

Northern Territory Risk Reduction Program: Applicant guidelines (non-government applicants)



Photo credit: Northern Territory Police, Fire and Emergency Services

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1. Background

The Northern Territory Risk Reduction Program (NTRRP) is a jointly funded program established under a National Partnership Agreement (NPA) between the Australian Government and Northern Territory Government (NTG). The NTRRP will fund projects that contribute to reducing disaster risk and limiting the impact of disasters associated with natural hazards in the Northern Territory (NT).

The NTRRP is administered by the Department of Chief Minister and Cabinet and is due to complete at the end of the 2023-24 financial year.

2. 2022-23 funding round

The proposed dates for the 2022-23 funding round are set out in the table below. Dates are subject to change without notice.

| | |
|---------------------------------------|--------------------------------|
| Applications open | 21 February 2022 |
| Applications close | 31 March 2022, 5pm ACST |
| Applications assessed | April 2022 – May 2022 |
| Applicants notified of outcome | June – July 2022 |
| Projects commence | July 2022 |
| Projects complete | Prior to 1 July 2023 |

Eligible applicants may apply for funding to a maximum of \$150 000 per project (exclusive of GST). Funding above this amount will be considered where the applicant makes a significant co-contribution, or the project will result in significant disaster risk reduction in the NT. Co-contributions can be cash, in-kind or a combination of both.

3. Eligible applicants

Applications are open to:

- Local Governments
- not-for-profit organisations with emergency management responsibilities
- research institutions with project endorsement from a Department listed on page 19 of the [Territory Emergency Plan](#)

Research institutions are required to submit a signed letter from a CEO (or similar) of an emergency management organisation providing project endorsement with their application.

Applicants must also meet the following requirements:

- be a legal entity (a natural person or an incorporated entity), with or without a registered business name

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- hold a valid Australian Business Number for the duration in which the entity is in receipt of funding
- provide and carry out services wholly or substantially in the NT
- possess and maintain during the course of the grant (and will provide copies upon request), all relevant business, occupation and related permits, licences and insurance coverage required to undertake work in connection with the Program, including valid public liability insurance policy with minimum \$20 million cover, Workers Compensation required by law, and all other relevant insurances in adequate amounts to cover its usual business risks including, for example, accident or injury to volunteers and employees, plant and equipment, motor vehicle, loss, damage or theft of assets, and travel.

4. Project requirements

To be considered for funding under the NTRRP, projects must meet the following requirements:

- reduce disaster risks associated with one or more of the seven natural hazards identified in the Natural Disaster Risk Reduction Framework (NDRRF) (bushfires, floods, cyclones, storms, heatwaves, earthquakes and tsunamis)
- use Territory Enterprises and materials sourced locally and, where appropriate, conduct competitive processes
- include a risk assessment and management strategies
- align to one or more of the priorities of the NDRRF

The priorities of the NDRRF are set out below.

Understand Disaster Risk

Action to reduce disaster risk:

- Improve public awareness of, and engagement on, disaster risks and impacts
- Identify and address data, information and resource gaps
- Address technical barriers to data and information sharing and availability
- Integrate plausible future scenarios into planning
- Develop cohesive disaster risk information access and communication capabilities to deliver actionable disaster risk data and information
- Support long-term and solution-driven research, innovation and knowledge practices, and disaster risk education
- Improve disclosure of disaster risk to all stakeholders

Accountable Decisions

Action to reduce disaster risk:

- Identify highest priority disaster risks and mitigation opportunities
- build the capability and capacity of decision-makers to address disaster risk in policy, program and investment decisions
- establish proactive incentives, and address disincentives and barriers in reducing disaster risk
- Maintain planning and development practices that help adapt to rapid social, economic, environmental and cultural change
- Promote compliance with, and embed resilience requirements into, relevant standards, codes and specifications

Enhanced Investment

Action to reduce disaster risk:

