

Community Grants

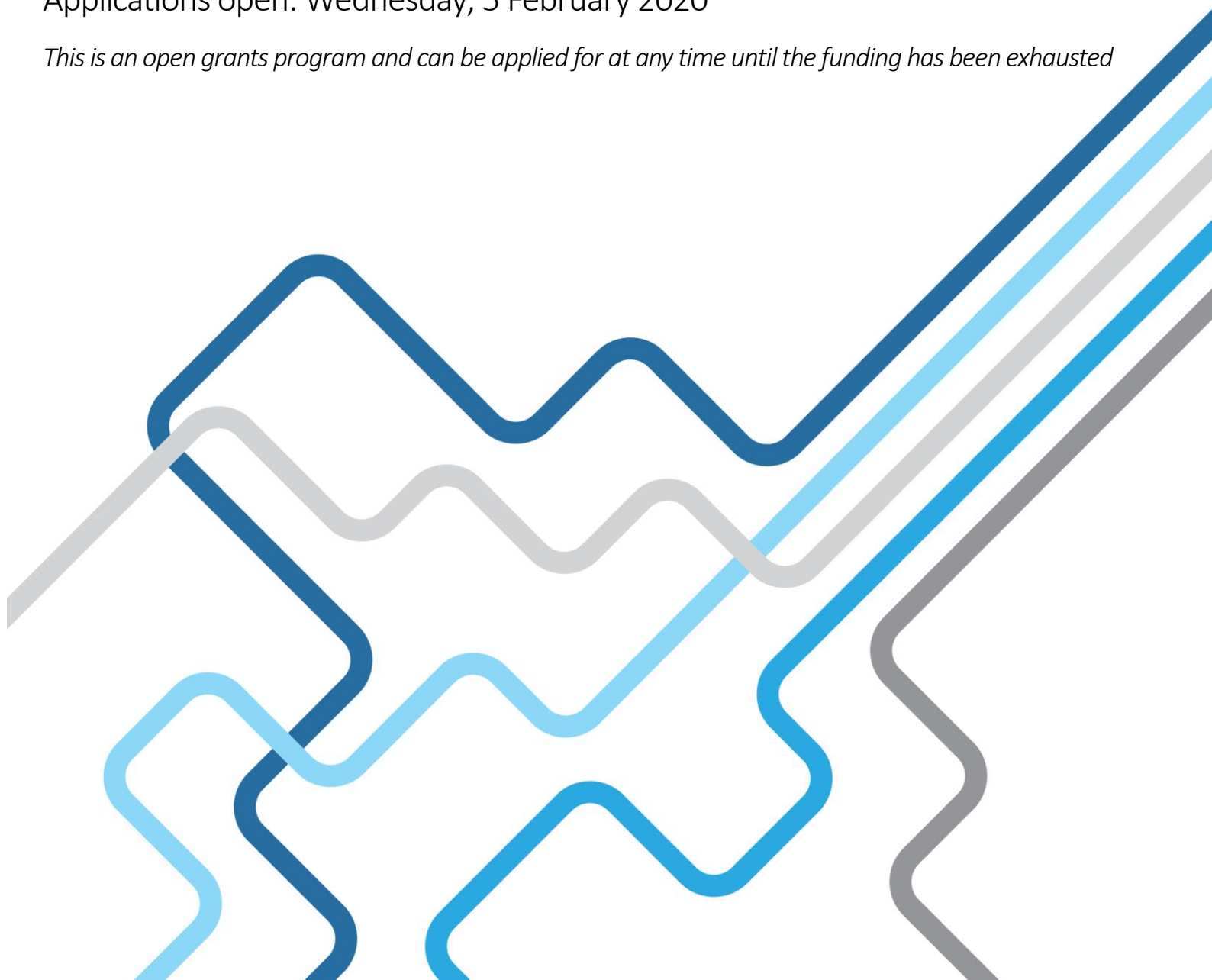
Bushfire Recovery

Supporting Communities in Recovery

Application Guidance Document

Applications open: Wednesday, 5 February 2020

This is an open grants program and can be applied for at any time until the funding has been exhausted



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Introduction

The *Supporting the Mental Health of Australians Affected by Bushfires* measure is a Commonwealth-funded initiative aimed at ensuring people and communities have access to the coordinated and tailored support needed to help them recover from the effects of the 2019-20 bushfires.

Under this measure, COORDINARE – South Eastern NSW Primary Health Network (SENSW PHN) is offering the *Supporting Communities in Recovery* community grants program. We invite local organisations in bushfire affected communities to apply for grant funding for grassroots community activities that aim to strengthen social connectedness, emotional wellbeing, and resilience and assist communities to recover and heal.

Who can apply?

Organisations and community groups that are based within bushfire-affected areas¹ in the South Eastern NSW PHN region are eligible to apply. Appropriate community groups may represent particular geographic areas, cultural groups, ages, networks and/or those with frontline staff and volunteers impacted by bushfires, e.g. church-affiliated groups, Aboriginal or migrant groups, playgroups and children's groups, groups for older people, men's groups, sporting groups, local community associations, school-affiliated groups, firefighting brigades, charities, animal welfare and wildlife organisations. Funded organisations will need an ABN in the organisation's name.

