

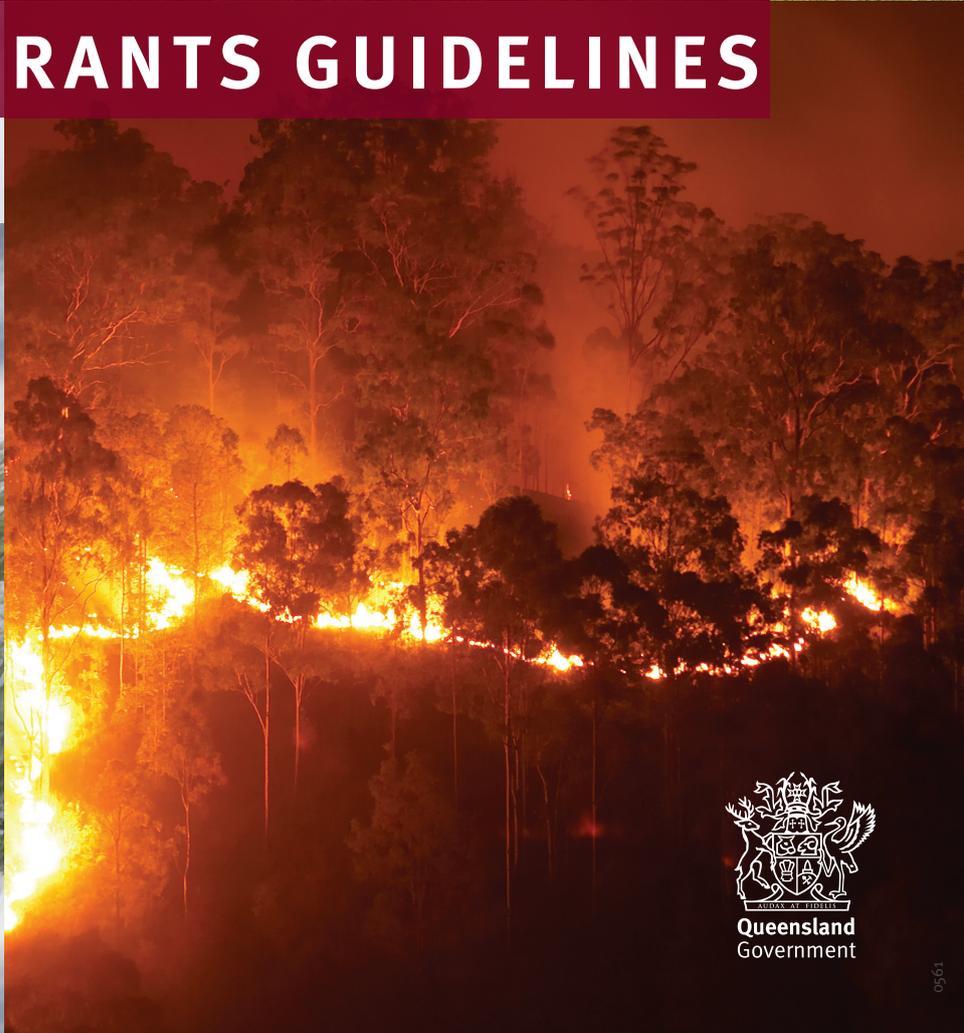


get ready
QUEENSLAND



GET READY QUEENSLAND 2021-22 GRANTS GUIDELINES

MAY 2021



Attribution: The State of Queensland.



The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it is recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Queensland Reconstruction Authority on 1800 110 841.

