

# Recovery Services Capacity Grants

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## Program Guidelines

April 2025

# Key Information

Grant Program Details	
NSW Government Agency	NSW Reconstruction Authority.
Type of grant opportunity	Targeted non-competitive merit based.
Opening date and time	Monday 7 April 2025 9:00AM AEST.
Closing date and time	Monday 19 May 2025 1:00PM AEST.
Application outcome date	June 2025.
Project delivery timeframe (for successful applications)	Projects must commence from 1 July 2025 and be completed by 30 June 2028.
Decision-maker	NSW Reconstruction Authority CEO.
Program funding  (total available funding for the Program and the available grant amounts, excluding GST)	Total Program funding: \$2,400,000 million.  Individual grants: \$480,000 total each (over three years). \$160,000 per year.
Co-contributions	Not mandatory (see Section 1.2).
Enquiries	<a href="mailto:ssvp@reconstruction.nsw.gov.au">ssvp@reconstruction.nsw.gov.au</a>

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# 1. Program Overview

The Recovery Services Capacity Grant Program (the Program) is a \$2.4 million targeted grant program established in response to the 2022 NSW Flood Inquiry's recommendation that the NSW Government create a program to support better coordination of community efforts to save life and property during a disaster.

The Program is administered by the NSW Reconstruction Authority (RA), the lead agency for disaster prevention, preparedness, recovery, and reconstruction in NSW.

Applicants are required to read all of the Program details before applying and certify they have read these Guidelines in their application.

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## 1.1 Program Purpose

The Program addresses the NSW Government Review of Emergency Volunteering 2023 (EVS Review) Recommendation 12b, which is to increase the capacity and capability for expert organisations external to NSW Government to coordinate, train and support informal volunteers in the recovery stage of disaster events.

Only non-government organisations (NGOs) that meet all Eligibility Criteria will be invited to apply.

The Program's intended impact is for communities to be better prepared, supported, coordinated, and mobilised to respond to disaster events.

The Program is targeted to support outcomes for 'informal volunteers', in addition to enabling the funded NGOs to provide flexible volunteering opportunities in disaster recovery operations and broaden their volunteer base.

The EVS Review<sup>1</sup> defines informal volunteering as:

“Unaffiliated or loosely affiliated with an established volunteer organisation and does not involve an ongoing relationship or commitment. Informal volunteers generally have an emotional or physical connection to a disaster. They are generally not trained in advance of an emergency. Informal volunteering encompasses both spontaneous volunteering and volunteering as part of an emergent group.”

The Review defines formal volunteering as:

“Formal volunteering occurs as part of an ongoing relationship with an established volunteer organisation. Formal volunteers have a high level of commitment and engagement, which generally begins in advance of an emergency occurring. They are skilled and highly trained, have existing relationships with other volunteers and are part of a culture of volunteering.”

## Program Outcomes

The targeted end of Program outcomes include:

- NGOs are better prepared to engage, coordinate and support formal and informal volunteers in recovery operations via flexible volunteering pathways.
- NGOs have an increased volunteer workforce available to be activated during recovery operations. For example, in Recovery Centres, Recovery Assistance Points or through community outreach.

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<sup>1</sup> <https://www.nsw.gov.au/departments-and-agencies/premiers-department/review-of-emergency-volunteering-reports>

- NGOs have improved understanding of how to engage with and coordinate informal volunteers.
- NGOs have increased confidence and capacity to engage formal and informal volunteers in disaster recovery operations.

### Funding Use

The funding use must be related to recovery readiness expenditure, and not for operational expenditure incurred by the NGOs during a disaster event. Recovery operations include Recovery Centres, Recovery Assistance Points and in community outreach.

The funding does not support other functions of eligible NGOs including fundraising, appeals or other operations such as operating good will stores.

Eligible projects under this grant must address:

