

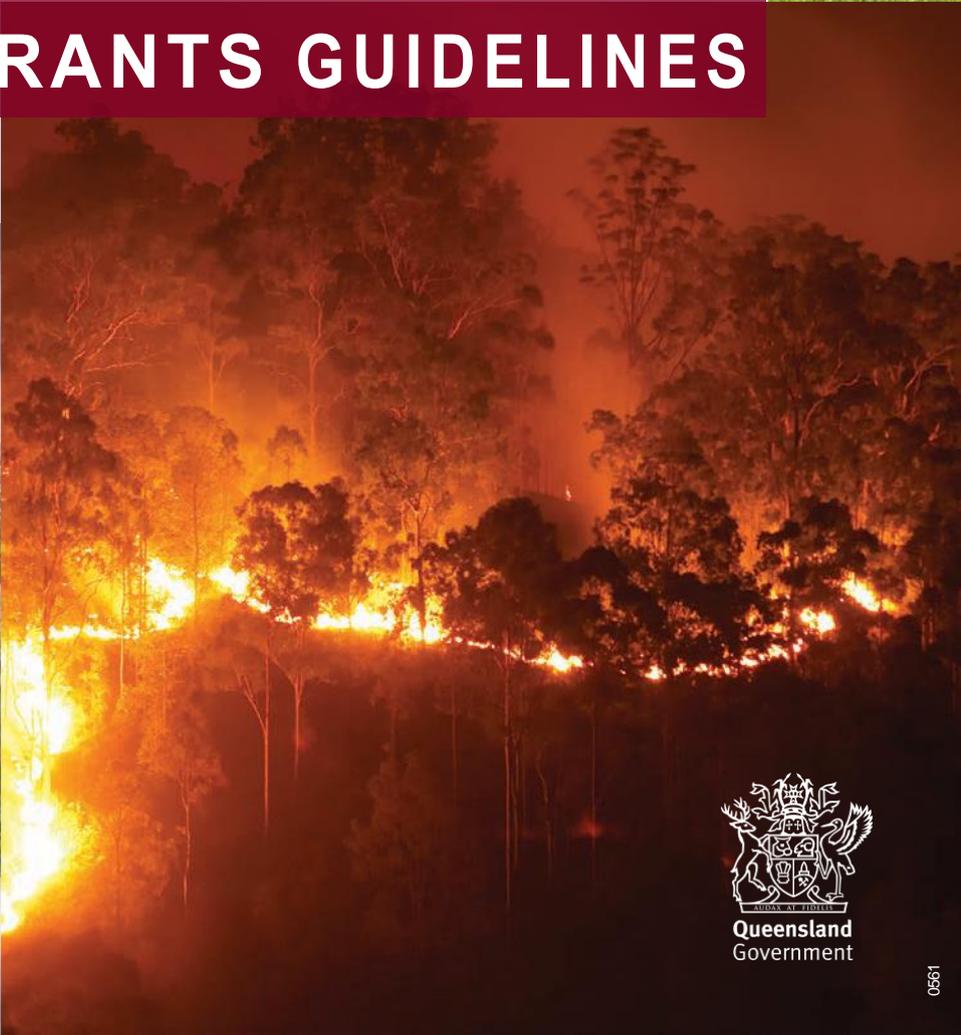


get ready
QUEENSLAND



GET READY QUEENSLAND 2022-23 GRANTS GUIDELINES

MAY 2022



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 – OVERVIEW AND OBJECTIVES	3
1.1 Introduction	3
1.2 Program Objectives	4
1.3 Relevant Policies	5
1.4 Funding	5
1.5 Key Timeframes	5
1.6 Recipients	5
1.7 Eligible Activities	6
1.8 Ineligible Expenditure	
SECTION 2 – GOVERNANCE AND ADMINISTRATIVE ARRANGEMENTS	8
2.1 Approval	8
2.2 Payments	8
2.3 Program Reporting	9
2.4 Extensions of Time	9
2.5 Project Acquittal	9
2.6 Procurement	10
2.7 Public Acknowledgement	10
2.8 Get Ready Queensland Council Hub	10
2.9 Contact Information	10
ANNEXURE 1 – PRE-APPROVED ACTIVITIES: 2022–23 GRQ GRANT	11
ANNEXURE 2 – GUIDANCE MATERIAL	14
ANNEXURE 3 – GLOSSARY	16

SECTION 1 – OVERVIEW AND OBJECTIVES



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.

\$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 aim of the GRQ grants 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.

The GRQ grants program is administered by the Queensland Reconstruction Authority (QRA). 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.

