

Aboriginal Communities Disaster Preparedness Application Form

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About the Aboriginal Communities Disaster Preparedness Grant Program

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Overview of Aboriginal Communities Disaster Preparedness Grant Program

The **Aboriginal Communities Disaster Preparedness Grant Program (ACDP)** has been developed in partnership with **Aboriginal Affairs NSW (AANSW)**.

Homes NSW and AANSW are genuinely committed to building the ACCO sector and community to support self-determination.

As part of this partnership Homes NSW is committed to identifying and implementing local emergency management initiatives to better prepare Aboriginal communities and local emergency management agencies to respond to and recover from emergencies and disasters in the local Aboriginal communities in **Mogo** and **Toomelah**.

The **ACDP** program aims to support two Aboriginal Communities - **Mogo** and **Toomelah** - to develop local emergency management plans.

There is a total of \$200,000.00 available through this program. **You can apply for up to \$100,000, to be spent by 30 June 2026 (or earlier).**

Funds can only be used for expenses/activities directly associated to the grant.

Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

STOP! Before you continue, please note that to be eligible for this grant your organisation:

- **Must** be an Aboriginal Community-Controlled Organisation (ACCO); and
- **Must** be either an Indigenous Corporation registered with the Office of the Registrar of Indigenous Corporations (ORIC) or a Local Aboriginal Land Council; and
- **Must** be located in one of the targeted Local Government Areas (LGAs) - Eurobodalla Shire (serving the Mogo community) or Moree Plains Shire (serving the Toomelah community); and
- **Must** already operate and work within the communities of Mogo or Toomelah

Projects must be delivered during the 2024/25 and 2025/26 financial years and delivered by 30 June 2026.

Applicants are encouraged to read all the details in the [Grant Program Guidelines](#) and [FAQs](#) before applying.

Objectives of the Aboriginal Communities Disaster Preparedness

The **Aboriginal Communities Disaster Preparedness** Grant Program aims to achieve the following outcomes:

- Better prepare Aboriginal communities and local emergency management agencies to respond to and recover from emergencies and disasters.

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- Identify and strengthen local partnerships that contribute to sustainable emergency management in Mogo and Toomelah communities.
- Create an environment where Aboriginal culture (including caring for Country knowledge and practices) and emergency and disaster management practices are equally valued, championed and integrated into disaster preparation, response, and recovery.

Instructions for Applicants

Incomplete applications and/or applications received after the closing date will not be considered.

Please Note:

- This grant is one-off funding with a fixed term ending 30 June 2026.
- Projects must commence on or after 1 March 2025.
- Your application must be accurate and complete upon submission.
- Aboriginal Community Control Organisations in the targeted Local Government Areas (LGAs) will be open to apply for up to \$100,000.
- All projects must be delivered during the 2024/25 and 2025/26 financial years and completed by 30 June 2026.
- Submissions close on **20 January 2025 at 5pm.**
- Late applications will not be accepted.

Support available:

If you have any questions, please contact: grantdesignandsupport@dcj.nsw.gov.au

Application Number

This field is read only.

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and Homes NSW expressly reserves its right to accept or reject this application at its discretion;
- the Applicant must bear the costs of preparing and submitting this application and Homes NSW does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- the Applicant has read the [Grant Program Guidelines](#) and has fully informed itself of the relevant program requirements.
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Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this application is successful, the relevant details of the proposal will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- Homes NSW will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009* (GIPA Act); and
- in some circumstances Homes NSW may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- Homes NSW is required to comply with the *Privacy and Personal Information Protection Act 1998* (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by Homes NSW in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://dcj.nsw.gov.au/statements/privacy/privacy-policy.html>);
- the information they provide to Homes NSW in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- they have taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that Homes NSW and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility Confirmation

Please declare this application meets the Program eligibility criteria:

- I have read and understand the [Aboriginal Communities Disaster Preparedness Grant Program Guidelines](#) and the [FAQs](#).
- Proposed project aligns with the objectives of the program that are included in the Grant Program Guidelines.