Project Stream	Deliverables
Planning & Capability	<ol style="list-style-type: none"> <li>1. Develop and maintain an operational policy and toolkit to guide the NGOs engagement, coordination, and support of formal and informal volunteers in disaster recovery operations.</li> <li>2. Professional development activities for NGO staff and volunteer coordinators or equivalent to build capability in disaster recovery operations (10% limit of grant budget).</li> <li>3. Costs related to attending RA disaster recovery training exercises for NGO staff and volunteer coordinators or equivalent (10% limit of grant budget).</li> </ol>
Volunteer Registration	<ol style="list-style-type: none"> <li>1. Review and update existing registration tools to be able to:               <ol style="list-style-type: none"> <li>a. Proactively register individuals interested in volunteering pathways (formal and informal) in disaster recovery operations.</li> <li>b. Activate the registration system during a recovery event to direct individuals who have mobilised informally in a disaster impacted community, and direct them into coordinated volunteering opportunities mobilised by the NGO on the ground.</li> </ol> </li> <li>2. Conduct annual cycles of volunteer registration and recruitment via communication and awareness activities in target regions identified by the NGO.</li> </ol>
Volunteer Training	<ol style="list-style-type: none"> <li>1. Create and maintain a suite of fit for purpose training and resource materials for formal and informal volunteers that address disaster recovery operations at Recovery Centres, Recovery Assistance Points and through community outreach.</li> <li>2. Deliver annual disaster recovery operations training cycles for individuals proactively recruited via the Registration Stream.</li> </ol>

## 1.2 Grant Value

The total funding available is \$2,400,000 for the term 1 July 2025 to 30 June 2028.

Individual grant allocations per NGO are as follows:

Individual Grant Amount	Year 1 FY2025-26	Year 2 FY2026-27	Year 3 FY2027-28
\$480,000	\$160,000	\$160,000	\$160,000

### Co-contributions

Contributions towards a project are not mandatory; however, NGOs may choose to commit co-contribution costs such as:

- a direct (cash) funding contribution provided at the time of project commencement,
- any costs associated with the applicant's delivery of the project, for example project delivery,
- other in-kind costs, such as wages directly attributable to the delivery of the project, and/or supplies, materials, and specific equipment required to execute the project,
- as identified in the Eligible Project sub-criteria, applicants are required to demonstrate that the project must be for new and unfunded initiatives. As such, where a cash co-contribution is being provided which is from Commonwealth or other State funding, applicants are required to certify that the project scope is different to what has previously received funding.

If an NGO commits a cash co-contribution in the project:

- NGOs must certify that cash from another Commonwealth or State grant funding sources does not constitute duplication of funding for the same project and that the Guidelines for those sources allow for that funding to be used as a co-contribution for another grant program such as the RSCG.
- Any cash co-contributions put forward from other eligible grant programs must be unexpended funds at the time of application.

## 2. Selection criteria

### 2.1 Eligibility Criteria

To be eligible for grant funding, the applicant must meet each of the following requirements:

Criteria	Eligibility Requirements
<b>Eligible applicants</b>	<p>Mandatory.</p> <p>The applicant must be invited by the RA to apply for funding under this Program.</p> <p>Only NGOs that meet all Eligibility Criteria under Section 2.1 will be invited.</p> <p>Invited applicants are:</p>

	<ul style="list-style-type: none"> <li>• Anglicare</li> <li>• Australian Red Cross</li> <li>• Disaster Recovery Chaplaincy Network (DRCN)</li> <li>• The Salvation Army</li> <li>• St Vincent de Paul Society</li> </ul>
<b>ABN and GST Registration</b>	<p>Mandatory.</p> <p>The applicant must be registered with the Australian Charities and Not-for-profits Commission (ACNC).<sup>2</sup></p>
<b>Must submit an Eligible Project that addresses the funding purpose (refer Section 1)</b>	<p>Mandatory.</p>
<b>Must have an active Recovery Partner Memorandum of Understanding (MOU) or be in the process of developing an MOU with the RA</b>	<p>Mandatory. The applicant must:</p> <ol style="list-style-type: none"> <li>1. Currently hold an active Recovery Partner Memorandum of Understanding (MOU) with the RA, or is in the process of developing a MOU with the RA to provide services within a Recovery Centre, Recovery Assistance Point and through outreach services including (but limited to): <ul style="list-style-type: none"> <li>• Personal support including Psychological First Aid and psychosocial support.</li> <li>• Financial Assistance.</li> <li>• Management of donations or material aid.</li> </ul> </li> <li>2. Have been engaged and activated by the RA since January 2023 to provide services at Recovery Centres, Recovery Assistance Points and through community outreach.</li> <li>3. Maintain a trained workforce across NSW that can be engaged to provide services following a disaster. <p>Workforce can consist of volunteers or paid staff however note wages are not reimbursable under normal circumstances nor are they a 'funded activity' of this Program.</p> </li> <li>4. The applicant must carry out operations in a minimum of three (3) regions of NSW, which are defined based on the NSW RA's operations, being: <ul style="list-style-type: none"> <li>• Central West, Orana and Far West</li> <li>• New England, North West, Hunter and Central Coast</li> <li>• Riverina Murray</li> <li>• Greater Sydney</li> </ul> </li> </ol>

<sup>2</sup> Status of ACNC registration is evidenced in the ABN Look Up feature of the SmartyGrants application Form.

