

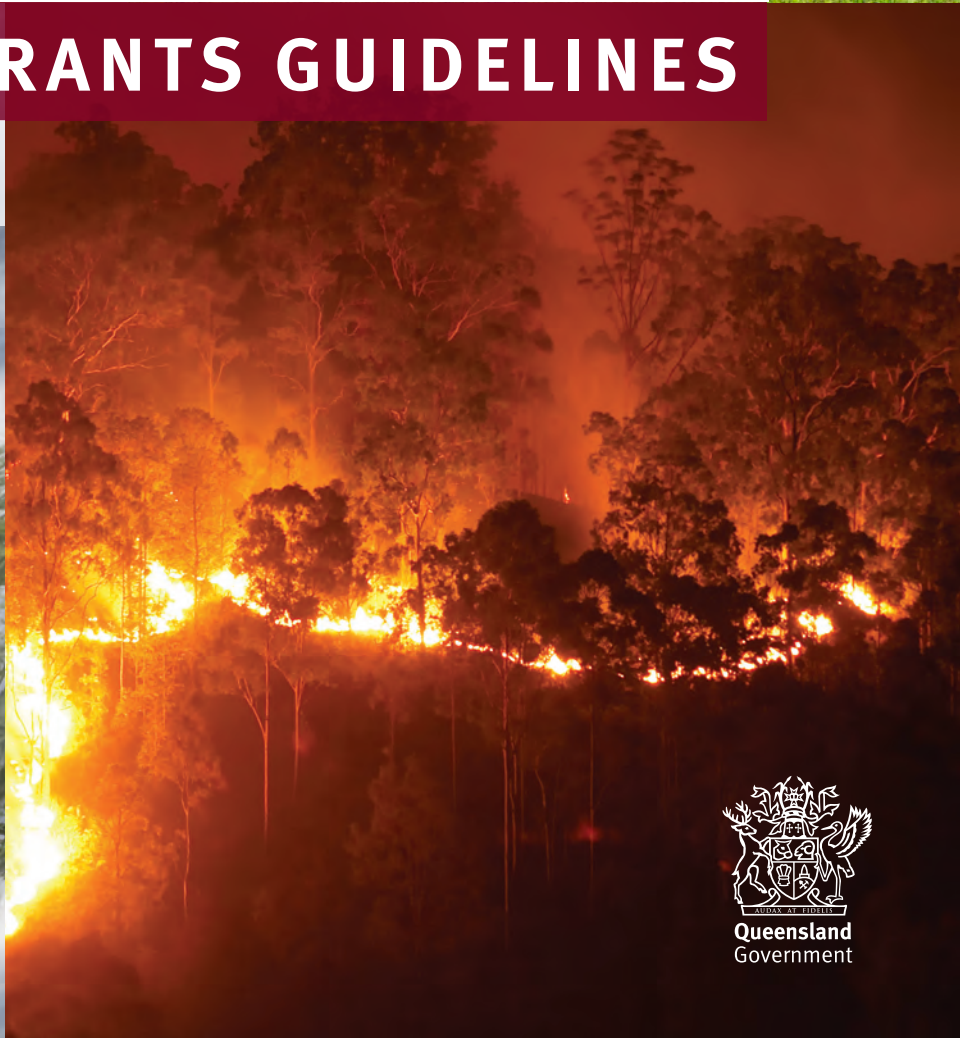


**get  
ready**  
QUEENSLAND



# GET READY QUEENSLAND 2020-21 GRANTS GUIDELINES

MAY 2020



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## 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 2020–21, \$2 million in grants have been committed to Queensland local governments to facilitate locally-driven events and initiatives that cultivate individual and community participation and understanding of disaster preparedness and resilience.

The 2020–21 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 towards developing public/private partnerships that showcase an innovative approach to improving capability for enhancing resilience.

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



## 1.2 AIM

The aim of the 2020–21 GRQ program is to assist local governments in engaging their communities to help them better prepare for severe weather and disasters in Queensland and build resilience to future disaster.

## 1.3 PROGRAM OBJECTIVES

The objectives of the 2020–21 GRQ program are to:

- engage all Queenslanders to understand their disaster risk and undertake necessary disaster preparedness activities
- unite all of the state's preparedness and resilience activities under an overarching brand
- help position Queensland as the most disaster resilient state in Australia.

## 1.4 ELIGIBLE RECIPIENTS

The 2020–21 GRQ program applies to all local governments and the Weipa Town Authority.

## 1.5 FUNDING DETAILS

The 2020–21 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 2020–21 financial year (1 July 2020 to 30 June 2021).

Grant recipients must expend their GRQ funding allocation on activities completed within the 2020–21 financial year and cannot carry over their allocation to the following year.



## 1.6 DESIRED OUTCOMES

GRQ funding must be directed towards activities that enhance community resilience and community knowledge of the requirements of disaster preparedness.

A disaster is defined 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 as:

- loss of human life, or 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 procedural preparation
- identification of climate adaptation opportunities and actions.

GRQ funded activities must:

- promote the 2020–21 GRQ program aims, objectives and overarching brand; and
- contribute to the key objectives and outcomes of the Queensland Strategy for Disaster Resilience 2017, available at <https://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

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

\* Section 13 (2) *Disaster Management Act 2003*

## 1.7 GET READY QUEENSLAND BRANDING

All disaster preparedness activities delivered using 2020-21 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 2020–21 GRQ program funding.

Find the 2020-21 GRQ program guidelines on the Get Ready Queensland Council Hub at [www.getready.qld.gov.au/council-hub-funding](http://www.getready.qld.gov.au/council-hub-funding). Use the password *get-ready-qld*.