The GRQ grants program is an opportunity for local governments to focus minds and efforts on delivering resilience-building activities from the ground up.

1.2 PROGRAM OBJECTIVES

The objectives of the GRQ grants 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 [Resilient Queensland 2018–2021: Delivering the Queensland Strategy for Disaster Resilience \(2018\)](#), and help position Queensland as the most disaster resilient state in Australia.

1.3 RELEVANT POLICIES

The objectives of the GRQ grants program align with [Resilient Queensland 2018–2021: Delivering the Queensland Strategy for Disaster Resilience \(2018\)](#). This implementation plan was developed in consultation with state agencies, the private sector and local governments to coordinate the statewide delivery of the Queensland Strategy for Disaster Resilience. It is a whole-of-government response to disaster resilience that involves better coordination of government policy, information management, project delivery and stakeholder collaboration.

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.

1.4 FUNDING

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

The funding period is for a single financial year from 1 July to 30 June in the respective years, as per [Annexure 2](#).

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

1.5 KEY TIMEFRAMES

For guidance on the funding timeline and key dates see [Annexure 2](#).

1.6 ELIGIBLE RECIPIENTS

The program applies to all local governments and the Weipa Town Authority in Queensland.

1.7 ELIGIBLE ACTIVITIES

GRQ funded activities must:

- promote the GRQ program aims objectives and overarching brand
- contribute to the key objectives and outcomes of [Resilient Queensland 2018–2021: Delivering the Queensland Strategy for Disaster Resilience \(2018\)](#). This 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.

Pre-Approved activities

QRA has identified a list of pre-approved activities for the GRQ funding. By selecting these activities on your Plan of Activities, you are eligible for self-certification. You will find your Plan of Activities in the GRQ Project Form.

See [Annexure 1](#) for details.

Other activities

Should there be an activity that could be considered eligible but is not listed in the pre-approved activities list, please contact your QRA Recovery Officer or the Get Ready Queensland team at getready@qra.qld.gov.au to discuss prior to submitting your GRQ Project Form.

Activities not included on the pre-approved activities list will be subject to approval by QRA.

QRA-led activities

If the Organisation cannot undertake any of the pre-approved or other GRQ activities, the GRQ team can assist with the QRA-led activities listed in the table below. Payment for these activities will be funded from the Organisation's GRQ grant funding.

Please contact your QRA Recovery Officer or the Get Ready Queensland team at getready@qra.qld.gov.au to discuss this option, prior to submitting your GRQ Project Form.

QRA-led activities	Details
Paid advertising	<p>Depending on the Organisation's goals and budget, you can select from television, radio, print, streaming, digital or social media advertising.</p> <p>The GRQ team will work with their suppliers to design the advertisements and purchase the advertising space for you. You will need to provide desired written content/messaging and any localised imagery.</p>
Design and/or delivery of physical resources	<p>The GRQ team can assist in the design, print and delivery of resources such as banners, signage, displays, leaflets, posters. The total cost must fit within the Organisation's GRQ funding allocation. You will need to provide desired written content/messaging and any localised imagery.</p>
Emergency Pack Starter Kits	<p>The GRQ team have a supplier for the Emergency Pack Starter Kit which contains:</p> <ul style="list-style-type: none">• first aid kit• mobile phone charger• USB stick• torch• spare batteries• sunscreen• sanitiser <p>The kit also contains information about other useful emergency kit items. You can use these as giveaways to community members.</p> <p>Other information or items supplied by the Grant recipient can be added to the kits for an additional packing fee.</p> <p>For further details go to www.getready.qld.gov.au/council-hub.</p>

Collaborative expenditure

Organisations can combine funding and nominate a lead organisation to create and share preparedness messages, resources, advertising, projects and collateral across regions.

If the organisation is planning to combine funding with another organisation 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 at getready@qra.qld.gov.au by 1 June 2022.

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

1.8 INELIGIBLE EXPENDITURE

QRA has autonomy over the eligibility of activities under the GRQ program. Below are some examples of activities deemed ineligible under the GRQ grants program. If you are unsure of the eligibility, please contact your QRA Recovery Officer or the Get Ready Queensland team at getready@qra.qld.gov.au.

Examples of ineligible activities and ineligible expenditure may include:

- 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 [Resilient Queensland 2018-2021: Delivering the Queensland Strategy for Disaster Resilience \(2018\)](#)
- expenditure that is not expended in the relevant financial year
- expenditure on Organisation's 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 the Organisation
- expenditure on ongoing maintenance and operational use of equipment that does not meet the program's desired objectives
- clean-up activities undertaken after a weather event.