	<ul style="list-style-type: none"> <li>• Illawarra Shoalhaven and South East</li> <li>• North Coast</li> </ul>
<b>NSW National Redress Scheme sanctions</b>	<p>Mandatory.</p> <p>Applicants must attest in the application that the organisation addresses the NSW National Redress Scheme sanctions, if required to do so.</p> <p>The NSW Government will not award a Grant Funding Arrangement to an NGO with Redress Obligation (or to any of its Related Entities) if that NGO:</p> <ul style="list-style-type: none"> <li>• has declined to join the Scheme, or</li> <li>• at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.</li> </ul> <p><u>Visit the website</u> for further information about the <u>NSW National Redress Scheme sanctions</u>.</p>
<b>NSW Government public health orders</b>	<p>Mandatory.</p> <p>Applicants must attest in the application that the organisation addresses NSW Government public health orders and advice regarding COVID-19. Up-to-date information is available on the <u>NSW Government COVID-19 website</u>.</p>

## Eligible Projects

Projects must meet each of the following requirements:

1. Be delivered within NSW.
2. Be resourced for project commencement from no later than 1 July 2025.
3. Be able to be completed no later than 30 June 2028.
4. Be a new and unfunded initiative(s). Therefore, must not seek retrospective funding to cover any projects already in progress or completed and no prior expenditure on the Project can occur prior to execution of a funding deed with the RA.
5. Can include cost efficiency approaches to delivery of grant project activities. For example, activities can be delivered as part of broader initiatives funded under the Welfare Services Functional Area Supporting Plan, which are outside the scope of this Program and funded by a separate NSW Government Agency. In this example, recipients must be able to evidence separate financial accounting and data collection on the activities approved under this grant.
6. If the grant activity is part of a larger project, grant recipients must provide adequate evidence to demonstrate how the grant activity can be delivered in isolation.
7. Must not provide a private benefit for the applicant, for example private use of equipment.
8. Must not involve duplication of grant funding from another NSW or Australian Government grant program for the same project.
9. Must not be core business of the organisation and its day-to-day activities, including supplementing, increasing or continuing ongoing service delivery.
10. Must be submitted by the closing date and time unless approval is granted for a late application (refer Section 3.1).

11. Must not have debts owing to the NSW Government, be in administration or have outstanding acquittals for RA funding.
12. Responses to merit assessment questions must be clear and complete.

### Spontaneous Volunteers Support Program

The RA administers the Spontaneous Volunteers Support Program (SVSP) which offers funding on a competitive merit basis to local councils, NGOs, and community groups.

If one or more sub-branch of a statewide NGO invited to the RSCGs has been awarded an SVSP grant, then the invited NGO can ensure no duplication in their RSCG project application. i.e. the invited NGO can target the RSCG funding to other high risk, high need region(s) of NSW.

However, if the invited statewide NGO is not considering targeting other regions of NSW, and a sub-branch has received SVSP funding for that region, then the invited NGO is required to withdraw, as 'no duplication of funding' is an eligibility criterion under the RSCGs.

More information about the SVSP can be found at: [www.nsw.gov.au/grants-and-funding/spontaneous-volunteers-support-program](http://www.nsw.gov.au/grants-and-funding/spontaneous-volunteers-support-program).

### Eligible Expenditure

Eligible costs are costs directly associated with the delivery of the project funded under the grant.

All budget items should be itemised exclusive of GST. GST will be applied on top of the agreed grant value when payment is made.

### Direct Project Costs

Project Stream	Deliverables
Planning & Capability	<ul style="list-style-type: none"> <li>• Costs related to producing policy and procedural documentation.</li> <li>• Costs related to professional development, limit 10% of grant value.</li> <li>• Costs related to attendance at RA exercises, limit 10% of grant value.</li> </ul>
Registration	<ul style="list-style-type: none"> <li>• Costs related to updating existing registration tools (excludes a new build and, or licensing and support costs already budgeted by your organisation for an existing system).</li> <li>• Costs related to awareness and registration communications e.g. – advertising, social media, production of brochures, flyers, magnets and promotions.</li> <li>• Costs related to awareness and registration events e.g. catering, venue, AV hire, printed materials, NGO staff travel to attend.</li> </ul>
Volunteer Training	<ul style="list-style-type: none"> <li>• Costs related to developing training materials including digital and video-based materials.</li> <li>• Costs related to training events e.g. catering, venue, AV hire, printed materials, NGO staff travel to attend.</li> <li>• Stipends paid to participants to attend training (where reasonable and quantified in the application).</li> </ul>

## Project Staff

Staff costs related to delivery of direct project activities are eligible cost items under the Eligible Project Streams and should be itemised in the Budget Table for each Stream.