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- If successful, a certificate of Currency for a minimum of \$10 million Public Liability Insurance will need to be supplied to Homes NSW, prior to the issue and execution of a Grant Funding Agreement with the NSW Government.
- Applicant organisation does not have any overdue acquittals with Homes NSW or the Department of Communities and Justice (DCJ).
- The application has been prepared by and is being submitted by an eligible applicant.
- Projects must be delivered during the 2024/25 and 2025/26 financial years and delivered by 30 June 2026.
- Applicants will notify the Department if grant funding is secured from another source.

I confirm that I have reviewed the Grant Program Guidelines and the information above and I can confirm this grant submission meets the Eligibility Requirements for the ACDP Grant Program: *

☐ Yes

Eligibility Criteria

* indicates a required field

Aboriginal Community-Controlled Organisations

Homes NSW is committed to funding Aboriginal Community-Controlled Organisations (ACCOs).

For the purpose of this grant an ACCO delivers services that build the strength and empowerment of Aboriginal communities and people, and is:

- incorporated under relevant legislation and not-for-profit
- controlled and operated by Aboriginal and/or Torres Strait Islander people;
- connected to the community or communities in which they deliver the services; and
- governed by a majority Aboriginal and/or Torres Strait Islander governing body.

Is your organisation an Aboriginal Community-Controlled Organisation (ACCO), according to the definition above? *

- ☐ Yes
☐ No

PLEASE NOTE: If you are a NSW Local Aboriginal Land Council or you are registered with the Office of the Registrar of Indigenous Corporations (ORIC) you are automatically considered an ACCO. If you are not a NSW Local Aboriginal Land Council or you are not registered with ORIC, you may be required to provide evidence under each of the four categories listed above during the assessment process.

Organisations Legal Status

What is the Organisations Legal Status? *

- ☐ NSW based Indigenous Corporation (must be registered with Office of the Registrar of Indigenous Corporations)
☐ NSW Local Aboriginal Land Council
☐ None of the above

NSW National Redress Scheme

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Please confirm that your organisation has not been publicly identified as declining to join the NSW National Redress Scheme OR failing to join the scheme at the expiry of six months after being notified to join the Scheme. *

- ☐ Yes, I confirm
☐ No, I cannot confirm (You may be deemed ineligible for this grant)

PLEASE NOTE: For more information on the NSW Government Redress Scheme Sanctions Policy, visit <https://arp.nsw.gov.au/c2021-13-nsw-government-redress-scheme-sanctions-policy/>

Eligibility Criteria

All applicants are required to meet the following eligibility criteria:

- Must be either an Indigenous Corporation (registered with the Office of the Registrar of Indigenous Corporations) or a NSW Local Aboriginal Land Council
- Must be an Aboriginal Community-Controlled Organisation
- Must already operate and work within the communities of Mogo and/or Toomelah.
- Must propose to deliver the funded project within the Mogo and/or Toomelah Aboriginal communities only.
- Must propose to employ a community engagement officer as part of their funded project
- Must have appropriate insurance, including a minimum of \$10 million Public Liability Insurance.

Please confirm that your organisation meets the criteria above *

- ☐ I confirm

STOP

You have indicated above that your organisation does not meet one of the grant program requirements, based on your answers to the questions above.

This grant program is **only** open to Aboriginal Community-Controlled Organisations (ACCOs) that are either Indigenous Corporations registered with ORIC or Local Aboriginal Land Councils.

If your organisation does not meet these requirements you are not eligible to apply for this grant.

If you submit your application now it will not be considered for funding.

