



# GET READY QUEENSLAND

## 2026-27 GRANTS GUIDELINES



## Document details

|                                           |                                     |
|-------------------------------------------|-------------------------------------|
| Security classification                   | Public                              |
| Date of review of security classification | March 2021                          |
| Authority                                 | Queensland Reconstruction Authority |
| Document status                           | Final                               |
| Version                                   | 6.0                                 |
| QRA Reference                             | GD: 1114                            |
| Date of approval                          | June 2026                           |

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# CONTENTS

|                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------|-----------|
| <b>Section 1 – Overview and objectives . . . . .</b>                                                       | <b>4</b>  |
| 1.1 Introduction . . . . .                                                                                 | 4         |
| 1.2 Key Contacts . . . . .                                                                                 | 4         |
| 1.3 Program Objectives . . . . .                                                                           | 4         |
| 1.4 Relevant Policies . . . . .                                                                            | 5         |
| 1.5 Funding . . . . .                                                                                      | 5         |
| 1.6 Key Timeframes . . . . .                                                                               | 5         |
| 1.7 Eligible Recipients . . . . .                                                                          | 5         |
| 1.8 Eligible and Ineligible Activities . . . . .                                                           | 5         |
| 1.9 Plan of Activities Variations. . . . .                                                                 | 6         |
| <b>Section 2 – Governance and administration arrangements . . . . .</b>                                    | <b>7</b>  |
| 2.1 Approval. . . . .                                                                                      | 7         |
| 2.2 Payments . . . . .                                                                                     | 7         |
| 2.3 Progress Reporting . . . . .                                                                           | 8         |
| 2.4 Extension of Time . . . . .                                                                            | 8         |
| 2.5 Project Acquittal . . . . .                                                                            | 8         |
| 2.6 Procurement (Buy Local) . . . . .                                                                      | 9         |
| 2.7 Public Acknowledgement. . . . .                                                                        | 9         |
| 2.8 Sharing Ideas, Designs and Resources. . . . .                                                          | 9         |
| <b>Annexure 1 – Pre-approved activities 2026-2027 grants . . . . .</b>                                     | <b>10</b> |
| <b>Annexure 2 – Other activities requiring GRQ approval and additional reporting requirements. . . . .</b> | <b>12</b> |
| <b>Annexure 3 – Guidance Materials. . . . .</b>                                                            | <b>13</b> |
| The Get Ready Queensland Funding Program. . . . .                                                          | 13        |
| Critical Dates . . . . .                                                                                   | 13        |
| Submission Process . . . . .                                                                               | 13        |
| Acquittal Process . . . . .                                                                                | 13        |
| <b>Annexure 4 – Get Ready Queensland Week : Proudly sponsored by Suncorp . . . .</b>                       | <b>14</b> |
| <b>Annexure 5 – Glossary . . . . .</b>                                                                     | <b>15</b> |



## SECTION 1

# OVERVIEW AND OBJECTIVES

### 1.1 INTRODUCTION

The Queensland Government established the Get Ready Queensland (GRQ) grants program to help 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 annually in grants have been committed to Queensland local governments and one town authority 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 extreme weather and related declared disasters in Queensland while continuing to build their resilience into the future.

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 KEY CONTACTS

For general enquiries about the GRQ grants program, campaign or GRQ week events and resources, contact the Get Ready Queensland Team at [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au)

For support with delivering current grant activities, planning GRQ activities, or for other support for GRQ grant applications, contact your QRA Resilience and Recovery Officer (RRO). Email the RRO team at [RRO@qra.qld.gov.au](mailto:RRO@qra.qld.gov.au), or find the details of your specific council RRO at: [www.qra.qld.gov.au/RLO](http://www.qra.qld.gov.au/RLO). Your RRO is the best contact to provide support and advice regarding use of funding and when lodging your submission.

The GRQ website features a Council Hub with information and resources to support GRQ funded activities.