These staff costs such as technical, professional staff, or temporary tutors/instructors that are related to delivery of direct project costs are not capped.

Where an ongoing staff member is involved in the project and their substantive role is backfilled by another employee, funding their salary under the project is an eligible expense. However, the grant cannot be allocated to fund their substantive role already budgeted by your organisation.

Project staff costs are separate to costs related to administration of the grant, which is limited to 20%. Applicants are reminded that projects must be resourced for project commencement from 1 July 2025.

## Grant Administration

Grant administration costs i.e. time spent by staff to administer the grant requirements not directly related to delivery of the project activities, cannot exceed a maximum of 20% of the total grant amount.

This could include time spent by staff to:

- Project manage the delivery of activity streams day to day
- Prepare and submit performance reports.
- Participate in Program-level monitoring and evaluation.

## Contingency

Contingency funds to cover range of unexpected costs during the project cannot exceed a maximum of 5% of total grant amount. Recipients must consult with the RA to seek approval to extend contingency costs to ensure eligible expenditure.

## Ineligible Expenditure

Refer **Appendix A** for the listing of ineligible expenditure items. This list is not exhaustive and other costs may be ineligible where the RA determines the expenditure does not directly support the achievement of the planned outcomes of the project, or they are contrary to the objectives of the Program.

If during the preparation of your application you have any questions related to ineligible expenditure, you can contact the RA for advice prior to submission of your application.

If you are successful in receiving a grant, you must attest in the funding deed that there are adequate funds to meet the costs of any ineligible expenditure associated with the project where applicable.

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## 2.2 Assessment Criteria

Applicants must address all three (3) criteria in the application and must meet a minimum score benchmark of 60% or more against each criterion.

Applicants should provide evidence and/or strong justification to support each criterion.

Where RA identifies that more information is required to assess merit, RA may request supplementary information from applicants.

Criteria	Weighting	At minimum, responses must address
1. Benefits of your project to the community in relation to preparedness for disaster recovery operations and addressing the funding purpose and objectives.	40%	<p>Applicants must demonstrate this through identifying a project scope that aligns to the Guidelines including:</p> <ul style="list-style-type: none"> <li>• The current unmet need or gap for recovery services operations in the selected regions.</li> <li>• Explain why you have selected the target regions to implement your project and the intended benefits for these communities.</li> <li>• Detail effective strategies for each of the 3 Activity Streams.</li> </ul>
2. Proponent capacity, capability and resources to carry out the project.	30%	<p>Applicants must demonstrate this through identifying:</p> <ul style="list-style-type: none"> <li>• Your organisation's current expertise in managing and mobilising volunteers in recovery services operations.</li> <li>• The existing capacity and resources gap in your organisation that this funding can address.</li> <li>• Your organisation's prior experience delivering similar projects.</li> <li>• Personnel expertise and proposed team to deliver the project.</li> </ul>
3. Project viability and sustainability, including value for money.	30%	<p>Applicants must demonstrate this through identifying:</p> <ul style="list-style-type: none"> <li>• Quantifiable targets and activities for each year of the grant.</li> <li>• Risks for the project and appropriate mitigations.</li> <li>• Reasonable categories of expenditure and robust budget assumptions.</li> </ul>

## 3. Application Process

### 3.1. How to Apply

RA will provide eligible applicants with an Application Form, which must be submitted using the RA's SmartyGrants system: <https://reconstruction.smartygrants.com.au/>.

The RA will not accept applications made via any other means.

All applications submitted under the Program must meet the Eligibility Criteria and will be assessed against the Assessment Criteria. Applicants are expected to carefully review the criteria in these Guidelines.

The RA may extend the Program closing date at its absolute discretion. Any extension to the Program closing date will be communicated to all applicants through the RA's website for the Program.

Applications cannot be reopened or amended once the closing date and time has passed. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code 1995 and we will investigate any false or misleading information and may exclude your application from further consideration.

