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| National Disaster Risk Reduction  2024-25  Competitive Grant Program  FREQUENTLY ASKED QUESTIONS (FAQ) |

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| **Opening date:** | 8 am 28 November 2023 |
| **Closing date and time:** | 12 pm 5 February 2024 |
| **Grant round:** | Fifth round: 2024 – 2025 |
| **Total grant funding:** | $2.5 million |
| **Grant funding per project:** | $2.5 million  • $1.0 million to fund projects aimed at reducing disaster risk and building community resilience in alignment with the National Disaster Risk Reduction Framework (NDRRF) – **stream 1** projects; and  • $1.5 million to fund projects aimed at enhancing disaster resilience within communities in alignment with Community Disaster Resilience Strategy (CDRS) and the NDRRF – **stream 2** projects |
| **Enquiries:** | semc.grants@dfes.wa.gov.au |

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| When do applications open and close? | Applications for the NDRR 2024-25 round will open at 8 am on 28 November 2023 and close at 12:00 pm (noon) on 5 February 2024. This is the final round of the NDRR grant program. |
| How do I find out if my project is eligible? | Refer to the Guidelines for Applicants and the Eligibility Check (ADDEDUM). If you require more information, [Contact us](mailto:semc.grants@dfes.wa.gov.au) |
| How much funding can I ask for? | * $10,000 – $250,000 for projects with local impact in **both streams** * $10,000 – $1.0 million for **stream 1** projects with State, region or sector wide impact * $10,000 – $1.5 million for CDRS **stream 2** projects with State, region or sector wide impacts.   In both streams, the NDRR grant funding requested can **NOT** be more than 50 per cent of the total project cost. |
| What is a co-contribution? | Co-contribution is the portion of the cost of delivering the project that will be provided by the applicant organisation or their partners. Applicants must co-contribute at least 50 percent of the total project cost. Co-contributions can be made in cash or in-kind.  All cash and in-kind co-contributions from all delivery partners must be evidenced and supported by calculations and the methodology used to derive those figures. |
| What are ‘in-kind contributions’? | In-kind contributions are non-cash inputs to the project made by the applicant organisation or their partners. The monetary value of in-kind contributions is calculated and included in the budget as a co-contribution.  In-kind contributions may include things such as the salaries of staff providing support to the project, costs associated with hosting project staff or facilities used for project activities such as meetings or workshops.  In-kind contributions may not include salaries of staff or stakeholders who are not directly contributing to the project outcomes or who are only contributing by carrying out their usual role. |
| How do I apply? | NDRR applications must be submitted through an [online portal](https://dfes.smartygrants.com.au/NDRR2425Round). This link will provide guidance on navigating and completing your application. If you are still having trouble, [contact us.](mailto:semc.grants@dfes.wa.gov.au) |
| I have supporting material to my project that is too big to upload to the online portal. | The maximum file size for project supporting material is 25 MB. Zip files or One Drive links will not be accepted. If the supporting material is crucial to the application but exceeds the maximum file size, [contact us](mailto:semc.grants@dfes.wa.gov.au) to discuss. Oversize supporting material may still not be accepted in fairness to other applicants. |
| What does State, region or sector-wide significance mean? | To be eligible to apply for more than $250,000, projects must demonstrate that they will significantly reduce disaster risk across an entire region or the State or result in reform that affects the entire emergency management sector.  State, region or sector wide risk reduction must be demonstrated in relation of one or more of the following themes:   * Strategic research – research that will build knowledge, improve decision-making or inform legislation and policy in relation to natural hazard risk reduction. * New technologies, systems or tools – development of tools, technologies or systems that materially improve coordination, efficiency and information sharing in relation to risk reduction and management of natural hazards. * State or regional resilience initiatives – activities that improve community resilience and reduce the potential impacts of disasters on communities and infrastructure at a regional, district or State-wide scale. * Multiple sector initiatives – projects that improve integration of risk knowledge and risk reduction action across multiple sectors of the community or economy. * Climate change – activities that will manage risks associated with the impact of a changing climate on natural hazards State or sector-wide.   We encourage you to consider collaborations with other agencies to maximise potential project outcomes and funding requests. |
| I have a multi-agency project that requires funding – how much can I request? | Regardless of the number of investors or stakeholders involved in your project, the maximum you can request from an NDRR grant is $250,000 (GST exclusive). This must also be no more than 50 per cent of the total project cost.  Projects that can demonstrate State or sector-wide significance may be eligible for more funding, as described above. |
