brief explanation of any co-benefits (maximum 200 words), including their nature, quantum and the basis on which they have been determined/estimated. Note: any co-benefits should also be referenced in the response to assessment criterion 1 and supported by evidence, as an attachment to the application, where available.

indicate whether the co-benefits relate to insurance affordability and/or availability.

- If answering 'Yes', you will be required to provide evidence of any claimed insurance co-benefits as an attachment. This may include estimates or modelling prepared by an insurer or other relevant expert showing expected insurance impacts, detailed engineering specifications or before-and-after mapping showing that the infrastructure removes or reduces risk from future hazards, comparative case studies showing how similar infrastructure projects in other locations successfully lowered insurance premiums or reduced losses.

Environmental Impact

(Select one)

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).

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

Second National Action Plan National Actions

(Multi-select available)

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.

PROJECT LOGIC

The Project Logic provides a succinct summary of the project, including the issue that it is seeking to address and its intended inputs, activities, outputs and outcomes.

This information will be used during the review/assessment of the application; and may be used to communicate how and why you are delivering the project.

Project Duration

(Select one)

Select the approximate duration of the project in years.

- The maximum project period is three years for all project types.

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 to 2 years’).

Issue

(Maximum 100 words)

Describe the underlying issue that the project is seeking to address.

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

(Maximum 100 words)

Describe how the project intends to address the issue identified in the previous question.

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.*
>
> *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.

Inputs

(Maximum 150 words)

Advise what resources will be allocated towards the successful implementation of the project if it is approved to receive Commonwealth funding.

Consider the following resources;

- People and staffing
- Funding
- Time
- Knowledge
- Networks
- Places and spaces
- Equipment
- Partner organisations and groups

Outputs

(Maximum 150 words)

Describe the outputs, activities or functions that will be delivered upon the successful completion of your project.

Ensure that when you are describing your outputs, you do not confuse these with the outcomes (the changes that were caused) once your project has been completed.

Short to Medium-Term Outcomes

(Maximum 150 words)

Describe what outcomes will be achieved upon the successful completion of your project.

Outcomes are best described as the changes or differences that have been achieved once the project has been successfully implemented.

Short-term outcomes could include changes in skill, knowledge, attitude, awareness and motivation and would occur upon the completion of the project.

Medium-term outcomes could include changes to behaviours, practices, systems or the application of skills and knowledge but may generally take some time to fully develop and take effect.

Long-Term Outcomes

(Maximum 150 words)

Describe the long-term outcomes that have been achieved upon the successful completion of the project.

This response should link with your solution/goal statement and resolve the problem identified in your issue statement.

Assumptions

(Maximum 150 words)

Describe any assumptions made that could impact the successful completion of the project.

This could include assumptions regarding participants, timings, engagement with delivery partners or other unrelated entities or individuals or activities.

Provide some detail as to how and why they will be needed to be taken into account in order to successfully implement the project.

External Factors

(Maximum 150 words)

Describe any elements or factors that are beyond your scope or control but may influence the project delivery or outcomes derived from the project.

This could include political, social, cultural or geographic elements or environments.

Risk Assessments and/or Risk Reduction or Adaptation Plans

(Maximum 150 words)

Identify any existing hazard risk assessments and/or disaster risk reduction or adaptation plans that align with the project – e.g. hazard risk assessments or disaster plans published by a state or territory government that substantiate the risk and/or approach that the project is seeking to address/take. Risks to project delivery should be documented elsewhere (i.e. as part of the required business case).

PROJECT/APPLICATION BUDGET

This section of the form is intended to capture all aspects of the project's budget including high level milestones and the respective co-contributions of the Applicant and any delivery partners to each project milestone.

Co-contribution requirements for each project depend on the Applicant's entity type and are set out in section 3.1.1 of the DRF Guidelines, as reproduced below.