You may consult with a relevant RA representative on technical and local considerations for your Project during development of your application; however, this representative must not be directly involved with the assessment process. You must maintain records of any consultation with RA representatives.

If you find an error in your application after submitting it, you should contact the RA immediately in writing to the Program inbox [ssvp@reconstruction.nsw.gov.au](mailto:ssvp@reconstruction.nsw.gov.au). If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

More information about the Program will be published and available on the following websites:

- RA website (<https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority/our-work/grants-disaster-resilience-risk-reduction>)
- NSW Government Grants Finder (<https://www.nsw.gov.au/grants-and-funding>).

### **SmartyGrants applicant portal support**

You will receive an auto-notification from the SmartyGrants grants management system confirming submission of your application.

If you do not receive a notification, you can seek support in the following ways:

- read the support information (<https://applicanthelp.smartygrants.com.au/>)
- contact SmartyGrants Technical Assistance on the below contact details:  
Phone: 03 9320 6888  
Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

### **Attachment file size limit**

Where you are required to upload a document to the application form, all files must be a maximum of 5MB each. The upload process is very simple but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file.

### **Proposal authorisation**

Before submitting your form, you must ensure the relevant authorised official or delegate in your organisation has reviewed and approved the application. This person's details must be recorded on the Declaration and Authorisation page of the online form.

To seek their authorisation, you may choose to enable them access in your SmartyGrants access account or download a copy of the draft form for them to review offline.

## Late applications

You must make an application between the published opening and closing dates. Applications and/or supporting documents submitted after the closing date of 12:00pm AEST 14 May 2025 may not be considered eligible. The RA reserves the right to accept late applications on a case-by-case basis. A late application will only be accepted where the RA is satisfied that the integrity of the process has not been compromised and subject to probity advice.

## Enquiries management

The RA has in place an enquiries management plan with oversight from the external probity advisor, which ensures separation of roles between staff involved in the assessment process and staff involved in responding to applicant questions.

Questions must be submitted in writing to [ssvp@reconstruction.nsw.gov.au](mailto:ssvp@reconstruction.nsw.gov.au). Officers will provide written responses in accordance with publicly available information published on the RA website. If a new question is submitted, the FAQ on the RA website will also be updated to include this question to ensure consistency and fairness in access to information.

All enquiries must be recorded by the RA in an enquiries management register and where required, enquiries may be referred to the probity advisor for advice.

## Incomplete applications

The RA may request further clarifying information from applicants to support its assessment at its discretion. Where the RA assesses an application as containing incomplete information, the RA reserves the right to:

- provide the applicant with the opportunity to provide the required information within probity requirements; or
- assess the application on the basis of the information provided; or
- deem the application to be non-conforming and set it aside from further consideration, i.e. deemed ineligible and not proceeding for merit assessment.

# 4 Assessment Process

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## 4.1 Assessment of applications

Following submission of applications, RA will conduct an assessment against the Eligibility Criteria and Merit Criteria in these Guidelines, including that all required information has been provided.

Applicants may also be contacted during this process to clarify information provided in their application. The RA will notify applicants if additional information is required in writing and the timeframes in which a response is required.

The RA also reserves the right to conduct additional due diligence on the applicant as required.

## NSW Government Advisers

Preliminary assessments will be submitted to a panel of NSW Government advisers and subject matter experts to review recommendations to the RA's delegated approver. These advisers must comply with probity requirements for confidentiality and conflicts of interest.

The advisers will consider the extent to which applicants have addressed the criteria in the Guidelines and prepare risk statements to support the funding recommendations.

If risks are identified, the advisors will propose mitigations to be included as special conditions in the funding offers.

### **Delegated Approver**

The final decision maker for awarding grants is the NSW Reconstruction Authority CEO.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no appeal or review mechanism for decisions to approve or not approve a grant. If your application is unsuccessful, your formal notification will include details on how you may seek feedback on the funding decision process.

### **Probity**

Independent probity advisors have been appointed to advise RA on probity matters that may arise through the application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness, and accountability, while delivering value for money for NSW.

The assessment process will be independently reviewed by the appointed probity advisors.

## **5. Funding Approvals and Administration**

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### **Notification**

All applicants will be notified in writing of the outcome of their application.