To access the Council Hub, visit [www.getready.qld.gov.au/council-hub](http://www.getready.qld.gov.au/council-hub) and provide the following login:

- Use password: get-ready-qld
- No username required.

### 1.3 PROGRAM OBJECTIVES

The objectives of the GRQ grants program are to:

- Help all Queenslanders understand their extreme weather risks and undertake preparedness activities that increases their resilience to natural 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](#) (QSDR) and help position Queensland as the most disaster resilient state in Australia.

## 1.4 RELEVANT POLICIES

The objectives of the GRQ grants program align with the [QSDR](#) which provides an overarching framework to guide and coordinate the delivery of strategic commitments and actions to improve the resilience of Queensland communities across whole-of-government, with the support of key industry stakeholders.

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

## 1.5 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 3](#).

Funding will be paid in two instalments:

- 90% will be provided upfront,
- the remaining 10% will be paid upon full acquittal of the grant.

Grant recipients must expend their GRQ funding allocation and complete their activities within the respective financial year. Grant recipients can apply to rollover any unspent funds into the next financial year, provided there's a valid reason.

## 1.6 KEY TIMEFRAMES

For guidance on the funding timeline and key dates see [Annexure 3](#).

## 1.7 ELIGIBLE RECIPIENTS

This program is a closed funding program. Funding is allocated to all local governments and the Weipa Town Authority in Queensland each financial year.

## 1.8 ELIGIBLE AND INELIGIBLE ACTIVITIES

GRQ funded activities must:

- promote the GRQ program aims objectives and overarching brand
- support and deliver the building of community disaster preparedness
- contribute to the key objectives and outcomes of [QSDR](#).
- GRQ funded activities must not be used for business-as-usual activities.

If you are unsure if an activity meets the eligible criteria, please contact the GRQ team.

## Pre-approved activities

QRA has identified a list of pre-approved activities that are eligible for GRQ funding. Grant recipients who select only pre-approved activities will have their Plan of Activities automatically certified and will not be subject to assessment. You will find your Plan of Activities in the GRQ Project Form provided by QRA.

Refer to [Annexure 1](#) for the full list of pre-approved activities.

**NOTE:** Projects that primarily contribute to existing government or council responsibilities, service delivery, or core business activities may be considered ineligible where they do not clearly demonstrate a direct community preparedness, resilience or disaster education outcome.

## Other activities

If you have an idea for an activity that could be considered eligible but is not listed on the pre-approved activities list, please contact the GRQ Team to discuss prior to submitting your GRQ Project Form.

Activities not included on the pre-approved activities list will be subject to assessment and approval by QRA. Find out more about alternative activities that require approval in [Annexure 2](#).

## QRA-led activities

If the grant recipient 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 grant recipient's GRQ grant funding.

Please contact the GRQ Team to discuss this option, prior to submitting your GRQ Project Form. Grant recipients who do not submit their Plan of Activities for the financial year within the program timeframes will have their allocated funding automatically expended as a QRA-led activity.

| QRA-LED ACTIVITIES | DETAILS                                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paid advertising   | Depending on the grant recipient's budget, GRQ will work with suppliers to design the advertisement and purchase the advertising space for the GRQ campaign period, between October and January. |
| Priority projects  | QRA, at its discretion, may allocate funding to priority projects which support the desired outcomes of the GRQ program.                                                                         |

## Ineligible activities

Below are some examples of ineligible activities under the GRQ grants program. If you are unsure of the eligibility, please contact the GRQ Team.