- pursue collaborative commercial financing options for disaster risk reduction initiatives
- develop disaster risk reduction investment tools to provide practical guidance on investment mechanisms in the NT
- leverage existing and future NT and Australian government programs to fund priority risk reduction measures
- identify additional current and future potential funding streams
- improve the accessibility, variety and uptake of insurance in the NT
- empower communities, individuals and small businesses to make informed and sustainable investments

Governance, Ownership and Responsibility

Action to reduce disaster risk:

- support and enable Territory-led and owned disaster risk reduction efforts
- incentives for improved transparency of disaster risk ownership through personal and business transactions
- Consistently report on disaster risk reduction efforts and outcomes
- create clear governance pathways for pursuing disaster risk reduction projects

Examples of eligible projects include those which:

- research disaster risk in NT communities or across the NT
- develop policy or tools for use in planning, preparing for, and managing natural hazards

- Conduct training or capability development activities
- undertake public education or community engagement

The Department reserves the right to make all necessary inquiries to determine whether projects meet the eligibility criteria.

The NTRRP is a non-exclusive competitive grants program subject to limited funding. Not all projects that meet the selection criteria will receive funding.

4.1. Ineligible projects

Examples of ineligible projects include:

- Programs and projects that have already commenced or completed, including reimbursement for works already undertaken and financial support for existing activities
- projects that will not be undertaken in the NT or do not benefit NT communities
- projects with a core intention of purchasing capital asset/s
- projects that conflict with existing emergency management arrangements
- projects that will purchase land or buildings (e.g. buy-back schemes)
- projects that will purchase or conduct works to an asset that will not be owned and/or controlled by an eligible applicant
- projects that are designed to protect or provide a commercial advantage to the applicant

5. How to apply

Applications can be made through [GrantsNT](#). Applications must be submitted before 5pm ACST on 31 March 2022 to be eligible.

A flowchart illustrating the assessment process and an example project chronology is shown at Fig.1.

6. Assessment of applications

Applications will be assessed against criteria including:

- alignment with NDRRF priorities and identified natural hazards
- overall risk reduction and benefit to the NT
- provision of necessary documentation
- consideration of risks and inclusion of risk management strategies

The Assessment Panel reserve the right to assess applications on other factors deemed relevant to the application.

A flowchart illustrating the assessment process and an example project chronology is included at Fig.1.

Applicants will be notified of the outcome in writing and all decisions are final.

7. Formal agreement

Recipients will be required to enter into a funding agreement with the Department. The funding agreement is a legally enforceable document outlining the obligations of the respective parties to the agreement and how the funding will be used including the project milestones, reporting dates and associated payments.

It is the responsibility of the recipient to ensure the person signing the funding agreement has the legal authority to agree to the conditions and commit any co-contribution to the project.

Applicants should not make financial commitments until the funding agreement has been signed by both parties. Payments will not be made for costs incurred prior to NTG signing the funding agreement. Eligible projects are to commence only after the funding agreement has been approved by the Department.

The Department reserves all rights to cancel the project under the NTRRP at any time where the recipient fails to fulfil their obligations under the funding agreement.

8. Payments and reports

For most projects, funding will be paid in instalments as follows:

1. Initial payment
2. Milestone payment
3. Milestone payment (where required)
4. Final payment.

Initial payments will not exceed 50% of total funding.

Payment instalments are dependent on the acceptance of milestone reports by the Steering Committee.

8.1. Milestone Reports

Funding recipients will be required to provide milestone reports outlining achievement of project milestones throughout the project. Reports will commonly have a payment attached, and require approval by the Steering Committee before payments are approved.

Recipients will also be required to submit a final project report upon completion. As with milestone reports, the final report may have project milestones and a payment attached, and will require steering committee approval before the project is acquitted and the final payment is made.

The Department may request additional information from the recipient in order to assess reports and allow the Department to meet its reporting requirements.

The applicant's proposed reporting requirements including attached milestones and payments are to be set out in the *Project Work Plan template* and uploaded to GrantsNT. Reporting requirements will be finalised by the parties prior to being formalised in the funding agreement.

9. Project completion

Funding for NTRRP projects in the 2022-23 round ceases on 30 June 2023. All projects must be completed by this date unless approved prior.