Funding recipients will need to:

- enter into a funding deed with the NSW Government. This funding deed is administered by the RA on behalf of the NSW Government and must be signed within 10 days of being issued for signature.
- start and complete funded activities by the dates specified in your funding agreement.
- during the term of the deed, notify the RA in writing of any changes to your project.
- report on your project as specified in your funding deed.
- comply with all other terms of your funding deed including acknowledgement of NSW Government funding.

### **Publication of grants information**

The NSW Grants Administration Guide (the Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the funding deed takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after grant funding is approved.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

### Funding Deed

Successful applicants will be required to enter a funding deed with the NSW Government.

Successful applicants will be required to provide all supporting documentation and approvals not submitted as part of its application before the RA can enter a funding deed.

The NSW Government makes no binding funding commitment to an applicant unless and until both parties sign a funding deed.

Successful applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.

### Other funding conditions

The following is not an exhaustive list and will be expanded upon in the final funding deed:

Item	Terms and Conditions
<b>Eligible Project Term</b>	<ul style="list-style-type: none"> <li>Must commence from and no later than 1 July 2025 and be completed by 30 June 2028.</li> </ul>
<b>Insurances</b>	<ul style="list-style-type: none"> <li>All recipients must ensure that adequate broad-form public liability insurance and workers compensation insurance policies covering all activities associated with the project are taken out and maintained with a reputable insurance company throughout the funding period.</li> <li>You must produce on demand satisfactory evidence that any or all of the insurance policies required under funding deed are current.</li> </ul>
<b>Reporting Requirements</b>	Successful applicants will be required to submit performance reports bi-annually. It is a requirement that all financial records related to grant expenditure and acquittal be retained by the recipient for seven years.
<b>Indicative Payment arrangements</b>	Timing and milestone requirements are subject to negotiation of the funding deed; however, at minimum there will be an annual payment of 90% upfront, and 10% paid in arrears on approval of an annual acquittal statement.
<b>Variations</b>	<ul style="list-style-type: none"> <li>Requests for variations or changes to the Project will only be considered in limited circumstances and in accordance with probity principles.</li> <li>Variation approvals will be limited to two (2) variations during the term of the project and variations will not be considered by the RA in the last 6 months of the grant term.</li> <li>Applicants must also advise the RA of any changes to their legal status or of changes or delays to their project.</li> </ul>
<b>GST</b>	<ul style="list-style-type: none"> <li>To be eligible, applicants must have an ABN and be registered for GST (refer also to Section 2.1).</li> </ul>

	<ul style="list-style-type: none"> <li>• Payments will be GST Inclusive. As you are registered for the GST, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.</li> <li>• Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.</li> </ul>
<b>Program Evaluation</b>	<ul style="list-style-type: none"> <li>• Funding recipients will be required to participate in a Program evaluation procured by the RA, to determine the extent to which their projects have contributed to the objective of the Program.</li> <li>• The evaluation will require recipients to provide evidence of how projects have resulted in a measurable change to the lives of local residents that is consistent with the objectives of the Program and as outlined in the applications under the anticipated community benefit of the Activities. It will also require participation in surveys and may require participation in interviews or workshops.</li> <li>• Participation in the Program evaluation may be costed under Project management / grant administration in the application, which cannot exceed a maximum of 20% of total requested funding.</li> </ul>
<b>Funding Acknowledgement</b>	<ul style="list-style-type: none"> <li>• All recipients of NSW Government funding are required to acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants.</li> </ul>
<b>State Audit</b>	<ul style="list-style-type: none"> <li>• The RA reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.</li> </ul>
<b>Unspent Funds</b>	<ul style="list-style-type: none"> <li>• A funding recipient cannot acquit the grant until 100% of grant funding is evidenced as fully expended.</li> <li>• Where a recipient's project is completed and there are unspent funds remaining from the grant allocation, the RA will require the grant recipient to return the unspent funds plus GST.</li> </ul>
<b>Termination</b>	<ul style="list-style-type: none"> <li>• Approved Projects are subject to Termination clauses which will be detailed in the funding deed.</li> </ul>

## 6. Additional Information

### Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available.

- encouraging government agencies to release as much other information as possible.
- giving the public an enforceable right to make access applications for government information.
- restricting access to information only when there is an overriding public interest against disclosure.

## Complaints

Any concerns about the Program or individual applications should be submitted in writing to [ssvp@reconstruction.nsw.gov.au](mailto:ssvp@reconstruction.nsw.gov.au). The RA is committed to responding to external complaints fairly, efficiently and effectively. Concerns and complaints procedures for the Program follow the processes set out in the External Complaints Handling Policy [available here](#). This Policy sets out the steps for managing an external complaint received by the RA.