Examples of ineligible activities and ineligible expenditure include, but are not limited to:

- 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 on the grant recipient's core or "business-as-usual" services and operations such as:
  - » rubbish removal
  - » infrastructure like boat ramps, utilities, pathways, public facilities or recreational items
  - » animal management
  - » council vehicles, large machinery or trailers that serve an operational purpose
  - » emergency shelters
  - » council website development and maintenance other than disaster dashboards
  - » maintenance of council equipment and infrastructure, outside minor equipment listed in the pre-approved items list
  - » staff training and attending conferences
  - » staff activities not associated with the delivery of GRQ activities
- alcohol
- expenditure not associated with the delivery of GRQ activities
- expenditure that does not support the key objectives and outcomes of the QSDR
- expenditure that is not expended in the relevant financial year
- payment of staff wages in relation to council core business or disaster response and recovery activities
- clean-up activities undertaken after a weather event.

## Other QRA assistance

The GRQ Team is available to provide in-kind design services to create marketing packages to support grant recipients in sharing important disaster preparedness messages with their communities. Grant recipients must give a minimum of two weeks' notice of the package requirement and will be responsible for arranging and paying for the printing and/or production using their GRQ grant allocation.

To create a marketing package, the grant recipients must supply the following to the GRQ Team:

- high quality local images (see photography guidelines)
- list of relevant hazards
- relevant local messages
- relevant local contact information (for public)
- contact point for GRQ at council
- council logo.

What GRQ will supply to grant recipients:

- social media tiles and cover image designs
- pull-up banner design
- email signature banner image.

Contact the GRQ Team for more information.

## Collaborative project expenditure

Grant recipients can choose to combine funding and nominate a lead organisation to create and share preparedness messages, resources, advertising, projects and collateral across a region.

Grant recipients seeking assistance to collaborate with other recipients must notify the GRQ team by 10 July 2026.

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

## 1.9 PLAN OF ACTIVITIES VARIATIONS

If the grant recipient seeks to alter the approved Plan of Activities during the relevant financial year, they must contact their QRA RRO and the GRQ Team at [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au) seeking approval of the change.

The email must include:

- what the original activities were and the associated costs
- what the new activities are and the cost implications.

The GRQ team will assess the new activities against the guidelines and inform the grant recipient of approval. If it is determined that the new activities are not eligible, the grant recipient will need to find an alternative and submit via email for approval.

Any new activities will need to be included in the acquittal paperwork. Please refer to [Section 2.5](#).



## SECTION 2

# GOVERNANCE AND ADMINISTRATION ARRANGEMENTS

### 2.1 APPROVAL

Grant recipients will receive a letter via email from QRA informing them of their funding allocation for this financial year. The email will include the required documentation to complete in order to lodge a submission.

#### Pre-approved activities (self-certification)

If activities are selected from the pre-approved activities list (as listed in [Annexure 1](#)), the grant recipient will lodge the GRQ Project Form, with the completed Plan of Activities and signed Approval Certification form to QRA via [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) by 10 July 2026. Ensure to include [RRO@qra.qld.gov.au](mailto:RRO@qra.qld.gov.au) or your QRA RRO in all relevant correspondence related to applications.

For further guidance on completing the GRQ Project Form, refer to [Annexure 3](#).

#### Alternative activities

For other activities not listed in the pre-approved activities list, the grant recipient will need to submit the GRQ Project Form with the completed Plan of Activities and the signed Approval Certification form to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au), including your QRA RRO and the GRQ team, which will be subject to assessment and approval by QRA.

For further guidance on completing the GRQ Project Form, refer to [Annexure 3](#).

#### Acceptance and Agreement

QRA will assess submissions against the Guideline objectives, eligibility criteria and program requirements.

To accept the conditions for approved GRQ funding, the grant recipient must sign and return a Project Funding Schedule (PFS) provided via the MARS portal using DocuSign. By signing the PFS, a Project Funding Agreement will be formed between the grant recipient and QRA, and first payment can be processed.

No payments will be made without QRA's receipt of the signed PFS, GRQ Project Form with the completed Plan of Activities and the signed Approval Certification form.

#### Outstanding submissions

Grant recipients must close out (acquit) their submissions for all prior financial years of GRQ grant funding.