SECTION 2 – GOVERNANCE AND ADMINISTRATION ARRANGEMENTS



2.1 APPROVAL

Pre-approved activities (self-certification): If activities are selected from the pre-approved activities list (as listed in [Annexure 1](#)), the Organisation will submit the completed GRQ Project Form, with the Plan of Activities (A2) and signed Certification (Approval) (A3) forms, and the signed Project Funding Schedule (PFS) to QRA.

Alternative activities: for other activities not listed in the pre-approved activities list, the organisation will submit the completed GRQ Project Form with the Plan of Activities (A2), signed Certification (Approval) (A3) forms and the signed Project Funding Schedule (PFS) to QRA, which will be subject to approval by QRA.

For further guidance on completing the GRQ Project Form, see [Annexure 2](#).

To accept the conditions for GRQ funding, the Organisation must sign and return the PFS via email to submissions@qra.qld.gov.au by 30 June 2022. By signing the PFS, a Project Funding Agreement will be formed. No payments will be made without receipt of the signed PFS, GRQ Project Form and the Certification Form.

2.2 PAYMENTS

QRA agrees to pay the Organisation the Approved Funding as detailed in the signed PFS. Funding will be distributed as:

- a. first payment (90%) upon receipt of the Organisation's signed acceptance of the PFS and the completed PoA Form for the Organisation
- b. final payment (10%) upon receipt of the Organisation's final acquittal documentation, due to QRA on or before 30 September in the following financial year.

Subject to the terms of the PFS, the Organisation agrees to meet all associated costs over and above the Approved Funding.

The Approved Funding amount will not exceed the total amount detailed in the PFS.

Payments will be made by electronic transfer, with payment subject to the Organisation advising relevant bank account details to QRA.

Funding rollovers are not permitted for the GRQ program. Should organisations have any unspent or uncommitted funds at the close of the financial year, they must acquit the remaining GRQ funding back to QRA.

2.3 PROGRESS REPORTING

QRA Recovery Officers will contact the Organisation between February and March of the approved funding year for the purpose of progress and status reporting to confirm expenditure of the approved activities.

If any of the activities requires a variation, please advise the Recovery Officer during these conversations to ensure that the new activity is eligible.

2.4 EXTENSIONS OF TIME

Extensions of time are not available under this funding arrangement. Expenditure must be completed by end of the relevant financial year. Any remaining funds are to be returned to the QRA.

2.5 PROJECT ACQUITTAL

The Organisation must submit the completed GRQ Project Form, with the Acquittal Activities (B2) and signed Certification (Acquittal) (B3) forms to submissions@qra.qld.gov.au by 30 September 2023 immediately following the relevant financial year.

The following supporting documents are also required at acquittal:

- a) Detailed transaction general ledger report or transaction invoices to support claimed expenditure
- b) Evidence of the completed activities (e.g. photographs of events, collateral, videos produced)

By signing the Certification (Acquittal) form, the Organisation agrees that:

- a) the completed activities comply with these guidelines regarding the purpose, use and benefit to the community and has achieved the objectives of the funding program
- b) the approved funding has been used for the public benefit and all the conditions of funding have been met.

For Organisations choosing to combine their funding, only the lead Organisation managing the expenditure will need to submit the completed GRQ Project Form, with the Acquittal Activities (B2) and signed Certification (Acquittal) (B3) forms and provide all supporting documentation.

Should the organisation require a variation to the approved activity, please contact your QRA Recovery Officer or the Get Ready Queensland team at getready@qra.qld.gov.au to ensure the new activity is eligible. Activities that do not meet the GRQ grant program objectives will be made ineligible.

2.6 PROCUREMENT (BUY LOCAL)

The Organisation acknowledges the Approved Funding is provided for the public benefit, which includes supporting greater employment opportunities for members of the local community.

When conducting procurement processes, the Organisation agrees to use its best endeavors 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.

2.7 PUBLIC ACKNOWLEDGEMENT

- a. All disaster preparedness activities delivered using 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 GRQ program funding.

The 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*.

- b. 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.
- c. 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

2.8 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 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@gra.qld.gov.au.

2.9 CONTACT INFORMATION

Contact your QRA Recovery Officer or the Get Ready Queensland Team:

Phone: **3740 1700**

Email: getready@gra.qld.gov.au

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

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

ANNEXURE 1 – PRE-APPROVED ACTIVITIES: 2022–23 GRQ GRANT



The following table provides a list of activities that are pre-approved for 2022–23 GRQ program expenditure.