If you are a person with a disability or experience difficulties in providing your complaint in writing, you can make a verbal complaint by contacting (02) 9212 9200. The RA may require a verbal complaint be made in writing in circumstances where the matter is complex or contentious.

If you do not agree with the way RA handled the issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](http://ombo.nsw.gov.au).

## Ethical Conduct

It is a condition of the Program application process that no gifts, benefits, or hospitality are to be made to any NSW Government employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

All RA personnel involved in the receipt, assessment and management of applications are bound by the RA's Code of Conduct and the NSW Public Sector's Ethical Framework. This requires that personnel:

- assess all applicants equally, without prejudice or favour
- act with honesty, consistency and impartiality
- disclose and manage any actual or perceived conflicts of interest
- observe confidentiality and privacy requirements.

## Conflicts of Interest

There is a requirement for conflicts of interest to be declared when submitting an application under this Program.

There may be a conflict of interest, or perceived conflict of interest, if staff, any member of a committee or advisor and/or personnel involved in the preparation of the application has a professional, commercial, or personal relationship with a party who may be the recipient of grant funds (e.g. nominated training provider, retailer of equipment intended to be purchased, or otherwise a supplier of goods or services intended to be purchased under the grant).

Applicants will be asked to declare, as part of the application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If an applicant later identifies an actual, apparent, or perceived conflict of interest, they are required to inform RA immediately.

NSW Government staff involved in the eligibility and assessment process are also required to declare any conflicts of interest and are managed as per the RA Code of Conduct.

## Confidentiality

All applications will be managed and assessed on a confidential basis. When required to report on the performance of the Program, public facing information will de-identify all applicants.

Funding decisions and assessment outcomes must be kept confidential until announced by the NSW Government. Successful applicants will be required to provide a confidentiality undertaking. This means they must keep the outcome of the application process confidential until the NSW Government makes a public announcement.

Upon entering a funding deed, details about the funding deed may be made publicly available (subject to information which the RA deems to be commercial in confidence).

The applicant agrees not to disclose any confidential information pertaining to the grant program application or funding deed without prior written consent of the RA.

## Intellectual property

All intellectual property rights in these Guidelines remain the property of the RA. Applicants are permitted to use these Guidelines for the purpose of preparing an application only. Applicants must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications submitted in response to these Guidelines remain the property of the applicant, unless otherwise agreed between the applicant and the RA. The applicant agrees that the RA may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the RA will retain (electronic and hard) copies of all applications.

## No offer

These Guidelines are not an offer, recommendation, or invitation by the RA in respect of any contract or commitment and, subject to a funding deed being fully executed by the parties to it, nothing in these Guidelines will form the basis of any contract or commitment.

## Privacy

The RA is regulated by the Privacy and Personal Information Protection Act 1998. When you submit an application or make an enquiry about this Program, the RA collects information from this process.

For example, this information may include personal and organisational details, such as your name, job title, business name, phone number and email address.

The RA will use your personal information for the primary purposes of providing further information about this Program and processing your application. The RA may also use this information for a directly related purpose, or where the RA is otherwise authorised or required to do so by law.

The RA may disclose your personal information to other government agencies, staff administering this Program and to external stakeholders (including independent and accredited assessors). This may be to assist with the assessment of your application or to provide you with information about other forms of assistance available.

If you are on the mailing list, you can request the RA to remove or update your details at any time. For further information, please contact the RA at [grants@reconstruction.nsw.gov.au](mailto:grants@reconstruction.nsw.gov.au).

## Addenda

These Guidelines are subject to change at any time at the sole discretion of the RA.

The RA may, in its absolute discretion, publish an addendum to these Guidelines on the RA website. In each case, an addendum becomes part of these Guidelines.

## **Disclaimer**

The RA does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency, or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The RA recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

The RA reserves the right in our absolute discretion to vary any of the terms contained in this document; accept or reject late applications; vary the dates for key stages; freely discuss aspects of an applicant's assessment directly with them; or discontinue this funding round. Lodgement of an application will be taken as consent for the information to be shared with other NSW Government Agencies.

Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.

These Guidelines are subject to change at any time at the sole discretion of the NSW Reconstruction Authority. Any changes to the Guidelines will be published on the NSW Government Grants Finder website.

© State of New South Wales through NSW Reconstruction Authority 2025. The information contained in this publication is based on knowledge and understanding at the time of writing April 2025. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of NSW Reconstruction Authority or the user's independent adviser.