The NTRRP does not provide recurrent funding for projects. It is the responsibility of the recipient to consider the ongoing administration, management, operation and maintenance costs after completion. Management of any ongoing costs should be set out in the application.

10. National Partnership Agreement

The Department is responsible for ensuring the NTRRP operates in compliance with the NPA. Recipients will be obliged under the Funding Agreement to take all reasonable steps to ensure that the Northern Territory complies with the NPA.

The NPA is available [here](#).

11. All works at risk of recipient

By assessing the applicant for participation in the NTRRP and providing and administering the grant, the Department gives no warranties, express or implied, as to the suitability or calibre of the recipient to administer or deliver the project.

The Department will not carry out any specific enquiries in relation to a project other than those it deems necessary in its absolute discretion and in accordance with the Funding Agreement.

The applicant declares and warrants to Department that the terms and conditions of these Guidelines have been read, understood and accepted in full and fully releases and indemnifies the Department from and against any loss or damage he/she/they may attain or suffer of any nature whatsoever (including without limitation personal injury or death) in connection with the grant and the project.

12. Privacy

The Department is bound by the *Information Act 2002 (NT)* and will only ever use information in accordance with the NTG Information Privacy Principles. These principles are available at www.infocomm.nt.gov.au/privacy/information-privacy-principles or by contacting the Office of the Information Commission Northern Territory on 1800 005 610. Information collected as part of the NTRRP application process is collected for the purposes of assessing participant eligibility, auditing, monitoring, evaluation, and reporting.

By applying for grant funding under the NTRRP, the applicant consents to the Department:

- storing information, including personal information (such as names and personal contact details)
- using the information, including personal information for the purposes mentioned under the paragraph above
- transferring some of this information, including personal information, outside of the NT (but not outside Australia) for storage and reporting purposes
- releasing non-sensitive information and de-identified data in accordance with the NTG open data policy.

The applicant acknowledges and permits the Department to disclose any or all information held in relation to a project, which may include personal information to the Australian Government.

13. Release and indemnity

By submitting its application for funding, the applicant declares and warrants to the Department that they have read, understood and fully accept these Applicant Guidelines in applying for funds under the NTRRP. The applicant releases and indemnifies the Department against any loss or damage he/she/it/they may suffer of any nature whatsoever (including without limitation personal injury or death) caused or contributed to by participation in the NTRRP, the conduct of any works or otherwise.

14. Glossary

| Acronyms and Definitions | Full form and description |
|--------------------------|---|
| Assessment Panel | The Assessment Panel comprises a minimum of three members from key government agencies tasked with assessing project applications in accordance with the assessment criteria of the NTRRP |
| Capital asset | Means property of any kind |
| Department | Department of the Chief Minister and Cabinet of the Northern Territory Government |
| Disaster | (for this Program) means a serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic or environmental losses and impacts |
| Funding Agreement | The Funding Agreement sets out the roles and obligations of the recipient and Department. In the event of an inconsistency between the provisions of the Funding Agreement and these Applicant Guidelines, the Funding Agreement prevails |
| Grant Cap | Means the maximum amount of grant funding available per applicant. The grant cap is established at \$150,000, inclusive of GST where applicable |
| NDRRF | The National Disaster Risk Reduction Framework that informs a national resilience-based approach to disaster management |
| NPA | National Partnership Agreement between the Commonwealth and states and territories |
| NTRRP | Northern Territory Risk Reduction Program |
| NTRRP Manager | The NTRRP Manager is the program contact and is responsible for the day-to-day administration and management of the NTRRP including all initial correspondence, assurance processes, reporting, monitoring and evaluation |
| Project Milestone | Significant, identifiable and measurable achievement of project progress |
| Project Objective | The overall goal of the project as set out in the funding agreement or memorandum of understanding. The project objective will be met when all milestones have been achieved |
| Steering Committee | The Steering Committee provides strategic direction, governance and leadership of the NTRRP. The Steering Committee is responsible for approving project applications, major variations and milestone and final reports |