| We wish to submit a joint application. Whose name do we use? | You will need to determine who will be the primary manager for the project. This organisation will be responsible for accepting and managing the grant funds, delivering the project, regular progress reporting and acquitting the project. |
| My organisation is not incorporated – can I apply for funding? | No |
| I wish to carry out a research project – do I need to provide a letter of support with my application? | If your project is research-based, you will need to submit a letter of support from a Hazard Management Agency stating the intended application of your project’s findings. To be eligible, your project must focus on at least one of the seven prescribed natural hazards: cyclone, earthquake, fire, flood, heatwave, storm or tsunami. |
| Do all successful applicants have to provide a letter of support from project partners? | Yes. Before the Funding Agreement is signed, the project manager must submit letters of support from any project partners listed on the application. The letter must confirm any proposed co-contributions and the projects outputs and outcomes. |
| My organisation is DFES – can I apply for funding? | Yes. To ensure a fair and equitable assessment, the same eligibility criteria are applied to every application. The assessment panel includes people from different organisations and members are required to manage any conflicts of interest. |
| How do I decide if my project is business as usual? | Business as usual means continuation of the normal operations of the organisation, without the production of new outputs or outcomes. If your project is something your organisation would carry out as part of its normal operations or is already doing, then it cannot be funded through this program. NDRR funding must be used to deliver something above and beyond what the organisation would otherwise achieve.  If you are uncertain, we recommend you [contact us](mailto:semc.grants@dfes.wa.gov.au) to discuss before applying. |
| I have a project funded by a previous grant round that has been deemed non-compliant– am I still eligible to apply? | A Project is deemed non-compliant if it does not comply with the terms and conditions set out in the Funding Agreement in relation to reporting and/or achievement of deliverables and milestones and/or not expending the project budget as scheduled in the Funding Agreement.  You are not eligible to apply for an NDRR grant if you are currently delivering a project funded by the NDRR, Natural Disaster Resilience Program (NDRP) or the All West Australians Reducing Emergencies (AWARE) program that has been deemed non-compliant.  If you make arrangements to close any non-compliant projects in a manner that is satisfactory to DFES, you may be eligible to apply. If unsure, please [contact us](mailto:semc.grants@dfes.wa.gov.au) to check. |
| When can I start my project? | You can commence your project from 1 July 2024 and only after a Funding Agreement has been signed. An individual Funding Agreement will be developed for each successful applicant and must be signed by both DFES and the successful applicant. Once the Funding Agreement has been signed by both parties, the project can begin, and funds can be expended. |
| My project will have already started by the time the successful applications are announced. Is this OK? | No. Projects that have started before the signing of the Funding Agreement are not eligible for funding. DFES is not liable for any expenses incurred before finalising the Funding Agreement. |
| Do projects have to be completed within 12 months? | The program targets short-term projects of up to 12 months. In some cases, projects of a up to 24 months may be considered if there is evidence to demonstrate the need for the longer duration.  *Please note: If your project is to be delivered over more than one year, you must provide a budget for the entire project (for each year) before receiving a Funding Agreement.* |
| Does my project have to be completed by the end of the financial year? | No. Projects must have reasonable timeframes and milestones and won’t necessarily be completed within a financial year. Please see the answer to the above question regarding, *“Do projects have to be completed within 12 months?”* |
| Can I get assistance to complete my application? | Yes. Refer to the Guidelines for Applicants. If still unsure, please [contact us.](mailto:semc.grants@dfes.wa.gov.au) |
| I have applied for additional funding from other sources, but I have not yet been advised of the outcome. Do I need to include this in the budget? | Yes. Include the agency name and status (secured or pending) in the financial budget section. NDRR funds can only account for up to 50 per cent total project cost, so if your application is successful, but your other request is denied, the total amount provided from the NDRR funds may be reduced.  *Please note: if successful, your project must submit letter(s) of support from your partner agencies prior to signing the Funding Agreement.* |
| How many applications can I submit? | Your agency can submit as many project applications as it can reasonably deliver, but you will need to rank your projects from most to least preferred in the application form. |
| We have recently had a natural hazard event – can I apply for funds to help the clean-up effort? | No. Funding cannot be provided to support the response to, or recovery from an event. However, NDRR funds can be used to deliver projects that will help reduce the cost of response or recovery activities for future events by reducing community exposure or vulnerability to natural hazards. |