Location

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

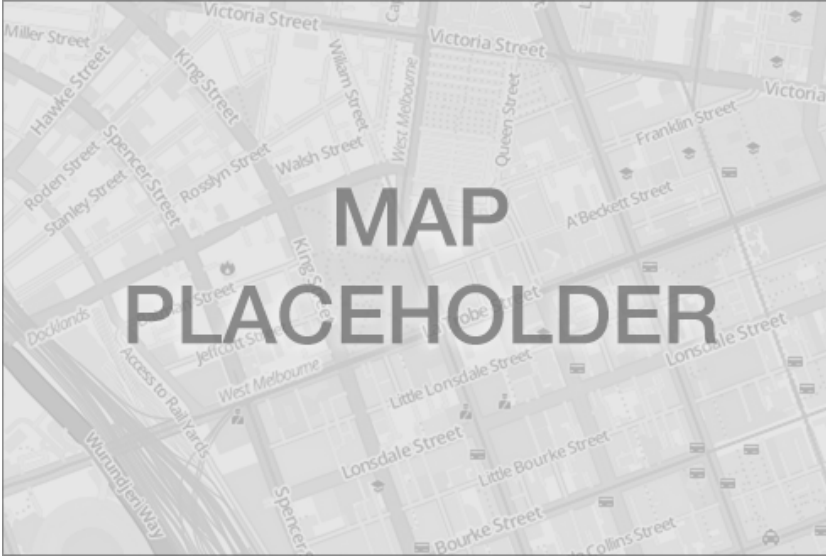
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Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address



Postal Address

Address

Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

Website

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Must be a URL.

Your Location - Eurobodalla Shire or Moree Plains Shire

Please confirm that, based on the information you provided above, your organisation is located in: *

- ☐ Eurobodalla Shire (and already operates and works within the Mogo community)
- ☐ Moree Plains Shire (and already operates and works within the Toomelah community)
- ☐ Neither Eurobodalla Shire nor Moree Plains Shire

STOP!

You have indicated that your organisation is not located in one of the targeted Local Government Areas (LGAs) - Eurobodalla Shire (serving the Mogo community) or Moree Plains Shire (serving the Toomelah community).

This grant program is **only** open to organisations based in Eurobodalla Shire or Moree Plains Shire.

If your organisation is not based in one of these Local Government Areas you are not eligible to apply for this grant.

If you submit your application now it will not be considered for funding.

Does the applicant organisation have an Australian Business Number (ABN)? *

- ☐ Yes
- ☐ No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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STOP!

This grant program is **only** available to organisations that have an ABN.

If your organisation does not have an ABN you are not eligible to apply for this grant.

If you submit your application now it will not be considered for funding.

Staffing

How many people (full-time equivalent) are paid to work in your organisation? *

HINT: 1 person working full-time is equivalent to an FTE of 1.0. 1 person working 3 days per week is equivalent to an FTE of 0.6

Organisation Contact - Authorised Signatories

- **Grant Funding Agreements can only be signed by authorised officers of your organisation.** This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.
- More information in relation to authorised signatories, including who in your organisation can be an "authorised signatory", can be found at <https://dcj.nsw.gov.au/service-providers/working-with-us/how-we-work-with-you/authorised-signatories.html>
- The First Authorised Signatory and Organisation Contact will receive formal correspondence from Homes NSW and will be the organisation's authorised delegated contact and sign the Grant Funding Agreement.
- **Please note that each email address must be unique and cannot be associated with more than one individual.**
- Homes NSW will add your contact details to our Payment and Contracting system.
- It is your responsibility to update Homes NSW of any contact detail changes during the delivery of the project.
- Optional - the organisation may wish to nominate a third party to review the Grant Funding Agreement prior to having your authorised signatories sign off.

First Authorised Signatory - Organisation contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this grant.

First Authorised Signatory - Organisation contact position *

e.g., Manager, Board Member or Fundraising Coordinator.

First Authorised Signatory - Organisation contact phone number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

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First Authorised Signatory - Organisation contact email *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Second Authorised Signatory - Organisation contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Second Authorised Signatory - Organisation contact position *

Second Authorised Signatory - Organisation contact phone Number *

Must be an Australian phone number.

Second Authorised Signatory - Organisation contact email *

Must be an email address.

If successful, does the organisation wish to nominate a third party (Legal/Admin Representative) to review the Grant Funding Agreement prior to sign off? *

☐ Yes ☐ No

Nomination Grant Funding Agreement Reviewer

Organisation's relevant Legal or administrative staff will receive a copy.

Grant Funding Agreement Reviewer *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Grant Funding Agreement Reviewer's Position *

Grant Funding Agreement Reviewer's email *

Must be an email address.

Bank Details

Applicant Bank Account *

Account Name

BSB Number Account Number

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Must be a valid Australian bank account format.