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

CONTENTS

SECTION 1 – PROGRAM OVERVIEW	4
1.1 Introduction	4
1.2 Aim	5
1.3 Program objectives	5
1.4 Eligible recipients	5
1.5 Funding details	5
1.6 Desired outcomes	6
1.7 Get Ready Queensland branding	7
1.8 Templates, forms and timeframes	7
1.9 Further information	7
SECTION 2 - ELIGIBILITY	8
2.1 Suggested eligible activities and expenditure	8
2.2 Eligible collaborative activities and expenditure	9
2.3 Ineligible expenditure	10
2.4 Get Ready Queensland Council Hub	10
SECTION 3 – GENERAL FUNDING CONDITIONS	11
3.1 Approved Funding payment	11
3.2 Acknowledgement requirements	11
3.3 Buy local	12
3.4 Initial approval, project acquittal and amendments	12
SECTION 4 - GLOSSARY	13

SECTION 1 – PROGRAM OVERVIEW



1.1 INTRODUCTION

The Queensland Government established the Get Ready Queensland (GRQ) grants program to position Queensland as the most disaster resilient state in Australia. The program is an all-hazards, resilience building initiative incorporated under a single, overarching brand.

In 2021–22, \$2 million in grants have been committed to Queensland local governments to facilitate locally-driven events and initiatives that promote individual and community participation in, and understanding of, disaster preparedness and resilience.

The 2021–22 GRQ program is administered by the Queensland Reconstruction Authority (QRA), with all funding allocations to grant recipients approved by the Chief Executive Officer.

Through GRQ, grant recipients are to demonstrate a commitment toward developing partnerships with their local community that foster an innovative approach to improving the community’s resilience and capability.

GRQ is an opportunity to focus minds and efforts on delivering resilience-building activities from the ground up.

1.2 AIM

The aim of the 2021–22 GRQ program is to help local governments engage their communities and assist them to better prepare for severe weather and disasters in Queensland while continuing to build their resilience to future disasters.

1.3 PROGRAM OBJECTIVES

The objectives of the 2021–22 GRQ program are to:

- help all Queenslanders understand their disaster risk and undertake disaster preparedness activities that increase their resilience to future disasters
- unite all the state’s preparedness and resilience activities under an overarching brand
- fund activities that contribute to the key objectives and outcomes of the *Queensland Strategy for Disaster Resilience 2017*, see www.qra.qld.gov.au/QSDR.
- help position Queensland as the most disaster resilient state in Australia.

1.4 ELIGIBLE RECIPIENTS

The 2021–22 GRQ program applies to all local governments and the Weipa Town Authority in Queensland.

1.5 FUNDING DETAILS

The 2021–22 GRQ program funding of \$2 million will be allocated to recipients following approval by the Chief Executive Officer of QRA.

The funding period is for the 2021–22 financial year (1 July 2021 to 30 June 2022), with all funded activities to be completed before 30 June 2022.

Grant recipients must expend their GRQ funding allocation, and complete their activities, within the 2021–22 financial year and cannot carry over their allocation to the following year.



1.6 DESIRED OUTCOMES

GRQ funding must be directed toward activities that enhance community resilience, strengthen communities' understanding of local disaster risks and empower individuals to undertake preparedness activities.

A disaster is defined by the *Disaster Management Act (2003)* as a serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the state and other entities to help the community recover from the disruption.

A serious disruption is defined by the *Disaster Management Act (2003)* as:

- loss of human life, illness or injury to humans
- widespread or severe property loss or damage
- widespread or severe damage to the environment.

Community resilience can be defined as the ability of individuals, families, businesses and communities to prepare for effective response to, and recovery from, the human and social impacts of disaster events, with the ability to adapt to changed environments.

Activities that enhance community resilience also contribute to:

- community connectedness
- understanding risk and vulnerability
- planning and preparation
- identifying how we can become more climate adaptive.

GRQ funded activities must:

- promote the 2021–22 GRQ program aims (section 1.2), objectives (section 1.3) and overarching brand
- contribute to the key objectives and outcomes of the *Queensland Strategy for Disaster Resilience 2017*, available at www.qra.qld.gov.au/QSDR.

The Strategy is Queensland's framework for the continued delivery of programs and initiatives that help build safe, caring and connected communities, create jobs and a diverse economy and, protect our precious natural environment.