| I will be considering marine pollution (or another hazard that is not one of the 7 prescribed natural hazards) – can I still apply? | Only if you will also be addressing one of the seven natural hazards mentioned above. |
| I wish to apply for funding to provide training in emergency management to my volunteers and staff. Is this eligible? | Training is generally considered part of business as usual, which means it is not eligible for grant funding. There are some exceptions where the training goes beyond what an organisation would usually do. We recommend you [contact us](mailto:semc.grants@dfes.wa.gov.au) to discuss before applying.  Local governments can apply for funding to deliver emergency management training under the AWARE grant program. |
| I wish to apply for funding for an exercise to test a plan, my agency's capability or response. Is this eligible? | Exercises are generally considered to be business as usual, as you should be testing your plans as part of your ordinary business operation. Organisations intending to deliver exercises that go beyond what you would ordinarily do may be eligible for grant funding providing all other eligibility requirements are met. We recommend you [contact us](mailto:semc.grants@dfes.wa.gov.au) to discuss before applying.  Local governments can apply for funding to conduct capability-based exercises under the AWARE grant program. |
| Will I be asked to submit additional information after the grant round has closed? | During the assessment process the panel may require clarifying information from you. If this is the case, we will contact you and give you a deadline to provide the information. |
| I don't have an alternate project manager for this project – do I have to complete that section? | Yes. It is expected that you will have one primary project manager, and one alternate project manager or point of contact for this project. This could be important if we need information for evaluation and the primary project manager is not available. |
| I have already applied and I've realised there are errors. Can I edit the application? | You may update your application and resubmit until the grant round closing date. In fairness to all applicants, changes to applications are generally not permitted after the round closes. If you would like to make any amendments after the closing date and time, please contact us. |
| What is the assessment process? | The assessment process is as follows:   * Applications submitted and eligibility check completed by DFES. * Merit assessment scoring by an assessment panel appointed by DFES. * Recommended projects submitted to SEMC for approval. * Approved projects submitted to the Minister for Emergency Services. * Federal and State Ministers issue joint media release advising the outcomes. * Written notification of assessment outcome provided to applicants. |
| Can I get feedback? | Yes. Requests for feedback must be made by the original applicant by email. |
| When will I find out if my application has been successful? | Please note that we cannot advise the successful applicants until after a joint State and Commonwealth government media release has been issued regarding successful NDRR applicants and the Minister has sent out letters to successful applicants. |
| My project is sensitive in nature. If I am successful, will it have to be published? | No. Your organisation and project name will be made public, but the nature of your project will not. If you believe your project is of a sensitive nature, please let us know. |
| If I am successful, when will I receive the funding? | Once the deliverables, timeframes and milestones have been agreed – and the Funding Agreement has been signed – the project can begin. We will pay the first progress payment after receiving acceptable evidence of at least the first milestone being achieved. The final payment will be made when the project has been completed and appropriately acquitted. The NDRR grant can only account for up to 50 per cent of the total project cost, which means the final payment may need to be reduced, depending on the actual project expenditure.  DFES NDRR projects: For DFES projects, the initial NDRR grant payment will usually be made at the end of the financial year or after the mid-year review. Subsequent payments of actual costs will be paid each financial year until the final acquittal, not exceeding 50 per cent of the total project cost. Project managers are responsible for maintaining evidence of financial expenditure that clearly indicates the delineation of NDRR funds and DFES internal funds or other contributions. All other reporting requirements detailed in the Funding Agreement must also be met. |
| What are the reporting requirements for the NDRR grant funding? | There are two types of reporting required for the NDRR.   1. Six-monthly progress reports - project managers for successful projects under the NDRR program are required to provide six-monthly reports within 15 days of the end of the six-monthly period. 2. Final report - the final report should be submitted within eight weeks of completion of the NDRR project. Financial expenditure of grant and co-contributions components must be evidenced and supported by calculations and the methodology used to derive those figures.   Failure to comply with reporting requirements will make the project non-compliant with the Funding Agreement terms and conditions. |