Please provide a recent bank statement of the account you would use to receive the grant funding if you are successful. *

Attach a file:

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant
- Clearly show the BSB, account number and name of the account holder
- Be a statement on financial institution letterhead
- Not be an online transaction list

Application Details

*** indicates a required field**

Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

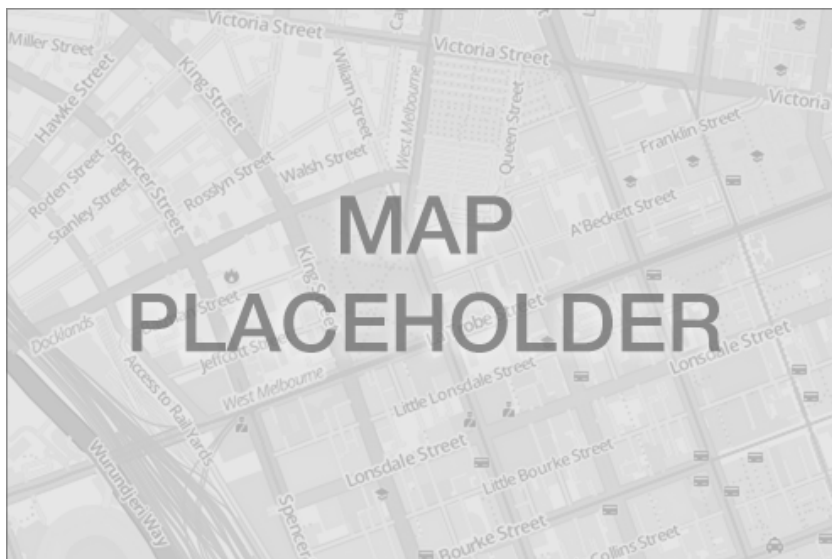
Anticipated end date *

Primary location of your initiative

Address

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Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

STOP!

This grant program is **only** available for projects that start on or after **1 March 2025** and finish on or before **30 June 2026**.

If your project has start and end dates outside this range you can not apply for this grant.

If you submit your application now it will not be considered for funding.

Location of Project - Mogo and Toomelah

Please confirm that, based on the information you provided above, your organisation will provide this grant funded project solely in: *

- ☐ Mogo
- ☐ Toomelah
- ☐ Neither Mogo or Toomelah

This grant program will only fund projects that are provided in Mogo or Toomelah only

STOP!

You have indicated that your organisation's proposed project will not be solely provided in Mogo or Toomelah.

This grant program will **only** provide grants to projects that use grant funding solely to support Mogo or Toomelah.

If your project does not solely provide support to communities in Mogo or Toomelah you are not eligible to apply for this grant.

If you submit your application now it will not be considered for funding.

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Activities

Please detail the activities expected to be completed as a result of the funding. You can stipulate one location for each activity.

Activity	Location	Expected start date	Expected end date	Explanatory notes
One per row. Add more rows if you want to list additional activities. Must be no more than 25 words.	Where will your activity occur? Suburb/Town, State/Province, Postcode, and Country are required.	Must be a date and between 1/3/2025 and 30/6/2026.	Must be a date and between 1/3/2025 and 30/6/2026.	Add notes if you need to provide more context. Must be no more than 50 words.

Budget

* indicates a required field

Budget Information

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in the tables provided below.

Total Amount Requested must be **up to (no more than) \$100,000 over 2 years in each area.**

Applicant's Budget (Grant Funding) In this table list all expenses that you would pay for with Grant Program funding. **List all items as exclusive of GST.**

Example:

- Brochure printing \$50.00
- Newspaper Ad \$150.00
- Decorations \$25.00

Total Amount Requested

*

\$

What is the total financial support you are requesting under this grant?

STOP!

This grant program is **only** available for projects that seek up to \$100,000 in grant funding.

If your project requires more than \$100,000 in grant funding you can not apply for this grant.

If you submit your application now it will not be considered for funding.

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Applicant's Budget (Grant Funding)

Please include all expenditure items (excluding GST) that you are seeking to fund under the grant.

Please note, these items must be eligible under the grant as according to the guidelines.

Expenditure description	Expenditure type	Expenditure amount (ex. GST)	Notes
		\$	
		\$	
		\$	
		Must be a dollar amount.	