Submissions received for a new financial year of GRQ funding will not be approved until the prior year submissions have been closed out.

The value equivalent to the outstanding funding that has been paid to your organisation will be deducted from future rounds of GRQ funding, if a grant recipient has not:

- closed out a prior year funding submission
- are unable to provide suitable evidence that eligible expenditure was incurred
- and/or has not been approved a rollover of funding.

Contact the GRQ Team and your QRA RRO for assistance.

### 2.2 PAYMENTS

QRA agrees to pay the grant recipient the approved funding as detailed in the digitally signed PFS.

Funding will be distributed as follows:

- first payment (90%) upon execution of the PFS by the grant recipient in the MARS Portal using DocuSign.
- final payment (10%) upon assessment and approval of the grant recipient's final acquittal documentation (final progress report, GRQ Project Form with completed Acquittal Activities, evidence of expenditure as detailed in 2.5 project acquittal and signed Acquittal Certification), due to QRA on or before 30 September (unless otherwise agreed) in the following financial year.

If final payment results in an over payment (i.e. final eligible cost comes in under the first payment of 90%) this overpayment will be converted to a grant advance and the grant recipient will be required to drawdown this amount in the GRQ allocation amount for the following financial year.

Subject to the terms of the executed PFS, the grant recipient 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. Please advise QRA of any changes to bank account details.

### 2.3 PROGRESS REPORTING

Monthly progress reporting is not required under the GRQ program, however, grant recipients are required to attend an online community of practice meeting organised by the GRQ Team to discuss program updates. If the grant recipient is unable to attend, a proxy should be arranged.

Additionally, the grant recipient is required to complete a final progress report at the point of acquittal. This report will be requested by QRA via email in July 2027 for the purpose of QRA facilitating closure of the submission on behalf of grant recipients in the MARS portal.

If any of the activities requires a variation, please refer to [Section 1.9 Plan of Activities Variations](#).

### 2.4 EXTENSION OF TIME

All allocated GRQ funding must be used by the 30 June in the financial year for which it was allocated. Extensions of time to spend the funding amount are not available.

Any unspent funds will be converted to a grant advance for the next financial year unless a request to rollover the funds is submitted to QRA **by 31 May 2027**.

#### Requesting a Rollover:

If grant recipients have not used the full 90% of their GRQ allocated funding due to circumstances out of their control, a request can be made to rollover funds to be used in the next financial year.

Grant recipients may not rollover multiple years of unspent funding. If a grant recipient does not utilise their approved rollover amount within the immediate financial year, this funding will be expended as a QRA-led activity.

Situations in which a rollover may be requested include:

- council was activated and directly impacted by a severe weather event and remained in response and recovery operations for an extended period, significantly reducing staff capacity and limiting the ability to deliver planned community engagement activities
- planned activities were delayed due to prolonged disaster recovery impacts within the community, with council resources reprioritised to essential recovery and support functions to ensure community wellbeing and safety
- critical staff vacancies and workforce shortages within the disaster management/community engagement team impacted council's ability to deliver approved activities within the funding timeframe, despite planning and procurement already being underway.

Contact the GRQ team at [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au) to request a rollover, providing the following information:

- a valid reason for the rollover
- the amount to be rolled over
- confirmation that funds will be used in the immediate financial year.

The grant recipient will be informed of the outcome, and approved rollover amounts (up to 90%) must be added to your submission for the following year's funding allocation and Plan of Activities.

### 2.5 PROJECT ACQUITTAL

Grant recipients will be contacted by their QRA RRO in July of the relevant financial year with a copy of their approved Plan of Activities to prepare and complete the final progress report template and Acquittal process.

All grant recipients\* must submit their acquittal documentation to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) by or before 30 September 2027, including the following supporting documents:

- a final progress report
- the grant recipients GRQ Project Form with the approved Plan of Activities, including the completed tabs for Acquittal Activities and Acquittal Certification signed by a delegated officer agreeing to the following terms:
  - 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
- detailed transaction general ledger report or transaction invoices to support claimed expenditure
- evidence of the completed activities (e.g. photographs of events, collateral, videos produced).