Pre-approved activities	Details
Business Community	
Small business disaster resilience and recovery training	Workshop for small businesses or upskilling the Organisation's officers to train and support local small businesses to recover from disasters and apply for disaster grants.
Small business disaster preparation and resilience training	Upskilling the Organisation's officers to train and support local small businesses to prepare, respond and recover from disasters and other crises.
Post-disaster seminars	Aimed at specifically identifying lessons learned and making recommendations to improve preparedness and resilience to future events, such as the betterment of processes, infrastructure, information or systems.
Business related preparedness materials	Items such as fact sheets or emergency kits.
Crisis communications and media training	Training to support small businesses, councils, business mentors and industry representatives to respond and recover from disasters, including practical responses to ensure better communications with all stakeholders.
Community Engagement	
Local community engagement activities	<p>These may include information sessions, emergency service expos, disaster centre tours or preparedness information stall at other events.</p> <p>Costs relating to events, activities or entertainment that do not specifically target disaster preparedness are not eligible under this funding.</p>
Neighbourhood awareness activities	Activities include the production of localized guidance material or information to build disaster preparedness.

Community Engagement

Network building and partnerships
Costs associated with the facilitation of building connections between community groups, other local governments and associations to achieve improved disaster management response capability within the area. For example, putting in place partnership agreements or hosting coordination meetings.

Costs such as alcohol or entertainment would not be eligible.

Training sessions to increase capability
This includes training of any individual, group or organisation specifically in lessons around preparedness and resilience.

Community Preparation

Large scale community disaster preparation events
These events may include expos or clean-ups that involve the public, build knowledge, reduce hazards, and help communities be more prepared.

Clean-up activities after a disaster event are not eligible under this funding.

Diverse Communities

Programs targeting diversity groups
Activities such as presentations, meetings or participation in events to specifically share disaster preparedness information with diversity groups such as: culturally and linguistically diverse; Aboriginal and Torres Strait Islanders; seniors; disabled and/or remote members of the community.

Diverse communities' resources
The development of materials that are accessible by diverse communities, such as translated or simplified disaster preparedness information.

Activities involved in co-designing materials would be eligible.

Education

Local schools programs
Educational activities conducted in schools to promote disaster preparedness.

Educational resources
The development of traditional or digital curriculum or non-curriculum based activities to be delivered by schools. These could be items such as activity sheets, workbooks, games, teacher guides, e-learning modules, videos, certificates, Get Ready household emergency plan packs.

Marketing and Advertising

Local and regional advertising costs
Targeted advertising costs that promote local disaster risks, contact information and disaster preparedness.

Channels could be television, radio, newspaper, magazine, social media, online, streaming.

Informative literature
Information for distribution to residents and business owners, which instructs and informs on disaster preparedness tasks and contact details.

Event collateral
Funding could cover items such as banners, signage, displays, leaflets, posters, specifically relating to the Organisation's disaster preparedness messages.

Minor Equipment and Community Infrastructure

Purchase of minor equipment	Equipment that supports communities to prepare and respond to disaster events, such as flood cameras, signage for evacuation centres, automated external defibrillator, emergency kits, sandbagging machines, solar powered charging stations, display gazebos, chainsaws, or sanitation equipment.
Education programs on the use of equipment	Training programs specific to upskilling people to use minor equipment such as flood cameras, signage for evacuation centres, automated external defibrillator, emergency kits, sandbagging machines, solar powered charging stations, display gazebos, chainsaws, or sanitation equipment.
Repairing minor equipment	In cases where repairs for eligible minor equipment is lower cost than a replacement, this activity would be eligible such as flood cameras, signage for evacuation centres, automated external defibrillator, emergency kits, sandbagging machines, solar powered charging stations, display gazebos, chainsaws, or sanitation equipment.

Resilient Technology

Disaster dashboards	<p>Funding is available for developing or making improvements to the Organisation's data dashboard, plus hosting costs for the first year of operation.</p> <p>On-going hosting costs, subscription and administration fees are not eligible under Get Ready Queensland funding.</p>
SMS alert systems	Text message alerts to provide up to date weather information to local communities.
Technology-based preparedness systems	This may be infrastructure such as flood cameras or alert systems.

Staff Costings

Temporary project management or delivery	<p>A staff member hired to project manage Get Ready activities or events that present awareness and education of preparedness and resilience.</p> <p>Staffing costs may be included as part of a project that is specifically related to the 2022–23 GRQ program desired outcomes and is project specific.</p>
--	--

ANNEXURE 2 – GUIDANCE MATERIAL

THE GET READY QUEENSLAND FUNDING PROGRAM

Information on the Get Ready Queensland 2022–23 grant allocations have been mailed to the Organisation's CEOs requesting the GRQ Project Form be submitted to submissions@qra.qld.gov.au by 30 June 2022.