Co-contribution category	Commonwealth funding towards eligible project costs	Minimum co-contribution towards eligible project costs
First Nations organisations as defined in the Glossary. Local councils located in 'very remote' and 'remote' locations per the Australian Bureau of Statistics' Remoteness Structure, listed in Appendix A to the DRF Guidelines.	Up to 90 per cent of eligible project costs	At least 10 per cent of eligible project costs
Other 'low rate-based' councils, determined using the ratio of Financial Assistance Grant to Net Rate Income, listed in Appendix B to the Guidelines. Not-for-profit organisations as defined in the Glossary to the DRF Guidelines.	Up to 80 per cent of eligible project costs	At least 20 per cent of eligible project costs
Territory government bodies in the Australian Capital Territory and Northern Territory.	Up to 70 per cent of eligible project costs	At least 30 per cent of eligible project costs
State government bodies in Tasmania and South Australia.	Up to 60 per cent of eligible project costs	At least 40 per cent of eligible project costs
All other Applicants.	Up to 50 per cent of eligible project costs	At least 50 per cent of eligible project costs

Before completing this part of the form and the associated DRF Round Four Indicative Budget Template, please note:

- it is strongly recommended that you familiarise yourself with relevant sections of the DRF Guidelines, including the amount of funding available and limits for different project types (section 3), co-contribution requirements for different Applicant types (section 3.1.1), allowed co-contribution types and sources (section 3.1.2), and what funding can and cannot be used for (section 5).

- All amounts must be GST exclusive, provided in Australian dollars and entered as whole dollars. Decimal places will not be supported.
- Applicants and Lead Agencies must check and confirm that all amounts are correct before submitting project proposals and applications.

Commonwealth Funding Sought or Received

Will activities for which Commonwealth (DRF) funding is currently being sought have commenced, or be completed, before the Implementation Plan is endorsed (anticipated from mid-2027)?

(Select one)

Indicate if activities for which Commonwealth funding is being sought will have commenced, or be completed, before the Implementation Plan is endorsed. NEMA anticipates that Implementation Plans will be submitted and endorsed from mid-2027.

If responding **yes**, this project is not considered eligible for DRF funding. Refer to Section 5.1 of the DRF Guidelines.

Have you received a commitment of funding from another source for the any activities that form part of this project proposal?
(Select one)

Indicate if you have received funding from any other source(s) for the same activities that have been described in this application. This includes funding from other Commonwealth programs, previous DRF Rounds for the same activities and non-Commonwealth sources but excludes actual and in-principle co-contributions to the project listed in the DRF Round Four Indicative Budget Template.

If yes, applicants are asked to provide the following details:

- Funding Source
- Funding Amount
- Date Awarded/Received
- In 150 words or less, please provide a brief description of how this funding will complement and not duplicate the use of DRF funds requested in this application.

Apart from any funding already received and noted above, have you sought, or do you intend to seek funding from another source (including previous rounds of the DRF) for any activities that form part of this project proposal?
(Select one)

To monitor for potential duplicative funding offers, please indicate if you have sought any funding from any other source for the project described in this application. This includes funding from other Commonwealth programs, previous DRF Rounds for the same activities and non-Commonwealth sources but excludes actual and in-principle co-contributions to the project listed in the DRF Round Four Indicative Budget Template.

If yes, applicants are asked to provide the following details:

- Funding Source
- Funding Amount
- Date Applied
- Status of Application (Pending Decision, Outcome known),
    - If the status is “Pending Decision”, applicants are asked to provide a date of expected outcome.

DRF Round Four Indicative Budget Template

Unless advised otherwise by the relevant Lead Agency:

- Applicants must complete and submit the DRF Round Four Indicative Budget Template (the Budget Template, available from Lead Agencies) to Lead Agencies as part their project proposals. This is in addition to the requirement to submit a business case, including a project budget, as a mandatory attachment to applications.
- the Budget Template captures high level project milestones and funding details for the Applicant and any delivery partners across two worksheets:
    - Budget Summary
    - Budget Breakdown
- all monetary amounts are to be GST exclusive and must be entered in Australian dollars to the nearest dollar (i.e. budgets must not include cents).
- only text and numerals are to be entered.
- further instructions are included in the Budget Template itself.