\*Grant recipients with a funding allocation of \$10,660 or below are only required to provide a final progress report and statutory declaration (completed by the appropriate financial delegate).

For grant recipients choosing to combine their funding, only the lead organisation managing the expenditure will be required to submit the completed GRQ Project Form, with the completed Acquittal Activities and signed Acquittal Certification tabs and provide all supporting documentation.

Grant recipients who require a variation to the approved activities, please refer to [Section 1.9 of these Guidelines](#). If a grant recipient has been approved a variation, the Acquittal Activities tab of the GRQ Project Form will need to list the original activity, showing that it was not delivered, with the new activity listed underneath.

If grant recipients are unable to lodge their acquittal by the required date, please contact the GRQ team and your QRA RRO by **1 September 2027** to request an extension.

## 2.6 PROCUREMENT (BUY LOCAL)

The grant recipient 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 grant recipient 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.

When purchasing merchandise for the purposes of supporting community disaster preparedness, we encourage grant recipients to consider the reduction of waste and plastic use, avoiding single-use items where possible and the practical use of the item in disaster preparedness.

QRA is not responsible for the management, return, replacement or recall of merchandise purchased using GRQ funding, including products recalled by either the manufacturer or the purchasing organisation.

## 2.7 PUBLIC ACKNOWLEDGEMENT

All activities and items delivered using GRQ program grants must:

- Use the GRQ name in full ('Get Ready Queensland', not 'Get Prepared' or other deviations), identifier (name style) 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.
- Use the GRQ name, identifier (name style) and branding in accordance with the program's branding guidelines in all advertising and marketing campaigns.
- The grant recipient agrees to recognise the contribution of the Queensland Government as set out in the branding guidelines.
- The GRQ branding guidelines are on the Get Ready Queensland Council Hub
  - » [www.getready.qld.gov.au/council-hub](http://www.getready.qld.gov.au/council-hub)
  - » Use the password get-ready-qld
  - » No username required.

The grant recipient agrees to recognise the GRQ program through the organisation's social media accounts by proactively arranging photographs and social media posts of the grant recipients GRQ activities and initiatives, applying the social media hashtag and tagging the Get Ready Queensland social media accounts.

- @GetReadyQueensland
- #GetReadyQueensland

Suncorp is the official sponsor of Get Ready Queensland Week. For more information on planning GRQ Week activities, refer to [Annexure 5](#).

## 2.8 SHARING IDEAS, DESIGNS AND RESOURCES

GRQ endeavours to ensure that ideas, designs and resources created by grant recipients across the state are shared within a community of practice. Allowing other grant recipients to access and use completed, tried and tested products adds significant value to the GRQ program.

Noting potential limitations and constraints relating to talent agreements and intellectual property, where possible, the grant recipient agrees to share ideas, designs and resources with other grant recipients, with appropriate and approved acknowledgement of the originating organisation.

# ANNEXURE 1

## PRE-APPROVED ACTIVITIES

### 2026-27 GRQ GRANTS

The following table provides a list of eligible activities that are pre-approved for 2026-27 GRQ program expenditure.