Background

COORDINARE – South Eastern NSW Primary Health Network

COORDINARE – SENSW PHN was established in July 2015. It is one of 31 PHNs established across Australia and one of 10 PHNs in NSW. The PHN spans two Local Health Districts (LHDs) – Illawarra Shoalhaven LHD and Southern NSW LHD and supports and strengthens general practice and primary health care services for more than 611,000 people across 11 Local Government Areas and one Commonwealth Territory (Jervis Bay). SENSW PHN works directly with General Practitioners (GPs), primary and secondary health care providers and hospitals to improve and better coordinate care for people in South Eastern NSW.

More information about COORDINARE can be found on our [website](#).

Supporting Communities in Recovery grants

Community spirit is vital to the resilience and recovery of towns and villages impacted by the recent bushfires and to the emotional healing of individual community members. While communities have witnessed extraordinary bravery and generosity during and after the fires, people in affected communities often need the support of those around them to recover and rebuild. For many people, the informal support of family, friends and community members will provide what they need to heal and recover over a relatively short time. Others, especially those who experienced life threatening frontline impact of the bushfires or who lost loved ones, property, or animals, may benefit from additional professional assistance.

Grants of up to \$10,000 (GST exclusive) are available under the new *Supporting Communities in Recovery* program to fund grassroots activities that help strengthen community connectedness, build peer support, and promote mental wellbeing and healing after the bushfires. Suitable activities could also include

¹ Bushfire affected communities located in the following declared natural disaster local government areas: Bega Valley, Eurobodalla, Goulburn-Mulwaree, Queanbeyan-Palerang, Shoalhaven, Snowy-Monaro

assisting community members to identify peers or family members who may need referral to professional and other services to address trauma or distress.

This program is based on the successful *Empowering Our Communities* grants initiative in response to the drought. Given the devastating impact of ongoing drought on communities across our region, COORDINARE is also running another *Empowering Our Communities* grant round for drought affected communities, in conjunction with the *Supporting Communities in Recovery* bushfire grants. While applications from the same organisations may be considered under both grants programs, they will need to target different activities to be eligible for funding concurrently under both programs.

Program purpose and objectives

The purpose of these grants is to support grassroots community activities that aim to strengthen social connectedness, emotional wellbeing, and resilience and assist communities to recover and heal. Funding is available to local organisations in bushfire affected communities for activities that promote any or all of:

- social cohesion, connectedness and supportive friendship and relationships;
- community wellbeing, resilience, mental health healing and post-trauma recovery for communities;
- information about services and where to seek assistance when needed; and
- assistance to identify and support distressed or struggling peers or family members.

Applicants should outline how their proposed activities will support these outcomes.

Grant funding available

Funding is available through this grant program from February 2020 until June 2021 unless funds are exhausted earlier.

There are two tiers of grants available:

- **Level 1:** up to \$1,500 (GST excl) – available for prompt release² for new community gatherings
- **Level 2:** \$1,501 to \$10,000 (GST excl) – for wider-ranging or more comprehensive projects

Level 1 grants are to enable communities to begin the process of healing and recovery as early as possible, and may be used for supportive community get-togethers, for example: community debriefing sessions, whole-community barbecues, regular coffee mornings, and/or information-sharing meetings. These get-togethers must be held in and for bushfire affected communities and for the purpose(s) of:

- bringing people together to strengthen social connectedness among the community, promote wellbeing and healing or building resilience;
- identifying broader community needs, e.g. further support, information of services; and/or
- providing information about services and how to support each other to recover and move forward.

Applicants will be notified of outcomes within four weeks of receipt of application.³

² Only available for eligible organisations and activities consistent with the grant program's objectives.

³ While the emphasis is on prompt turnaround and notification of outcomes to applicants, only funding under Level 1 grants can be assessed and released immediately. Applications for Level 2 grants will be subjected to more detailed assessment. Nevertheless, all above notification dates are latest possible, and every attempt will be made to notify applicants well before these dates.

What the grant funds can be used for

This funding is for grassroots community-focused health and wellbeing initiatives. Activities may target a broad geographical community impacted by bushfires and/or specific population segments, including (but not limited to) children, youth, older people or cultural groups.

The types of activities that may be considered appropriate include:

- bringing the community together to support social skills, connectedness and build networks and friendships through group activities, e.g. community barbecues, regular coffee mornings, community meetings;
- projects that are recovery focused and aim to build on the community's and members' resilience, healing and capacity building;
- sharing information about available community resources and services and how to access them, including printing and photocopying information sheets and other items for dissemination;
- assisting community members to identify peers or family members who may need referral to professional and other services to address trauma or distress;
- engaging proactively with bushfire affected people in remote or isolated areas;
- initiatives offering comfort, reassurance and assistance to communities and individuals to address practical needs and return to normal routines; and/or
- practical advice and skills development, e.g. for parents to help provide support for their children, addressing particular needs of isolated older people, or future bushfire planning and preparedness.