The strategy is underpinned by the following:

KEY OBJECTIVES

OUTCOMES

1 QUEENSLANDERS UNDERSTAND THEIR DISASTER RISK	Queenslanders have access to up-to-date risk information, are better informed and better prepared for disasters.
2 STRENGTHENED DISASTER RISK MANAGEMENT	The understanding and practise of disaster risk reduction is integrated within and across all sectors.
3 QUEENSLANDERS ARE INVESTED IN DISASTER RISK REDUCTION	Queenslanders are engaged and invested in efforts to reduce exposure to disaster risk and build resilience.
4 THERE IS CONTINUOUS IMPROVEMENT IN DISASTER PREPAREDNESS, RESPONSE AND RECOVERY	Enhanced disaster preparedness for effective response, recovery and adaptation to changed environments.

1.7 GET READY QUEENSLAND BRANDING

All disaster preparedness activities delivered using 2021–22 GRQ program grants must use the GRQ name, identifier and branding in accordance with the program’s branding guidelines.

This includes, but is not limited to, any programs and community activities and/or awareness campaigns and promotional or printed materials, such as posters, signs, and plaques produced with 2021–22 GRQ program funding.

The 2021–22 GRQ branding guidelines can be found on the Get Ready Queensland Council Hub at www.getready.qld.gov.au/council-hub-funding. Use the password *get-ready-qld*.

1.8 TEMPLATES, FORMS AND TIMEFRAMES

The GRQ 2021–22 Program Guidelines, Plan of Activities template and a Certification form will be provided by QRA.

QRA will also provide the terms and conditions of funding (Funding Agreement) direct to the grant recipient.

Organisations must submit their 2021–22 GRQ Plan of Activities and Certification form to QRA through submissions@qra.qld.gov.au by 30 June 2021.

Organisations must acquit their 2021–22 GRQ funding allocation to QRA through submissions@qra.qld.gov.au or via the QRA MARS Portal by 30 September 2022. If the organisation lodges via email the submitted Acquittal Report must be accompanied by a signed Certification form.

MARS is the Management and Reporting System developed by QRA to support organisations with disaster funding applications and grants including Get Ready Queensland. For more information on accessing and using MARS read the MARS User Guide at www.qra.qld.gov.au/funding/mars-disaster-funding-application-portal/mars-user-guides-and-forms or contact your QRA Recovery Officer.

1.9 FURTHER INFORMATION

For more details contact your QRA Recovery Officer:

Phone: 3008 7200

Email: getready@qra.qld.gov.au

GRQ website: www.getready.qld.gov.au

QRA website: www.qra.qld.gov.au



SECTION 2 - ELIGIBILITY



2.1 SUGGESTED ELIGIBLE ACTIVITIES AND EXPENDITURE

GRQ expenditure should be used in delivery of activities that relate to the desired outcomes of the 2021–22 GRQ program. All eligible activities will align with one of the stated objectives from the *Queensland Strategy for Disaster Resilience 2017* which ensure:

1 we understand the potential disaster risks we face

3 we seek new opportunities to reduce disaster risk

2 we work together to better manage disaster risk

4 we continually improve how we prepare for, respond to and recover from disasters

Credit: Resilient Queensland 2018–2021: Delivering the Queensland Strategy for Disaster Resilience (2018), see www.qra.qld.gov.au/resilient-queensland

The following list provides some guidance to the type of activities GRQ can fund:

RESILIENCE TECHNOLOGY

- Disaster dashboards and associated costs, SMS alert systems or other technology-based activities that assist in disaster preparedness.

COMMUNITY ENGAGEMENT

- Local community engagement activities such as information sessions and emergency service expos.
- Neighbourhood awareness activities such as localised guides to disaster preparedness.
- The encouragement and facilitation of greater networks and partnering relationships with targeted community groups, other local governments and associations to achieve improved disaster management response capability within the area.

MARKETING AND ADVERTISING

- Local and regional advertising costs that highlight local disaster risks and contact information for local disaster preparedness. Examples are television, radio, newspaper, social media, online and magazine advertisements.
- Literature for distribution to residents and business owners, which instructs and informs on disaster preparedness tasks.

MINOR EQUIPMENT AND COMMUNITY INFRASTRUCTURE

- Where the use of purchased equipment supports communities to prepare and respond to disaster events. Examples are sandbagging machines, solar powered charging stations, display gazebos, chainsaws, sanitation equipment.

