

# Richmond Valley Community Recovery & Resilience Fund Program Guidelines



Recovery



Richmond  
Valley  
Council

Applications open 15 June 2021

Applications close 23 July 2021 (5pm AEST)

Apply online at <https://form.jotform.com/RichmondValley/crrf>

# INTRODUCTION

Phase Two of the Bushfire Community Recovery and Resilience Fund is designed to support community recovery by funding projects and initiatives that will promote community well-being, social and broader recovery, and future disaster resilience following the bushfires.

A funding pool of \$150,000 is available for locally-led projects in the Richmond Valley Local Government Area. This funding was provided through the joint Commonwealth-State Disaster Recovery Funding Arrangement and is administered by Richmond Valley Council at a local level.

The objective of this community grants program is to support small-scale community recovery activities that benefit the Richmond Valley community and contribute to one or more of the following Disaster Recovery Outcomes.

## Disaster Recovery Outcomes

- The needs of vulnerable groups are addressed in disaster recovery
- The community is aware of the disaster recovery processes
- The community can express its changing disaster recovery needs
- Community members are aware of the risks of future disasters
- The community has improved capacity and capability to respond to future disasters
- Business and not-for-profits have in place adequate mitigation practices for risks and threats
- Government, private sector, civil society and organisations are engaged in plans for preparedness and management of the recovery

## KEY DATES

Applications open	Tuesday 15 June 2021, 9am
Information Session	Wednesday 30 June 2021 3pm – 4.30pm
Applications close	Friday 23 July 2021, 5pm
Assessment and approval process	24 July – 6 August 2021
Advise outcome & finalise funding agreements	7 – 15 August 2021
Commence projects	16 August 2021
Project completion deadline	20 May 2022
Final reports submitted to Council	31 May 2022

# APPLICATIONS

---

A total funding pool of \$150,000 is available to the Richmond Valley LGA. The minimum funding amount per application is \$5,000.

Applicants should:

- Answer all relevant questions, providing comprehensive and accurate information using the online application form
- Allow adequate time to submit applications by the closing date – no extensions will be provided
- Attach all relevant documentation. Applications without the required documents will be ineligible for funding
- Ensure their project budget balances and clearly shows all income and expenses related to their project.

Applicants are able to allocate up to 10% of total project costs towards administration costs, including project management and contingency.

# ELIGIBLE APPLICANTS

---

Applications are open to:

- Incorporated not-for-profit community groups and organisations based in the Richmond Valley;
- Other incorporated not-for-profit organisations who can clearly demonstrate how their project will benefit/ meet the needs of the local Richmond Valley community;
- Richmond Valley Council's Section 355 committees;
- Incorporated school P&Cs within the Richmond Valley LGA;
- Unincorporated community groups auspiced by an organisation that is eligible to apply in their own right

Applicants are required to have public liability insurance to the value of \$20million, or provide evidence that they will be auspiced by an eligible organisation

# EXAMPLE PROJECTS

---

Projects eligible for funding could include but are not limited to:

- Regional social events and digital communication initiatives that support social recovery, commemoration and improve community connectedness;
- Programs and initiatives that support community recovery and well-being including support for connectedness, improved identity of place and cultural heritage;
- Community education programs to improve regional knowledge and resilience in response and preparedness to future disasters and how to be better prepared for hazards into the future;
- Neighbourhood and community strengthening activities that focus specifically on capacity building, and knowledge building and sharing.

## ACTIVITIES NOT ELIGIBLE FOR FUNDING

---

- Applications that seek support for supplementing, increasing or continuing ongoing service delivery that is the core business of the lead organisation;
- Activities that have already occurred or are part-completed at the time of the application;
- Applications that request ongoing program funding;
- Applications for projects and/or activities that are not related to the community recovery attributed to the bushfire event;
- Applications that request covering existing debts or budget deficits;
- Works that involve building new assets or infrastructure capital works.

Other costs may be ineligible where Council decides that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

## ASSESSMENT PROCESS

---

The assessment process is competitive. Each application received before the closing date will be evaluated based on eligibility, how well they have addressed the selection criteria, the application's overall merit, the amount of funding requested, as well as how they compare to other applications.

### **Selection Criteria**

Projects will need to contribute to one or more of the above Disaster Recovery Outcomes, and may also be assessed on how well they:

- Increase community resilience – will the project increase resilience of the community in crisis, natural disaster or emergency response?
- Support community recovery – does the program/ initiative support community recovery?
- Meet community needs - will the project support activities and services needed by local communities?
- Increase community participation – does the project encourage participation in activities or services needed by a broad section of the community?

The assessment panel may recommend partial funding of projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding.

Broader factors that may be considered when assessing the overall package of projects suitable for funding include:

- the amount of funding available
- suitability of projects for other government funding opportunities
- the distribution of projects across the LGA

## PAYMENT & REPORTING PROCESS

---

Applicants with successful projects will be required to sign a funding agreement and provide relevant documents e.g. Certificate of Currency for public liability insurance. Funds will be made available to applicants as soon as practicable after the funding agreement has been finalised.

Applicants must undertake the following as part of evaluation and reporting:

- Keep and submit copies of all invoices and receipts, including a record of in-kind contributions e.g. volunteer hours
- Keep and submit copies of media, photos and other supporting documentation
- Communicate regularly with the Community Grant Recovery Officer on progress of project
- Acknowledge the funding source as per the funding agreement

## FUNDING ACKNOWLEDGMENT

---

This funding is being provided through the joint Commonwealth-State Disaster Recovery Funding Arrangement (Resilience NSW and the National Recovery and Resilience Agency) and will be administered by Richmond Valley Council at a local level.

Successful applicants will be required to acknowledge funding as outlined in the funding agreement.

This program is provided in accordance with the Bushfire Community Recovery and Resilience Fund Guidelines - [www.nsw.gov.au/grants-and-funding/bushfire-community-recovery-and-resilience-fund](http://www.nsw.gov.au/grants-and-funding/bushfire-community-recovery-and-resilience-fund)

**For support with your application  
please contact:**

Marie Cullen - Community Grants Recovery Officer

marie.cullen@richmondvalley.nsw.gov.au

Phone: 6660 0328