Total grant expenditure amount

This number/amount is calculated.

This figure must match the Total Amount Requested (above).

Variance

This number/amount is calculated.

STOP!

The items in your Budget Table do not add up to the same number as the figure you entered above in "Total Amount Requested"

If you don't adjust these figures so that "Variance" above shows "0" you will be penalised when judged against the "Value for Money" criteria.

In-kind Contributions/Donations

What in-kind contributions does your organisation (or any partner organisation) intend to make to the project, if any? If none, please write 'None' *

In-kind contributions/donations (excluding GST) *

Must be a dollar amount.

If you do not intend to make any In-kind contribution, please enter "0"

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Assessment Criteria

* indicates a required field

Assessment criteria

Eligible organisations must meet the following criteria as per [Aboriginal Communities Disaster Preparedness Grant Program Guidelines](#) to be considered for funding.

Applications will be assessed on how well they align with the program objectives:

- Better prepare Aboriginal communities and local emergency management agencies to respond to and recover from emergencies and disasters.
- Identify and strengthen local partnerships that contribute to sustainable emergency management in Mogo and Toomelah communities.
- Create an environment where Aboriginal culture (including caring for Country knowledge and practices) and emergency and disaster management practices are equally valued, championed and integrated into disaster preparation, response, and recovery.

The assessment criteria cover:

- What is your project proposal
- Organisation's capacity and ability to deliver the project
- Value for Money

Responding to the Assessment Criteria

You have the option to answer the assessment criteria either in written response OR you can upload audio files in response to each question.

There are five Assessment questions.

You can answer these questions in one of two ways, please choose: *

- ☐ We would like to answer these questions in this form, in writing
- ☐ We would like to record audio of our answer, and upload the file here

Criterion 1: What is your project proposal

How will your proposal reach and benefit your community? *

Word count:

Must be no more than 200 words.

How will it improve community resilience and preparedness to bushfires, storms, and pandemics? *

Word count:

Must be no more than 200 words.

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Criterion 2: Organisation's capacity and ability to deliver the project

Tell us about your organisation's experience managing previous projects and the outcomes you achieved *

Word count:

Must be no more than 200 words.

Tell us about the relevant training and experience of key staff that will be involved in the project: *

Word count:

Must be no more than 200 words.

Criterion 3: Value for Money

How will the items in your budget contribute to the success of this project? *

Word count:

Must be no more than 200 words.

Assessment Criteria for Audio upload

The questions you need to answer are:

- How will your proposal reach and benefit your community? (Assessment Criteria 1)
- How will it improve community resilience and preparedness to bushfires, storms, and pandemics? (Assessment Criteria 1)
- Tell us about your organisation's experience managing previous projects and the outcomes you achieved (Assessment Criteria 2)
- Tell us about the relevant training and experience of key staff that will be involved in the project (Assessment Criteria 2)
- How will the items in your budget contribute to the success of this project? (Assessment Criteria 3)

Before you start, please note:

- An audio file is required for each question.
- Please upload your response to each question separately.
- Each recorded response should be between 1 and 1.5 minutes long.
- Files must not exceed 40MB.
- Please ensure the files are clearly labelled accurately to reflect the assessment criteria response.

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Please attach the five audio file that contain your answers to the questions above. Please upload your response to each question separately. Each recorded response should be between 1 and 1.5 minutes long. Each file can not exceed 40 MB. *

Attach a file:

A minimum of 5 files and a maximum of 5 files may be attached.

Each file can not exceed 40 MB. Each answer to each question must be no more than 250 words or no longer than 1 minute

EVIDENCE

Please provide evidence of a project you have successfully delivered. eg: documents, project evaluation and/or websites reference

Attach a file:

Website

Must be a URL.

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you:

- 1.acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and
- 2.represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;

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- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Registered Name of Organisation *

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Did you need assistance completing and submitting your application?

- ☐ Yes
☐ No

What assistance did you require and seek to complete and submit this application?

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How did you find the online application process?

- ☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

- ☐ Up to 15 minutes
☐ 15 - 30 minutes
☐ 30 - 60 minutes
☐ over 1 hour

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.