While projects should keep administrative overheads to an absolute minimum, grant funds may be used by small community organisations that do not hold current public liability insurance to purchase such insurance (e.g. to enable holding public / community meetings). Similarly, grant funds may be used to cover the costs of communications and marketing to engage with communities and promote funded activities.

Unspent funds at the end of the project will need to be used for activities that are consistent with the program purpose and objectives or be returned to COORDINARE – SENSW PHN.

What the grant funds cannot be used for

Applications which include any of the below elements will be ineligible for grant funding:

- initiatives that duplicate existing activities and services;
- activities that are more appropriately funded under another grant program or funding source;
- communities that were not impacted by the 2019-2020 bushfires;
- communities outside the COORDINARE – SENSW PHN region;
- activities that are difficult to link to bushfire recovery;
- initiatives that would require ongoing funding;
- alcohol purchases for community or other events;
- projects that subsidise commercial activities (e.g. ongoing business operational costs);
- capital works or construction, including refurbishment, repair or maintenance of existing community infrastructure; and/or
- purchasing of assets (i.e. buildings or vehicles).

Program assessment criteria

Applications will be assessed for suitability against the following criteria:

- evidence that grant recipients are located in a bushfire affected area;
- demonstration of need, that is:
 - how the bushfires impacted your community, and
 - how the project will benefit your community;
- evidence that the planned activity is consistent with the grant program's objectives;
- capacity of grant recipient to deliver the activity on time and within budget;
- value for money.

How to apply

To apply for a South Eastern NSW PHN Fire Recovery Community Grant you can:

1. Download and complete the application form from the COORDINARE website at [here](#) and email to communitygrants@coordinare.org.au **or**
2. Complete the online application form [here](#).

Applicants should ensure each question in the application form is completed, including sufficient details about their organisation and proposed activities. This is to enable prompt assessment of the application and to avoid the need to return to applicants to request further information or clarification.

Applications will be assessed through an evaluation process. Successful applicants will need to enter into a grant agreement with COORDINARE – SENSW PHN. A copy of the draft grant agreement can be viewed [here](#).

If the application is successful, funding will be paid directly into the bank account provided following the return of signed grant agreement documents and tax invoice. Note, a tax invoice template will be provided for small organisations that require it.

Successful applicants will need to complete a short summary report at the completion of their grant that describes the outcomes achieved. An example of the reporting template can be viewed [here](#).

The COORDINARE – SENSW PHN reserves the right to directly approach communities in relation to grant program support where necessary to ensure a fair and equitable distribution of grant funding across all bushfire affected areas.

Further information

- For further information about the - *Supporting Communities in Recovery* grants program, contact:
Email: communitygrants@coordinare.org.au
Phone: Jennie Roe on 02 4474 8424
- For **bushfire recovery mental health support, information and resources**, see:
 - Access to free face-to-face or phone counselling: COORDINARE'S [Bushfire support webpage](#)
 - Beyond Blue's [Bushfire and mental health resources](#)
 - Beyond Blue's [Be You bushfires response resource pack](#) for teachers and parents

Conditions of this grant process

General	Applicants should familiarise themselves with this document and the application form and ensure that their proposal complies with the requirements set out in these documents. Applicants are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the proposal.
Acceptance	Non complying applications may be rejected. COORDINARE may not accept the lowest priced proposal and may not accept any proposal.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind COORDINARE.
Assessment	COORDINARE reserves the right to engage a third party to carry out assessments of an applicants' financial, technical, planning and other resource capability.
Legal entity	COORDINARE will only enter into a contract with an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), or a natural person at least 18 years of age with mental capacity to understand the agreement.
ABN/Taxation requirements	COORDINARE will only deal with applicants who have an Australian Business Number (ABN).
Expenses	All expenses and costs incurred by an applicant in connection with this grant process including (without limitation) preparing and lodging an application, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the applicant.
Additional information	If additional information to that requested in this document is required by COORDINARE when proposals are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification.
Process	COORDINARE reserves the right to withdraw from, or alter, the grant process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.
Negotiation	COORDINARE reserves the right to negotiate with short-listed applicants after the applicant closing time and allow any application to alter its application. Contract negotiations are strictly confidential and not to be disclosed to third parties.
Part applications	COORDINARE reserves the right to accept applications in relation to some and not all of the scope of activity described, or contract with one, more than one or no applicant on the basis of the proposals received.
Conflicts of interest	Applicants must declare to COORDINARE any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their proposal or participation in the grant process, or in the event their proposal is successful.
Ownership	All applications become the property of COORDINARE once lodged. COORDINARE may copy, or otherwise deal with all or any part of an application for the purpose of conducting assessment of proposals.

Notification of Probity Breach	Should any supplier feel that it has been unfairly excluded from responding or unfairly disadvantaged by the process, the supplier is invited to write to COORDINARE at commissioning@coordinare.org.au
Lobbying	Any attempt by any application to exert influence on the outcome of the assessment process by lobbying COORDINARE staff, directly or indirectly, will be grounds for disqualification of the proposal from further consideration.
No contract	Nothing in this grant process should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this grant application or the lodgment of a proposal in response to it. No contract will be created unless and until a formal written contract is executed between COORDINARE and an Applicant. Applicants will not be considered approved until a final grant agreement is in place.