# Appendix A: Ineligible Expenditure

To be deemed an eligible application, the project costs must align with the Program Objectives, Eligible Activities and Eligible Expenditure and must not include:

## Wages and staff costs (refer to ‘Eligible Expenditure’ in the Guidelines for exceptions)

- Overtime pay rates for eligible staff.
- Recoup of wages paid to salaried project manager and or other staff, to support a funded project, that are already funded under your organisation’s operating budget.
- Wages that are not related to the direct delivery of the approved activities.

An exception may be volunteer hours as these may be considered an eligible source of in-kind co-contribution.

## On-costs and ‘business as usual’

- Operational costs and on-costs including office equipment, consumables, communications, legal and accounting fees, and bank charges.
- Office rent, office utilities and tech upgrades.
- Costs of office furniture, fixtures and fittings, including but not limited to desk, chair, table, cupboards, storage, stationery, cutlery, crockery, cleaning products, and or consumables not detailed in the application.
- Costs of program signage that is BAU for the organisation, such as location signage, tourism signage, emergency signage, signage not specified in application and or not installed on land owned/managed by the applicant organisation.
- Costs of electronic equipment, including but not limited to laptops, desktop computers, iPads, Tablets, projector, camera, printer, digital whiteboards, TV, SmartBoard and or other office equipment not detailed in the application.
- WIFI and software licencing costs.
- General volunteer recruitment and training activities not directly targeted at recovery services operations.<sup>3</sup>
- Costs related to delivery of contextual briefings at a disaster event.
- Purchase of recovery packs, specialised clothing and or BAU clothing not directly related to project activities.
- Costs relating to development of any general policy, process or procedures for the organisation, not specifically related to the project delivery or outcomes including costs associated with restructuring including amalgamation of related entities of grant beneficiary/s including fees payable to professionals to achieve such restructuring.
- Funding for products, services, or projects that will provide commercial advantage and benefits for a non-NSW Government entity, including tools, frameworks and or systems that will be provided on a fee-for-service basis.

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<sup>3</sup> For example, Welfare Services Functional Area Supporting Plan, which are outside the scope of the Recovery Services Capacity Grants program, and funded by a separate NSW Government Agency.

- Costs to upgrades to existing websites, digital platforms or software licencing that does not relate directly to project delivery or outcomes.
- Projects that have already received full funding, or a commitment of full funding, including projects that have received funding from another source for the same purpose of the application (i.e. ‘double-dipping’).

### **Ongoing costs and capital costs**

- Ongoing and, or recurrent funding that is required beyond the stated timeframe of the activities outlined in the application including ongoing costs to continue to deliver project after funding term is completed.
- Costs relating to any insurance or liability are not eligible. This includes the insurance of equipment or storage, maintenance or replenishment costs associated with pre-existing equipment.
- Purchase of equipment, such as trailers or “mobile trailers”, and other equipment that is operational in nature.
- Vehicle and office equipment leasing or purchase, unless directly related to the delivery of the Project.
- Capital works, including building work, repair or replacement of existing infrastructure, or road infrastructure works.
- Costs towards use of a test facility for innovation, technology development, etc, must be a new engagement agreement with the facility for the specific purpose of this funding, and be able to be clearly identified on expenditure claims.
- Costs towards purchase of land or existing infrastructure, including costs relating to the acquisition or sub-division of land.
- Retrospective costs, including costs incurred by the applicant and/or third parties, for work already undertaken, part completed or that will commence prior to a funding decision being made.
- Costs incurred in the preparation of an application, business case development or feasibility studies.
- Road maintenance and or repair, recovery or relief works will not be funded (i.e. repair of infrastructure damaged by natural hazard).
- Depreciation of capital assets.

### **Other ineligible costs**

- Activities conducted outside of NSW or not benefiting NSW communities.
- Overseas or interstate travel.
- Domestic travel and accommodation costs including travel incidental costs that have no direct link to project delivery.
- Activities with the potential to adversely impact on a matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).
- Statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals.

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- The payment of existing debts or budget deficits.
- Making donations, gifts or sponsorships.

This list is not exhaustive and other costs may be ineligible where the RA determines the expenditure does not directly support the achievement of the planned outcomes of the project, or they are contrary to the objectives of the Program.

If you are successful in receiving a grant, you must attest in the funding deed that there are adequate funds to meet the costs of any ineligible expenditure associated with the project where applicable.