## 1.8 TEMPLATES AND FORMS

The GRQ 2020–21 Program Guidelines and Plan of Activities forms 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 2020-21 GRQ Plan of Activities through the QRA MARS Portal by **26 June 2020**.

Organisations must acquit their 2020-21 GRQ funding allocation through the QRA MARS Portal by **30 September 2021**.

MARS is the Management and Reporting System developed by QRA to support organisations with disaster funding applications and grants including Get Ready Queensland.

If you are using MARS for the first time, please:

- download the MARS user access request form on the QRA website at [www.qra.qld.gov.au/funding-mars-disaster-funding-portal/mars-user-guides-and-forms](http://www.qra.qld.gov.au/funding-mars-disaster-funding-portal/mars-user-guides-and-forms);
- complete your details and select a user profile;
- get authorisation by your CEO or the approved MARS delegate for your organisation; and
- submit the signed user access request form via email to [support@qra.qld.gov.au](mailto:support@qra.qld.gov.au).

For more information on using MARS read the MARS User Guide at [www.qra.qld.gov.au](http://www.qra.qld.gov.au) or contact your QRA Regional Liaison Officer.

## 1.9 FURTHER INFORMATION

For more information contact QRA's Get Ready team:

Phone: **3008 7233**

Email: [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au)

Further information is available on the GRQ website: [www.getready.qld.gov.au](http://www.getready.qld.gov.au) or on QRA website: [www.qra.qld.gov.au](http://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 2020–21 GRQ program. The following list provides some guidance to the type of activities that 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

- Minor equipment purchase and community education programs on the use of equipment that supports communities to prepare and respond to disaster events.
- Activities that are essential to the function of emergency services in response to disaster events.



## Community preparation

- Large scale community clean-ups that involve the public 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

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

## Diverse community activities

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

## Staffing costs

- Staffing costs may be included as part of a project that is specifically related to the 2020–21 GRQ program desired outcomes and is project specific. For example:
  - a temporary staff member to project manage a Get Ready regional community expo, presenting an educational message during the event, and/or
  - a temporary staff member to project manage a Get Ready educational roadshow across the region presenting awareness and education on preparedness and resilience.

## Other eligible activities

- Should there be an activity that could be considered eligible but not listed above, please contact the GRQ team.

## 2.2 ELIGIBLE COLLABORATIVE ACTIVITIES AND EXPENDITURE

- Multiple councils are eligible to combine 2020-21 funding to create and share preparedness messages, resources, advertising, projects and collateral across regions.
- If your organisation is planning to combine funding with another council or if you would like support in coordinating potential councils to partner with, please notify the Get Ready Queensland team via email to [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au) by 5 June 2020.
- 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 2020-21 GRQ program.

Ineligible expenditure may include:

- expenditure not associated with the delivery of 2020–21 GRQ activities
- expenditure that does not support the key objectives and outcomes of the Queensland Strategy for Disaster Resilience 2017
- expenditure on activities delivered outside the 2020–21 financial year
- expenditure on organisation core services and operations
- ongoing operation and maintenance costs of infrastructure or equipment
- payment of staff wages and equipment in relation to community clean-ups
- payment of staff wages in relation to the management of GRQ grant funding
- expenditure on infrastructure and equipment for community events and activities that do not meet the desired outcomes
- expenditure on infrastructure and equipment associated with government and community assets e.g. shelters
- expenditure on ongoing maintenance and operational use of equipment that does not meet desired outcomes.

## 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 2020-21 GRQ activities, visit <https://www.getready.qld.gov.au/examples-council-material> for examples of past preparedness activities and resources developed by councils.
- For support with planning GRQ activities, email [getready@qra.qld.gov.au](mailto: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 acceptance of the Funding Agreement and approval of the Organisation's plan of activities for the 2020–21 GRQ program
  - final payment (10%) upon receipt of the Organisation's 2020–21 final acquittal documentation, due to QRA on or before 30 September 2021.
- 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 2020-21 GRQ program. Should organisations have any unspent or uncommitted funds at 30 June 2021, they must acquit the 20-21 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:  
<https://www.getready.qld.gov.au/council-hub>
- 3.2.2** The organisation agrees to recognise the GRQ program through the organisations 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

#### TWITTER

@GetReadyQld

#GetReadyQueensland

#### 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 APPROVED PROJECT ACQUITTAL AND REPORTING

- 3.4.1** The Organisation must submit a list of planned activities or initiatives to be undertaken for the 2020-21 GRQ program on the Plan of Activities Form through the QRA MARS Portal.
- 3.4.2** QRA will provide a Funding Agreement within 30 days of receiving the Organisation's planned activities.
- 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](mailto:getready@qra.qld.gov.au) within 30 days of receiving the agreement.
- 3.4.4** The Organisation must acquit its 2020-21 GRQ funding through the QRA MARS Portal by 30 September 2021.
- 3.4.5** The following should be attached as supporting documents on the submissions details page of the MARS Portal:
  - a) Certificate of Expenditure and final report, and a detailed transaction general ledger report to support claimed expenditure
  - b) verification 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
  - c) verification the Approved Funding has been used for the public benefit
  - d) verification all the conditions of the Funding Agreement have been met
  - e) examples of completed activities funded (e.g. photographs of events, collateral, videos produced etc).





## 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 2020-21 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 grants program.
Organisation	The funding recipient.
QRA	Queensland Reconstruction Authority, the Queensland government statutory authority responsible for administering the GRQ program.

[www.getready.qld.gov.au](http://www.getready.qld.gov.au)