Additional notes for Lead Agencies:

- for DRF Round Four, Lead Agencies are not required to submit completed Budget Templates to NEMA.
- Instead, budget information will be collected by NEMA via:
    - fields in NEMA's online application form (see ‘High Level Project Milestones’ and ‘Project Funding’ below) that correspond with data in the Budget Template, and
    - mandatory attachments – e.g. budgets provided as part of business cases and evidence of cost estimates.
- As such, Lead Agencies using the Budget Template will need to copy this data into NEMA's online application form prior to submission; completed templates cannot be uploaded to NEMA’s online application portal in lieu of this step.
- Lead Agencies that choose not to use the Budget template will need to collect this data via other means in order to complete the High-Level Project Milestones and Project Funding sections of NEMA’s online form (see below).
- For Australian Government bodies (and entities wholly funded by the Commonwealth) that are intending to utilise funding that has been appropriated from the Commonwealth as their co-contribution. Please note that as per Section 3.1.2 of the DRF Guidelines these co-

contributions **cannot** be used to meet the minimum co-contribution requirements. You must therefore ensure the Delivery Partner type is selected as “**Australian Government entity - Cth funded contribution**” to accurately calculate their co-contributions.

- If the funding has **not** been appropriated from the Commonwealth enter the Delivery Partner type as “**Australian Government entity – non Cth contribution**” to have the co-contributions included in meeting the minimum co-contribution requirements.

High Level Project Milestones (Lead Agencies Only)

Note: this section appears in NEMA’s online form only and is to be completed by Lead Agencies using data from completed Budget Templates or other sources if NEMA’s Budget Template has not been used.

Enter the details for each high-level budgetary milestone linked to the project. These details include;

- a milestone number to link to budget specific funding items
- providing the title or a brief description of the milestone (no more than 150 words); and
- Proposed activity duration in number of months (in whole numbers - 1-36 months).

Project Funding (Lead Agencies Only)

Note: this section appears in NEMA’s online form only and is to be completed by Lead Agencies using data from completed Budget Templates or other sources if NEMA’s Budget Template has not been used.

Enter the details of how each co-contributor (applicant, delivery partner) is contributing to the relevant high-level milestone. These details include;

- the milestone reference
- the amount of Commonwealth funding being sought for the milestone;
    - the co-contribution entity type
    - State/territory Government body
    - Australian Government entity - Commonwealth funded contribution
    - Australian Government entity – non-Commonwealth contribution
    - Other
- as applicable:
    - the amount of any financial (cash) payments being offered for the milestone
    - the amount of any in-kind allocations being offered for the milestone
    - the amount of historical investment contributed
    - the total amount budgeted for the milestone will be automatically calculated by adding together the Commonwealth funding sought, the financial co-contribution, historical co-contribution and the in-kind co-contribution

- if applicable, in 150 words or less, provide a description of any historical and/or in-kind co-contributions. For example:

  Applicant - Historical contribution comprises $X invested by the state government in a 2023-24 pilot project that successfully demonstrated the feasibility of ... The DRF project will enhance or extend this historical investment by ... (max 150 words)

  Delivery Partner 1 - In-kind contribution comprises wages, supplies and equipment, including $X for a research scientist (0.5FTE for 2 months), $Y for ... (max 150 words)

Note:

- It is the responsibility of the Applicant and Lead Agencies to ensure the Commonwealth funding requested and the co-contribution amounts being offered (historical, financial and in-kind) for each budget milestone are accurate.
- Ensure that names, milestone details and the contribution status for the Applicant and delivery partners as relevant are correct.
- Ensure that the entity type that describes the applicant and delivery partner for each budget milestone is accurate and correct.
- All other amounts, such as the budget totals for the applicant, delivery partners and state or territory government entities will be automatically calculated.

Project Funding Summary (Lead Agencies Only)

Note: this section appears in NEMA's online form only and will calculate/populate automatically based on data entered by Lead Agencies in the High-Level Project Milestones and Project Funding sections of NEMA's online form.

Applicant and Delivery Partner Budget Totals –

- This is the sub-total of Cth funding being sought and co-contributions being offered by the Applicant and each named Delivery Partner.
- This information will be used to ensure compliance of respective contributions declared in the letters of support from delivery partners as applicable (see section 7.6 of the DRF Guidelines).
- Each named delivery partner must contribute financially and/or in kind to the project.