Grant allocations are based on census data and are the same as the 2021–22 allocations. These allocations are due for review for the 2023–24 financial year.

If you have not received advice on Get Ready Queensland 2022–23 grant allocations, please speak with your QRA Recovery Officer or email the Get Ready Queensland team at getready@qra.qld.gov.au.

FUNDING TIMELINE

The GRQ 2022–23 Program Guidelines, GRQ Project Form and PFS will be provided to Organisations in May 2022.

Organisations must submit their 2022–23 GRQ Project Form along with the Certification (Acquittal) Form and PFS to QRA via submissions@qra.qld.gov.au by 30 June 2022.

The QRA aims to release the first round of funds in July 2022. This earlier release date will give Organisation's more time to prepare activities to coincide with the Get Ready Queensland week, 10 – 16 October 2022.

Following the return of the signed PFS and execution by QRA, Organisations will receive 90 per cent of their allocation. The final 10 per cent will be paid at program acquittal.

Organisations must acquit their 2022–23 GRQ funding allocation by 30 September 2023 by submitting the completed GRQ Project Form (Acquittal Activities) along with the Certification (Acquittal) Form and supporting documents to submissions@qra.qld.gov.au.

SUBMISSION AND ACQUITTAL PROCESS

STEP 1 – ACCESS FILES

Download the files received with your QRA correspondence:

- 2022-23 Get Ready Queensland Guidelines
- 2022–23 GRQ Project Form, containing tabs for the Plan of Activities (A2), Certification (Approval) (A3) forms, as well as the Acquittal Activities (B2) and Certification (Acquittal) (B3) forms.
- Project Funding Schedule

STEP 2 – POPULATE and SUBMIT

In the GRQ Project Form, complete the Plan of Activities (A2) and Certification (Approval) (A3) tabs, and sign the PFS before submitting the documents by email to submissions@gra.qld.gov.au.

The Plan of Activities must be submitted as an excel workbook. Signed certification can be provided in the workbook or as a separate signed and scanned pdf.

Organisations that have all their activities selected from the pre-approved activities list are now self-certifying their Plan of Activities. Organisations that nominate other activities will be assessed by QRA in July 2022, aiming to have the activities approved and released by August 2022.

Organisations that nominate a lead agency will have the lead agency submit the above documentation to QRA, and only the lead agency will receive the PFS. This must be sent to QRA no later than 30 June 2022.

By signing the PFS, you are acknowledging that the organisation has read, understood and will abide by the conditions outlined in the PFS and the Get Ready Queensland Guidelines.

When the signed version is returned to QRA and executed by both parties, a Project Funding Agreement will be formed in accordance with clause 2.3 of the Agreement. No payments will be made without the receiving the signed PFS.

STEP 3 - ACQUITTAL

The reporting template for acquittal is included in your GRQ Project Form. The Acquittal Activities (B2) and the Certification (Acquittal) (B3) tabs need to be updated by the Organisation and submitted, along with supporting document (see section 2.5 of the guidelines), via email to submissions@gra.qld.gov.au by or before 30 September 2023. The Acquittal Activities must be submitted as an excel workbook.

Signed certification can be provided in the Project Form or as a separate signed and scanned PDF.

Variations: *if you need to change your approved 2022–2023 Plan of Activities during delivery, talk to your QRA Recovery Officer or contact the Get Ready Queensland team.*

ANNEXURE 3 – GLOSSARY

Term	Definition
Approval advice	The letter from the Chief Executive Officer containing the Program Guidelines, QRA Project Form and the Project Funding Schedule.
Approved Funding	The allocation of GRQ Program funding to the Organisation as approved by the Chief Executive Officer, QRA and noted/mentioned in the Organisation's Project Funding Schedule.
Funding Agreement	The standard terms and conditions under which the QRA will offer and the Organisation will accept the Approved Funding.
GRQ Project Form	The excel file containing the Plan of Activities (A2), Certification (Approval) (A3), Acquittal Activities (B2) and Certification (Acquittal) (B3) tabs.
GRQ	Get Ready Queensland.
Organisation	The funding recipient.
QRA	Queensland Reconstruction Authority, the Queensland government statutory authority responsible for administering the GRQ program.
Project Funding Schedule	For each Project Funding Agreement, the schedule prepared by QRA and executed by both Parties in accordance with clause 2.2 of the Head Agreement.

WWW.GETREADY.QLD.GOV.AU