COMMUNITY PREPARATION

- Large scale community disaster preparation events, such as clean-ups that involve the public, reduce hazards, help a community be more prepared for a disaster and provide information on preparedness. For example, a community pre-storm season clean-up day or working bee.
- Activities and events that contribute to stronger communities while sharing knowledge and experience in the context of disaster preparedness. For example, a neighbourhood working bee to clear at risk foliage or clean out gutters.

BUSINESS CONTINUITY

- Business activities such as disaster preparedness seminars, post-disaster seminars, business continuity planning, business fact sheets and kits.

EDUCATION ACTIVITIES

- Education activities conducted in schools on disaster preparedness, such as curriculum-based programs.

DIVERSE COMMUNITY ACTIVITIES

- Activities and programs that directly target diverse groups in the community. For example, culturally and linguistically diverse; Aboriginal and Torres Strait Islanders; seniors; disabled and/or remote members of the community.

TEMPORARY STAFFING COSTS

- Staffing costs may be included as part of a project that is specifically related to the 2021–22 GRQ program desired outcomes and is project specific. For example:
 - a staff member temporarily project managing Get Ready regional community activities and/or
 - a staff member temporarily project managing a Get Ready educational roadshow across the region.

OTHER ELIGIBLE ACTIVITIES

Should there be an activity that could be considered eligible but is not listed above, please contact the GRQ team or your QRA Recovery Officer to discuss.

2.2 ELIGIBLE COLLABORATIVE ACTIVITIES AND EXPENDITURE

Councils are eligible to combine 2021–22 funding to create and share preparedness messages, resources, advertising, projects and collateral across regions.

If your council is planning to combine funding with another council or if you would like support in coordinating potential councils to partner with, please notify your QRA Recovery Officer or the Get Ready Queensland team via email to getready@qra.qld.gov.au by 18 June 2021.

The team will work with you to manage the combined funding and acquittal process.

2.3 INELIGIBLE EXPENDITURE

QRA has autonomy over the eligibility of activities under the 2021–22 GRQ program. Any changes to your council's approved plan of activities throughout the funding year should be submitted to council's QRA Recovery Officer or the GRQ team to ensure the activity is eligible.

Ineligible expenditure may include:

- projects, events or activities that do not contribute to increasing the preparedness and resilience of communities and/or meet the desired outcomes of the GRQ program
- expenditure not associated with the delivery of GRQ activities
- expenditure that does not support the key objectives and outcomes of *Queensland Strategy for Disaster Resilience*
- expenditure that is not expended in the 2021–22 financial year
- expenditure on organisation core services and operations
- payment of staff wages in relation to the management of GRQ grant funding or GRQ funded activities that is not pre-approved
- expenditure on infrastructure and equipment for community events and activities that do not meet the program's desired objectives
- expenditure on infrastructure associated with government and community assets e.g. shelters that would otherwise be funded by council
- expenditure on ongoing maintenance and operational use of equipment that does not meet the program's desired objectives.

2.4 GET READY QUEENSLAND COUNCIL HUB

The GRQ website features a council hub with information and resources to support GRQ funded activities.

To assist with planning 2021–22 GRQ activities, visit www.getready.qld.gov.au/examples-council-material for examples of past preparedness activities and resources developed by councils.

To access the Council Hub, use the password get-ready-qld. You do not need to create an account or a username.

For support with planning GRQ activities, email getready@qra.qld.gov.au.

