# Why recovery grants

Recovery is a process to re-establish individual and community wellbeing after a disaster and is best directed by the community themselves. Recovery is undertaken by individuals and communities and continues long after the disaster has gone. Recovery is different for every person and community and may not develop in a linear direction, rather ebb and flow as challenges are met and overcome.

Wellbeing defines the quality of our lives in the personal, social, and cultural domains and can be influenced by the environments we live in including:

* Social Environment - including community connection and support, arts and culture, health, access to social services.
* Economic Environment - including financial security, work and job creation, wealth distribution
* Natural Environment - including land management, air and water quality, natural heritage and ecological conservation
* Built Environments - including essential services (power, water, communications) community facilities and parklands, private and public buildings, and infrastructure such as roads and pathways.

## Grant objective

The key objective of the grants program is to empower residents from communities affected by the Bunyip Complex Fire in March 2019 to assist recovery through locally identified and led projects that aim to enhance community wellbeing, connection and resilience.

We encourage you to consider the recovery environments – social, economic, natural and built, when developing your project idea.

## Grant eligibility

Applications will be accepted by;

* individuals or unincorporated Not-for-profit groups can apply for grant funds up to $500
* not-for-profit Incorporated Associations, Community Asset Committees or Crown appointed Committees of Management can apply for up to $4000
* an auspice arrangement with an Incorporated Association will be accepted for applications up to $4000

Applicants must be;

* over 18 years of age
* locally based and servicing neighbourhoods and communities affected by the Bunyip Complex Fires 2019

Applicants may apply for funding for;

* events, workshops and projects
* equipment
* training and development costs
* costs associated with establishing programs or organisations

Funding will not be allocated to;

* items or activities which can be met through other sources including Community Recovery funding
* items or activities that benefit an individual
* for profit organisations or businesses or projects where the beneficiary is a for profit organisations or business
* political organisations
* capital works projects (as defined in Councils Community Capital Works Grants Policy)
* salaries

## Grant criteria

Applications must;

* outline how the project aligns with the grant objective
* clearly identifies the beneficiaries
* clearly states the deliverables with measurable outcomes
* provide a detailed budget breakdown of income and expenses.

Grant applications, acceptance of offer and acquittal will be submitted via the Smarty Grants online program. Evidence of expenditure will be required for grant acquittal.

## Funding

Individuals and unincorporated not-for-profit community groups can apply for up to $500

Incorporated Associations or organisations auspiced by an incorporated association can apply for up to $4000

## Important dates

Applications will be accepted from 1 March 2020 until funds are fully expended.

Grants must be fully acquitted by 31 December 2021

## Assessment process

A multidisciplinary panel of Council Staff will assess grant applications upon submission.

We will notify you in writing of the outcome of your application within 21 days of the submission of your application.

Applicants may be asked to submit additional information to support their application. (i.e. risk assessment and/or Covidsafe Plan)

## Dispute resolution

If an applicant wishes to query a grants assessment, written requests for clarification may be sent by post or email:

Email: Recovery@cardinia.vic.gov.au

Post:

Bushfire Recovery Team

Cardinia Shire Council

PO Box 7

Pakenham 3810

All requests will receive due consideration and a written response will be provided.

## Reporting and monitoring

Successful applicants must report on and acquit the grant by completing an acquittal report and provide evidence of expenses within one month of the agreed completion date.

## More information

For more information please contact the Bushfire Recovery team. Email recovery@cardinia.vic.gov.au or

phone Bronwyn Fleming, Recovery Officer on 0436 836 094

# Bunyip Complex Fire Community Recovery Grants Program

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| Steps to completing your grant |
| Step 1 | **Preparing your application*** Prior to applying please contact Councils Recovery team to discuss your project to ensure it meets the eligibility

recovery@cardinia.vic.gov.au* Ensure you have considered the grant objectives, eligibility and criteria
* Ensure you have a detailed project budget
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| Step 2 | **Submitting your application*** Apply for a grant by visiting [cardinia.vic.gov.au/recovery](https://www.cardinia.vic.gov.au/recovery)
* Applications are made on Smarty Grants. You will require an email and password to create a login.
* Complete all questions on the application form
* You can save and return to your grant application
* Ensure you press **submit** when you are finished your application
* For assistance with Smarty Grants please contact Bronwyn Fleming, Recovery Officer, email B.Fleming@cardinia.vic.gov.au or phone 0436 836 094
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| Step 3 | **Notice of outcome – acceptance of offer*** You may be asked to submit further information to support your application
* You will be notified in writing if your grant has or has not been successful.
* If successful you will be asked to complete the acceptance of offer on Smarty Grants which will outline the grant acquittal requirements
* Funds will be released once you have submitted your acceptance of offer
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| Step 4 | **Grant acquittal*** Undertake your project or activity as outlined in your grant application
* Complete the grant acquittal within one month of your completed project
* Upload evidence of expenditure including copies of paid invoices and receipts to the grant acquittal form
* Provide other evidence of your project completion eg photos, evaluation and/or reflections.
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