| PRE-APPROVED ACTIVITIES                                     | DESCRIPTION                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BUSINESS COMMUNITY                                          |                                                                                                                                                                                                                                                                                                       |
| Small business disaster resilience and recovery training    | Workshop for small businesses or upskilling the grant recipient'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 grant recipient'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                       | These may include information sessions, emergency service expos, disaster centre tours or preparedness information stall at other events.<br>Costs relating to events, activities or entertainment that do not specifically target disaster preparedness are not eligible under this funding.         |
| Neighbourhood awareness activities                          | Activities include the production of localised guidance material or information to build disaster preparedness.                                                                                                                                                                                       |
| 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. |
| 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.<br><b>Note</b> – 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; people with disability 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.<br><br>Activities involved in co-designing materials would be eligible.                                                                                                                                                                                                                                                                                                                                                                                                        |
| EDUCATION                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Local school 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                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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 grant recipient's disaster preparedness messages.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| EQUIPMENT AND COMMUNITY INFRASTRUCTURE     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Purchase of equipment                      | Equipment that directly supports communities to prepare for and respond to disaster events, such as portable flood cameras, interactive emergency kit displays, displays for Big Map and local risk mapping, disaster timeline displays and educational signage, reusable education tools, display gazebos, marquees and portable event activation equipment.                                                                                                                                                                                                                                                               |
| Education programs on the use of equipment | Training programs specific to upskilling people to use equipment or building community capability such as interpreting flood camera information and local warning systems, training sessions for vulnerable community members, demonstrations on using local risk mapping and preparedness tools, community sessions focused on severe weather awareness, preparing emergency kits and household evacuation plans, and school and youth engagement.                                                                                                                                                                         |
| Repairing minor equipment                  | Minor repairs or maintenance of eligible community engagement and preparedness equipment, where repairs are lower cost than replacement such as repairs to portable flood cameras, emergency kits (for event display purposes), maintenance of marquees or display gazebos, maintenance of display materials (e.g. flags, banners, tables), replacement of damaged education and preparedness signage and maintenance of portable AV or public address systems.                                                                                                                                                             |
| RESILIENT TECHNOLOGY                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Disaster dashboard improvements            | Funding is available for developing or making improvements to the dashboards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Technology-based preparedness systems      | This may be infrastructure such as flood cameras or alert systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| PROJECT MANAGEMENT                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Temporary project management or delivery   | Temporarily hired staff members to project manage Get Ready activities or events that present awareness and education of preparedness and resilience. Staffing costs must be connected to an approved 2026-27 GRQ program activity, only for staff within Bands 1-5 (not senior or executive-level roles), and are not used for business-as-usual activities.<br><br><b>Note:</b> A progress report will be requested at the point of acquittal to collect supporting evidence of the staff members' responsibilities in supporting the GRQ activity.<br><br>This activity will be discontinued in the 2027-28 GRQ program. |

## ANNEXURE 2

# OTHER ACTIVITIES REQUIRING GRQ APPROVAL AND ADDITIONAL REPORTING REQUIREMENTS

Grant recipients may use funding for targeted advertising to promote their local disaster dashboards, awareness events and preparedness messages. Grant recipients may also use the GRQ campaign creative outside the standard QRA advertising period (early October – mid-November each year).

All local advertising must:

- align with GRQ messaging, i.e. use the GRQ name in full ('Get Ready Queensland', not 'Get Prepared' or other deviations), identifier (name style) and branding in accordance with the program's branding guidelines
- aim to build community awareness and preparedness on a localised level
- alternate creative must be approved with the GRQ Team and must not be in market during the state-led GRQ campaign period, which typically runs from early October to mid-November each year.

Contact the GRQ team to discuss the proposed activities before submitting your Plan of Activities.

| ADVERTISING                          |                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local and regional advertising costs | Targeted advertising to promote local disaster risks, local resources and services related to local disaster risks, and community events, disaster dashboards and disaster preparedness.<br><br>Channels could be digital, television, radio, newspaper, magazine, social media, online and streaming. |
| RESILIENT TECHNOLOGY                 |                                                                                                                                                                                                                                                                                                        |
| Disaster dashboard hosting           | Ongoing disaster dashboard hosting costs, subscription and administration fees.                                                                                                                                                                                                                        |

# ANNEXURE 3

## GUIDANCE MATERIALS

### THE GET READY QUEENSLAND FUNDING PROGRAM

Information on the Get Ready Queensland 2026-27 grant allocations has been provided to the grant recipients' CEOs, requesting the GRQ Project Form be submitted to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) by 10 July 2026.