15. Further information

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Or visit: [Northern Territory Risk Reduction Program](#)



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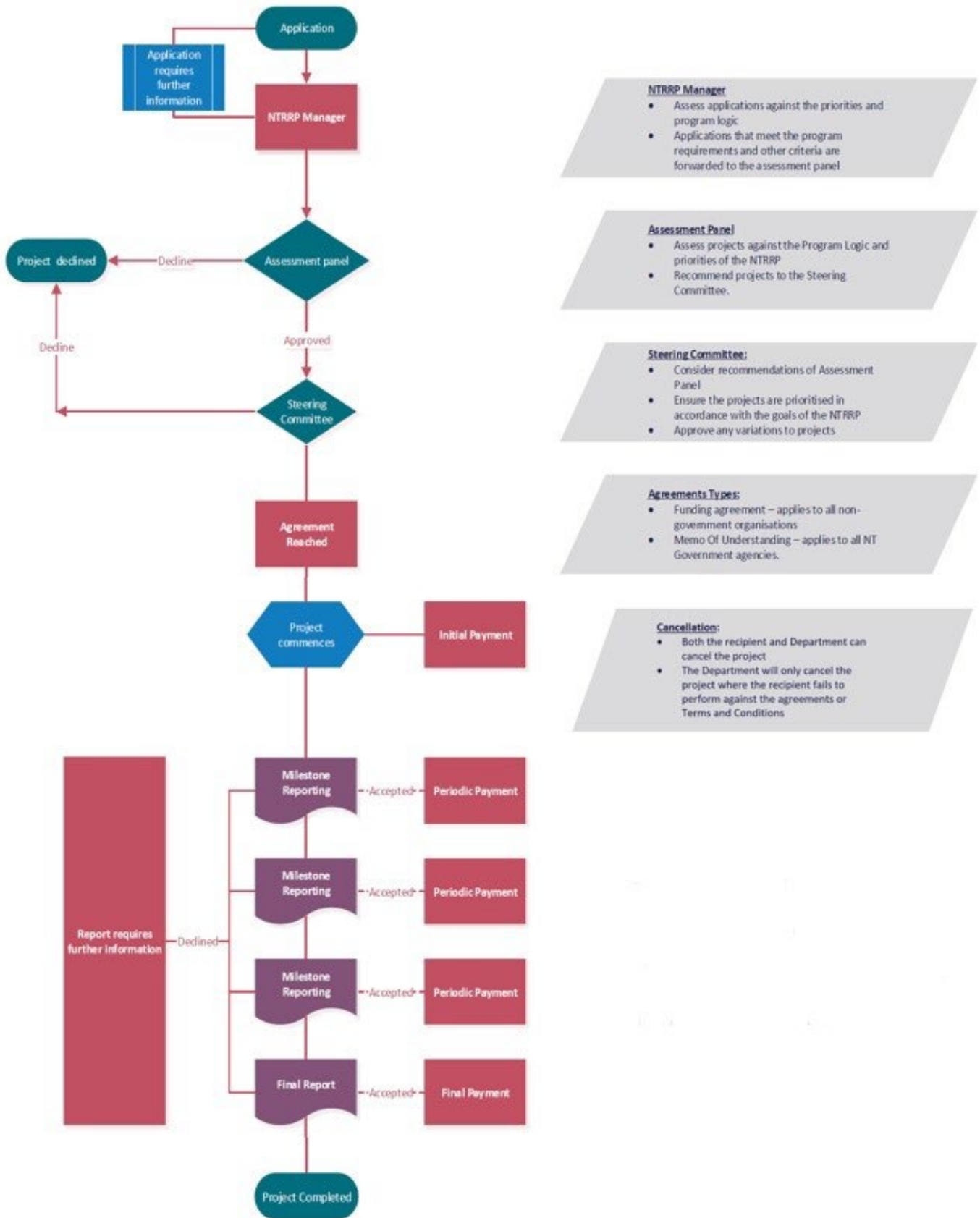


Fig. 1