Co-contribution Declaration and Summary

Confirm that:

- any 'Historical Co-contributions' entered in the budget relate to funds that have already been invested since 1 July 2024;
- any 'In-Kind Co-contributions' entered do <u>not</u> include historic work or staff time spent on a project; and
- descriptions have been provided for any historical and/or in-kind co-contributions entered, including how the DRF project will extend or enhance any historical investments.

If answering no to any of these questions, please refer to section 3.1.2 of the DRF Guidelines for relevant requirements. All eligibility requirements must be met in order for a project to be considered.

Additionally, confirm that co-contribution status a time of application is either confirmed or in principle

Project Totals (Lead Agencies Only)

Note: this section appears in NEMA's online form only and will calculate/populate automatically based on data entered by Lead Agencies in the High-Level Project Milestones and Project Funding sections of NEMA's online form.

Commonwealth funding being sought captures the total amount of Cth funding being requested by the Applicant and all Delivery Partners.

Total Co-contributions being offered captures the total amount of co-contributions (historical, financial, and in-kind) from the Applicant and all Delivery Partners.

Total Project value is the amount of Commonwealth funding being sought plus the total co-contributions being offered.

For each component of the budget summary, the proportional percentage (this is a value determined by which is a percentage value of the total project value) will be automatically calculated and shown.

The proportional percentage value is calculated based on the amount of the Commonwealth funding being requested and the total amount of co-contributions being offered relative to 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), a value of 50% for the Commonwealth proportion and 50% for the Co-contribution proportion will be shown.*

Total Co-contributions being offered is calculated following the subtraction of any co-contribution being offered by an Australian Government entity that is using funding appropriated from the Commonwealth. (*This funding cannot be counted towards meeting the minimum co-contribution requirements as per Section 3.1.2 of the DRF Guidelines*).

The proportional of Total Co-contribution is the recalculated percentage value after the exclusion of any co-contributions that have used funding appropriated from the Commonwealth relative to the total project value. This percentage value is then used to determine if the project meets the minimum co-contribution requirements as per Section 3.1.2 of the DRF Guidelines.

ASSESSMENT CRITERIA

(Maximum 1000 words per criterion)

The Assessment Criteria specify the key considerations used to assess and compare the merits of proposals.

Applicants must provide responses to assessment criteria 1, 2 and 3 (the technical assessment criteria) along with supporting evidence for claims made. The amount of detail and supporting evidence should be commensurate with the project size, complexity and funding amount requested. A separate response is not required for criterion 4 (overall value), which will be assessed based on the considerations set out in section 6.4 of the DRF Guidelines drawing on information from elsewhere in the application, including responses to criteria 1 to 3.

Section 6 of the DRF Guidelines provides further information regarding the assessment criteria, including where and what evidence is required.

Responses are limited to 1000 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.

ATTACHMENTS

For Round Four, there are several mandatory attachments associated with the Individual Project Application form. These are specified in Section 7.6 of the DRF Guidelines and can be summarised as follows:

- For *all projects*:
    - a clear business case for the proposal, including a project plan, budget (using the Budget template issued by NEMA unless advised otherwise by your Lead Agency) and risk management plan commensurate with the size and scale of the project
    - cost estimates prepared by a quantity surveyor or other relevant professional (e.g. a qualified actuary, accountant or finance officer who can verify that project costs are accurate and realistic, ideally less than 12 months old) for projects valued over $1 million, or quotes or cost estimates prepared by the Applicant (ideally less than 6 months old) for projects valued under $1 million. Where a cost estimate has been prepared by a quantity surveyor or other professional, this should be stated along with their qualifications in the cost estimate itself or elsewhere in the application (e.g., as part of the response to assessment criterion three) for assurance purposes.
    - if applicable, evidence of consultation or compelling reasons for not consulting, where required under section 7.3 for projects that are place-based
- additionally, *projects where the applicant is a First Nations Organisation or Registered Charity or Not-for-Profit Organisation:*
    - evidence of the Applicant type (e.g. not-for-profit registration or ORIC registration) for eligibility and co-contribution purposes
        - First Nations organisations must provide evidence that they meet the definition of an ‘Aboriginal Community-Controlled Organisation’ (ACCO) or other ‘Aboriginal and Torres Strait Islander organisation’ as set out in the National Agreement on Closing the Gap such as an Indigenous Corporation Number (ICN), evidence of Office of the Registrar of Indigenous Organisations (ORIC) registration and/or a declaration that the Applicant is a Traditional Owner or that the organisation is at least 51 per cent Aboriginal and/or Torres Strait Islander ownership and/or directorship and/or management.
        - Not-for-profits must provide evidence of their not-for-profit status such as current Australian Charities and Not-for-profits Commission’s (ACNC)