Grant allocations are the same as the 2025-26 program.

If you have not received advice on Get Ready Queensland 2026-27 grant allocations, please contact your QRA RRO or email Get Ready Queensland at [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au).

### CRITICAL DATES

- **2026-27 submission lodgement due date: 10 July 2026**
- **2026-27 grant lodgement deadline:**
  - » All submissions for Get Ready Queensland Week activities must be received before or on 10 July 2026. QRA aims to process payments as soon as possible, giving grant recipients time to prepare activities to coincide with the 2026 Get Ready Queensland Week, 5-11 October.
  - » All submissions received after 10 July 2026 and before 31 August 2026 will be processed and paid as they are received.
  - » Any submissions outstanding as of 1 September 2026 will be automatically expended via a QRA-led activity.
- **2026-27 grant rollover request deadline: 31 May 2027**
- **2026-27 grant funding expended/used by date: 30 June 2027**
- **2026-27 grant acquittals returned to QRA deadline: 30 September 2027**

### SUBMISSION PROCESS

#### Step 1 – Access Files

Download the files received with your QRA correspondence:

- 2026-27 Get Ready Queensland Grants Guidelines
- 2026-27 GRQ Project Form – containing tabs for the Plan of Activities, the Acquittal Activities and Certification (Acquittal) forms
- Approval Certification form
- Funding Submission Checklist.

#### STEP 2 – Populate and Submit

Refer to the Funding Submission Checklist for guidance in preparing your submission.

Complete the Plan of Activities tab included in the GRQ Project Form and sign the Approval Certification form before submitting the documents by email to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) (include your QRA Resilience and Recovery Officer).

Grant recipients must submit:

- the completed Plan of Activities of the Project Form as an excel workbook (Acquittal Activities and Acquittal Certification not required for completion)
- the Approval Certification form signed by an approved delegate and scanned into PDF.

Grant recipients that choose to combine funding with another grant recipient will require to nominate a lead agency to submit the above documentation to QRA, and only the lead agency will receive the PFS. This must be sent to QRA no later than 10 July 2026.

By signing the PFS, the grant recipient acknowledges that it has read, understood and will abide by the conditions outlined in the PFS and the Get Ready Queensland Grant Guidelines. Once the PFS is executed by both parties, a Project Funding Agreement will be formed in accordance with clause 2.3 of the Agreement and 90% payment will be made.

For variations to your Plan of Activities: Please refer to [Section 1.9 of these Guidelines](#).

### ACQUITTAL PROCESS

Your QRA RRO will be in touch in July when it is time to begin the Acquittal process.

The reporting template for acquittal is included as a tab in your GRQ Project Form.

The Acquittal Activities and the Certification (Acquittal) tabs need to be completed by the Organisation and submitted via email to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) (include your QRA RRO) by or before 30 September 2027.

Grant recipients must submit:

- the updated GRQ Project Form with completed Acquittal Activities as an excel workbook
- the signed certification, provided in either the Project Form or as a separate signed and scanned PDF
- the required supporting documents (see [Section 2.5 of these Guidelines](#)).

# ANNEXURE 4

## GET READY QUEENSLAND WEEK

### PROUDLY SPONSORED BY SUNCORP

#### GET READY QUEENSLAND WEEK

Get Ready Queensland (GRQ) Week is a key feature of the state's disaster preparedness calendar. Held every October, GRQ Week is a high-visibility, statewide campaign designed to raise awareness, spark conversations, and motivate Queenslanders to take simple, practical steps to prepare for natural disasters. The message of the campaign is amplified further through involvement from councils to better prepare their regions for disaster season. Because it's not just a campaign, it's a catalyst for action, and provides excellent media coverage and value beyond our allocated budgets.

