(date)

# NGO Grants: Terms of Reference

## Background

### Security, Emergency and Recovery Management (SERM) have $$$$$ (amount) to be distributed to assist Non-Government Organisations (NGOs) and Not-for-profit organisations (NFPs) who undertake activities that contribute to community recovery from the (Event name) (Commencing date) (AGRN ####).

Grant Outcomes

SERM, will provide grants to NGOs and NFPs who work directly in the affected areas to achieve one or more of the following outcomes:

*examples*

* *Affected properties, which can include businesses, are visited and improved, e.g. re-building, debris cleaning, internal cleaning.*
* *Property owners are given emotional or practical assistance in the recovery phase.*
* *Community members have enhanced wellbeing and connection with community.*

Applicant Eligibility

NGOs and NFPs who have deployed across the affected areas of the South Australian (Event) may submit one application (initial funding) of up to (value). There is no minimum funding amount.

There may be opportunities for organisations to apply for subsequent funding, dependent on the availability of funds. Eligibility for subsequent funding remains at the discretion of the panel.

NGO’s and NFPs **must** meet the following criteria to make an eligible application:

1. Hold an Australian Business Number (ABN) and have held that ABN at the time of disaster.
2. Demonstrate that the goods or services the grant is intended for, delivers community recovery within Local Government Areas (LGAs) as activated through the Disaster Recovery Funding Arrangements relating to AGRN 1040. These LGAs are:



1. The applicant must demonstrate the organisations capacity to work directly in the affected communities and to provide a recovery outcome that aligns with the *Community Recovery Fund Guidelines*, paragraph 3.1.
2. The applicant must have a minimum of $1 million public liability insurance coverage.

NGOs and NFPs can be granted funding subject to one or more of the following criteria:

1. There is clear direct or indirect benefit to the affected community or affected individuals.
2. Services are otherwise unavailable, or are not available at an affordable price, to those who have suffered personal and/or material loss due to the event.
3. The NGO has provided significant, extended, or repeated services (e.g., after a number of events in the same period) and has depleted its normal resources.
4. The funding is used directly for the agreed services delivered (e.g., supervisor salary, petrol costs, volunteer reimbursements, on-site induction and training for volunteers, out of pocket expenses, including travel to the affected area or costs associated with preparing reports, office support and telecommunications etc., or similar goods and services).
5. The NGO or NFP, if funded previously for a similar activity, has acquitted the funding to the requirements of SERM.
6. If the services are provided on private properties, information which identifies and locates those properties are to be provided to SERM or the panel.
7. If the services are provided on community facilities, information which identifies and locates that facility can be provided to SERM or the panel.
8. The NGO or NFP can provide photographic evidence of repairs undertaken, if requested by SERM or the panel.

The following can not be funded:

* Assistance measures for past events
* Potential future mitigation or recovery projects
* Applicants who have outstanding funding obligations to Department of Premier and Cabinet

Applicants should not assume they will be successful or enter into commitments based on that application, before receiving formal notification of the outcome of their application.

Roles and Responsibilities

It is the responsibility of the panel to ensure applications are compliant and assess an applicant’s eligibility against the above criteria.

The panel will also:

* Provide strategic leadership to the grants program to ensure that it aligns with other initiatives.
* Oversee the management and allocation of the State Recovery Grants Program and provide recommendations, information, and advice to ensure all deliverables are completed within agreed deadlines and meet stakeholder needs.
* Sign off on the submission of all formal reports as well as approving the content of any public communications.
* The Panel will consist of three (3) members and will include representatives from State Recovery, Local Government and an external representative.
* The group will be chaired by the Manager, IMT
* SERM will provide Executive Officer support to the Panel.
* Meetings will be scheduled to discuss the grant applications received.
* Decisions will be made by consensus. Where consensus cannot be reached the Director, SERM will have the final decision.

Conflict of Interest

If a member of the Assessment Panel believes that a conflict of interest exists or would be perceived to exist in respect of any matter placed before the Panel, that member should declare the interest and not take part in the discussions or decisions in respect of that matter.

Confidentiality

Where agreed by the Assessment Panel, members will keep confidential the deliberations, including the positions adopted by individual members of the Panel.

|  |  |
| --- | --- |
| For more information: | T Number |
| Full name, Title | E Firstname.Lastname@sa.gov.au |
| Business Unit, Division | W dpc.sa.gov.au |