Registration, or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

- additionally, for *infrastructure projects*:
  - a cost benefit analysis (CBA). Note: NEMA will provide a template on its website and through Lead Agencies that can be used for this purpose. Alternatively, Applicants may submit their own CBA template/report provided all minimum requirements set out at Appendix D of the DRF Guidelines are met.
  - evidence that the project will be ready to commence construction once Implementation Plans are endorsed (anticipated from mid-2027), or a clear outline of planned steps and timelines for commencing construction during the project period, including copies of any existing designs and approvals showing construction readiness (e.g. schematic plans, planning permits, development and building approvals, environmental approvals).
  - evidence that the Applicant either owns the land/infrastructure (e.g., certificate of title) or has the land or infrastructure owner's permission to undertake the project (e.g., official permit, signed lease agreement).
- additionally, for *insurance co-benefits:*
  - evidence of any claimed insurance co-benefits (e.g. estimates or modelling prepared by an insurer or other relevant expert showing expected insurance impacts, detailed engineering specifications or before-and-after mapping showing that the infrastructure removes or reduces risk from future hazards, comparative case studies showing how similar infrastructure projects in other locations successfully lowered insurance premiums or reduced losses).
- additionally, for *joint Applications* (see section 7.2.4), letters of support from each delivery partner listed in the Application, including:
  - details of the delivery partner
  - an overview of how the delivery partner will work with the Applicant and any other delivery partners in the group to successfully complete the project
  - an outline of the relevant experience and/or expertise the delivery partner will bring to the group
  - the roles/responsibilities the delivery partner will undertake, and the resources (financial or in-kind) that it will contribute

  Note: NEMA will provide a template through Lead Agencies that can be used for this purpose.
- additionally, for *multi-jurisdictional and national projects* (see section 7.2.3), confirmation in writing from each Lead Agency in the relevant state/s and territory(s) that they have no objections in principle to the project being implemented in their jurisdiction/s.

  Note: NEMA will provide a template through Lead Agencies that can be used for this purpose.

Failure to provide this information may result in an application being ruled ineligible (e.g. if evidence of entity type is not provided) or be taken into account in assessing an Application (e.g. if evidence of consultation, cost estimates or partner support is missing in circumstances where they are required)

In addition to the mandatory attachments, Applicants may provide up to eight additional, optional attachments in support of each project proposal. Where optional attachments are provided, Applicants must reference these in their responses to the assessment criteria and identify the document name or attachment number.

Supported upload document types include PDF, doc, docx and xlsx. The maximum file size is 50MB per attachment.

Before submitting an Individual Project Application, Lead Agencies should ensure that any optional attachments have been uploaded to NEMA's online form.

CATEGORISATION (Lead Agencies Only)

Lead Agency rating against DRF assessment criteria and rating matrix

Lead Agencies are responsible for scoring and rating each project against the DRF assessment criteria and rating matrix 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 7.2.1 of the DRF Guidelines:

- Only "Highly Suitable' and 'Suitable' projects may be submitted to NEMA and will be considered/assessed by the Commonwealth's DRF Assessment Panel.
- Projects categorised as 'Not Suitable' by Lead Agencies should not be submitted to NEMA and will not be assessed by the Panel.
- The Panel 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.

Lead Agency ranking against state/territory priorities

With reference to section 7.2.1 of the DRF Guidelines, Lead Agencies are also required to consider Project proposals against state or territory priorities as outlined in any publicly available disaster plans or strategies and assign each 'Highly Suitable' and 'Suitable' project a priority ranking:

- 'High',
- 'Medium', or
- 'Low'

Note: The Assessment Panel may take this into account in scoring projects, including against assessment criterion 2.

CERTIFICATION

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 13.2 of the DRF 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.