#### THE PURPOSE OF GRQ WEEK

Queensland is the most disaster-prone state in Australia. Every community faces different risks, and every individual household can possess a range of needs when it comes to preparing for bushfires, floods, cyclones, and storms.

GRQ Week supports councils in delivering disaster preparedness messages at the local level, year-round. The

12-month GRQ funding program is designed to help councils engage their communities in practical, meaningful ways that build long-term resilience, beyond a traditional media campaign.

As councils are best placed to understand the unique risks, needs and opportunities of their regions, GRQ aims to empower them with non-competitive funding to develop and deliver initiatives that best suit their local needs. This can include running preparedness workshops, engaging schools and First Nations communities, delivering resources to remote households, or holding community events tied to seasonal risks.

While councils know their communities best and are well-placed to run localised initiatives, not every region can achieve large-scale reach through GRQ funding alone. That's where the state-wide GRQ campaign steps in, ensuring that wherever someone may live across Queensland, they will see and hear messages about getting ready.



#### SUNCORP: PROUD SPONSOR OF GET READY QUEENSLAND WEEK

Suncorp is the official sponsor of GRQ Week and Queensland's largest annual disaster preparedness GRQ campaign.

Suncorp's sponsorship plays a vital role in enabling GRQ Week to reach households across the state with consistent and practical messages that encourage people to take simple steps to get ready for disasters.

With Suncorp's support, GRQ Week delivers a high impact, statewide campaign each October. This includes television, radio, digital and outdoor advertising, social media engagement, and community facing events that ensure preparedness messages are seen, heard and acted on in all corners of Queensland.

Suncorp's commitment to community safety extends well beyond GRQ Week and the campaign. As a proud sponsor of Queensland's State Emergency Service (SES), Suncorp also provides vital support to the frontline volunteers who respond when disaster strikes.

Understanding the value of this partnership helps reinforce a consistent and collaborative approach between state-wide and local activities.

#### LEADING LOCAL ENGAGEMENT

Councils play a vital role in connecting preparedness messages with real people, in real places.

GRQ Week is an opportunity to link into a major campaign while tailoring the approach to a community's specific needs. Previous GRQ Week activities councils have hosted include workshops for vulnerable residents, delivering resources to remote communities, running emergency kit challenges in local schools, or holding expos in public spaces like parks, shopping centres or markets.

GRQ encourages councils to use a portion of their annual GRQ funding to support these kinds of localised activities, particularly during or around GRQ Week. By doing so, councils contribute to the state-wide messaging with meaningful, place-based engagement that builds long term disaster resilience.

#### KEY CONSIDERATIONS

When planning a GRQ funded event, consider how the messaging and partnerships presented will align with the broader Get Ready Queensland campaign and branding. The strength of GRQ Week lies in the coordination, state-wide approach, and the support and collaboration with trusted organisations to promote preparedness. Maintaining a clear and consistent connection between GRQ and Suncorp (as the official GRQ Week sponsor) ensures that communities receive unified messaging from recognised and respected partners.

## ANNEXURE 5

# GLOSSARY

| TERM                     | DEFINITION                                                                                                                                                                    |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approval advice          | The letter from the Chief Executive Officer containing the Program Guidelines, QRA Project Form and Certification.                                                            |
| 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 QRA will offer and the Organisation will accept the Approved Funding.                                                           |
| GRQ Project Form         | The excel file containing the Plan of Activities, Acquittal Activities and Certification (Acquittal) tabs.                                                                    |
| GRQ                      | Get Ready Queensland.                                                                                                                                                         |
| MARS                     | QRA's internal funding Management and Reporting System, through which councils can make submissions and access and accept their Project Funding Schedules.                    |
| 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.                            |
| RRO                      | Your QRA Resilience and Recovery officer, available to support and guide your funding submission and assist with any queries.                                                 |



**Get Ready Queensland**  
**Queensland Reconstruction Authority**

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