SECTION 3 – GENERAL FUNDING CONDITIONS



3.1 APPROVED FUNDING PAYMENT

- 3.1.1** QRA agrees to pay the Organisation the Approved Funding as detailed in the formal written advice of funding approval (Approval Advice):
- first payment (90%) upon receipt of the Organisation's signed acceptance of the Funding Agreement and approval of the Organisation's plan of activities for the 2021–22 GRQ program
 - final payment (10%) upon receipt of the Organisation's 2021–22 final acquittal documentation, due to QRA on or before 30 September 2022.
- 3.1.2** Subject to the terms of the Funding Agreement, the Organisation agrees to meet all associated costs over and above the Approved Funding.
- 3.1.3** The Approved Funding amount will not exceed the total amount detailed in the Approval Advice.
- 3.1.4** Payments will be paid by electronic transfer, with payment subject to the Organisation advising relevant bank account details to QRA.
- 3.1.5** Funding rollovers are not permitted for the 2021–22 GRQ program. Should organisations have any unspent or uncommitted funds at 30 June 2022, they must acquit the 2021–22 GRQ funding back to QRA.

3.2 ACKNOWLEDGEMENT REQUIREMENTS

- 3.2.1** The Organisation agrees to, at the Organisation's cost, recognise the contribution of the State of Queensland as set out in the acknowledgement guidelines on the GRQ Council Hub: www.getready.qld.gov.au/council-hub.
- 3.2.2** Organisation agrees to recognise the GRQ program through the organisation's social media accounts by proactively arranging photographs and social media posts of the Organisation's GRQ activities - and initiatives, applying the social media hashtag and tagging the Get Ready Queensland social media accounts.

FACEBOOK AND INSTAGRAM

GetReadyQueensland

#GetReadyQueensland

3.3 BUY LOCAL

- 3.3.1** The Organisation acknowledges the Approved Funding is provided for the public benefit, which includes supporting greater employment opportunities for members of the local community.
- 3.3.2** When conducting procurement processes, the Organisation agrees to use its best endeavours to ensure that competitive local firms (that comply with relevant legislation) are given a full, fair and reasonable opportunity. For larger, more complex purchases, 'local' may be interpreted as the whole of Queensland.

3.4 INITIAL APPROVAL, PROJECT ACQUITTAL AND AMENDMENTS

- 3.4.1** The Organisation must submit a list of planned activities or initiatives to be undertaken for the 2021–22 GRQ program on the Plan of Activities Form to submissions@qra.qld.gov.au.
- 3.4.2** QRA will provide a Funding Agreement Schedule.
- 3.4.3** The Organisation must accept the terms and conditions of the Approved Funding by returning a signed copy of the Funding Agreement, emailed to getready@qra.qld.gov.au or submissions@qra.qld.gov.au within 30 days of receiving the agreement. No payments will be made without receipt of the signed Funding Agreement, and completed list of planned activities.
- 3.4.4** The Organisation must acquit its 2021–22 GRQ funding through the QRA MARS Portal or via email to submissions@qra.qld.gov.au by 30 September 2022.
- 3.4.5** The following should be attached as supporting documents to the organisation's email or on the submissions details page of the MARS Portal:
- detailed transaction general ledger report to support claimed expenditure
 - a copy of the organisation's plan of activities form for acquittal purposes
 - examples of completed activities funded (e.g. photographs of events, collateral, videos produced etc).
- 3.4.6** If submitting acquittal via email, a certificate of expenditure must be included. If using the MARS Portal, verification is agreed at time of submission. Verification ensures:
- the approved project complies with all relevant legislation affecting the purpose, use and benefit to the community and has achieved the objectives of the funding program
 - the approved funding has been used for the public benefit all of the conditions of funding have been met.
- 3.4.7** Should the organisation wish to amend their approved plan of activities during the year, please contact the GRQ team or council's QRA Recovery Officer to ensure the new activity is eligible.



SECTION 4 - GLOSSARY

Term	Definition
Approval advice	The letter from the Chief Executive Officer of the QRA advising the project/s is/are approved and providing details of the approved grant allocation for the Approved Project/s.
Approved Funding	The allocation of 2021–22 GRQ Program funding to the Organisation as approved by the Chief Executive Officer, QRA.
Funding Agreement	The standard terms and conditions under which the QRA will offer and the Organisation will accept the Approved Funding.
GRQ	Get Ready Queensland.
Organisation	The funding recipient.
QRA	Queensland Reconstruction Authority, the Queensland government statutory authority responsible for administering the GRQ program.

www.getready.qld.gov.au