

## Guidelines



### 1. About the program

The objective of this assistance measure made under agreements between the Commonwealth and South Australian Governments, is to support non-profit organisations directly affected by the 2019-2020 bushfire disaster events (eligible disaster events commencing August 2019). The non-profit organisation grant application period is effective for six months upon announcement of the grants. Extensions may be considered following submission to the Commonwealth.

The Emergency Bushfire Response for Non-profit Organisation Grants are intended for non-profit organisations to help pay for costs of clean-up and reinstatement of non-profit organisations that have suffered direct damage as a result of the eligible disaster.

### 2. Available funding

#### 2.1 The maximum grant amount for clean-up and reinstatement amount is \$50,000.

- a. An **initial amount of up to \$25,000** is available (an initial claim). To support an initial claim, evidence of the direct damage such as photographs, quotations, tax invoices or official receipts are required.
- b. A **subsequent amount of up to \$25,000** is available (a subsequent claim). To support subsequent claims full evidence of payment is required. (This evidence must also include any amounts claimed under the initial claim if not already provided).

Note: multiple applications can be made up to the maximum amount available under the *non-profit organisation* grants.

### 3. How funding may be used

#### 3.1 Grants are provided to help pay costs associated with clean up and *reinstatement* of the *non-profit organisation*, this may include:

- a. engagement of tradesperson to conduct a safety inspection of damage to a property, premises, or equipment;
- b. purchasing, hiring or leasing equipment or materials to clean a property, premises, or equipment;
- c. purchasing, hiring or leasing equipment or materials that are essential for immediately resuming operation of the *non-profit organisation*;
- d. employing a person to clean a property, premises or equipment if:
  - i) the cost would not ordinarily have been incurred in the absence of the *eligible disaster*; or
  - ii) the cost exceeds the costs of employing a person to clean the property, premises or equipment that would ordinarily have been incurred in the absence of the *eligible disaster*;
- e. removing and disposing of debris or damaged materials;
- f. removing and disposing of spoiled goods and stock due to power outage;
- g. repairing a building, or repairing or replacing fittings in a building, if the repair or replacement is essential for resuming operation of the *non-profit organisation*.
- h. any of the following:
  - i) replacing lost or damaged stock if the replacement is essential for immediately resuming operation of the *non-profit organisation*;
  - ii) leasing temporary premises for the purpose of resuming operation of the *non-profit organisation*.



### 3.2 An applicant is *not eligible* for assistance under the scheme:

- a. for repairs to a building that the applicant lets to a person for residential or commercial purposes, unless the applicant lets the property in the course of operating the non-profit organisation; or
- b. if the *non-profit organisation* is entitled to receive or has received an amount under a policy of insurance for the relevant costs claimed; or
- c. for any expenses that are claimable under the *non-profit organisation's* insurance policy; or
- d. the *non-profit organisation* has successfully received funding or assistance from any other government source or program or donation in relation to the non-profit organisation where that funding or assistance has met relevant costs claimed; or
  - i) for loss of income as a result of the *eligible disaster*.

## 4. Eligibility criteria

### 4.1 To be eligible for the grant, the applicant must:

- a. be a *non-profit organisation*;
- b. be registered with Australian Charities and Not-for-profits Commission (ACNC) or an equivalent State regulatory body and have held that registration at the time of the *eligible disaster*;
- c. be located in the *defined disaster area* for the *eligible disaster* and that has suffered direct damage as a result of the *eligible disaster*;
- d. be primarily responsible for meeting the costs claimed in the application; and
- e. be intending to re-establish the non-profit organisation in the *defined disaster area* for the *eligible disaster*.

### 4.2 An applicant may also be eligible for a grant if:

- a. the *non-profit organisation* is located outside the *defined disaster area* for the *eligible disaster* but operates part-time or on some regular basis within the *defined disaster area* and that non-profit organisations' plant and/or equipment were damaged.

## 5. Evidence of direct damage

### 5.1 Evidence of direct damage associated with the *eligible disaster* must be provided as follows:

- a. a list of bushfire-related damage, supported by photographic evidence of the direct damage; or other appropriate evidence to prove financial impact if/when the damage is unable to be photographed or receipts lost due to the extent of the disaster event.

## 6. Terms and conditions

### 6.1 Applicants are able to apply for assistance under the scheme where they are a *non-profit organisation*.

### 6.2 Applicants must retain all tax invoices, official receipts, bank statements, quotations or other similar records for assistance received under the scheme until one year after the closing day for applications for the eligible disaster.

### 6.3 Applicants must consent to the Department for Innovation and Skills conducting an audit of quotations, tax invoices, official receipts, bank statements or other similar records to verify the amounts given under the scheme have been used in accordance with the claim. Penalties may apply for false or misleading information.

### 6.4 Applicants must provide authorisation for the Department for Innovation and Skills to contact their insurance company to confirm or verify entitlements or the outcome of any claims made in relation to the eligible disaster.

## 7. Definitions

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**Administrating Agency** means the responsible agency/ department/body for assessing and administering the non-profit organisation grant applications.

**Defined disaster area** for an eligible disaster means the area that the appropriate Minister has defined for the purpose of activating Category C in the Disaster Recovery Funding Arrangements.

**Disaster Recovery Funding Arrangements** means the funding arrangements as agreed between the Commonwealth and the State for providing financial assistance to communities affected by an eligible disaster (available on the Australian Government Disaster Assist Website).

**Eligible disaster** means bushfire.

**Evidence of payment** means any of the following:

- a. an invoice including the name, address and ABN (if applicable) of the entity that issued the invoice and a description of each item to which the invoice relates and is clearly identifiable as being related to approved expenditure for the applicant and can be related to damage from the *eligible disaster*.
- b. a receipt including the name and address and ABN (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates.
- c. a copy of the applicant's bank transfer and/or bank statement.

**Non-profit organisation** is an incorporated charity or non profit entity which is registered with the Australian Charities and Not-for-profits Commission (ACNC) or an equivalent State regulatory body.

**Reinstatement** means the carrying out of activities that are necessary to help the *Non-profit organisation* continue or resume production at a similar level as before the *eligible disaster*.