



# 2019 SA DISASTER RESILIENCE GRANTS

## Information for grantees

This sheet provides information about your grant that you will need to incorporate in your project planning to ensure your project is successful.

You can find all relevant documentation on SAFECOM's website under Emergency Management > Grant Funding.

### 1. Funding agreement

**A signed funding agreement along with a valid tax invoice must be lodged with SAFECOM by 30 June 2019** The Department of Treasury and Finance requires SAFECOM to disperse state grant funds in the current financial year (FY2018/19). It is strongly recommended that your funding agreement is complied with well before this deadline so that your offer of funding is not withdrawn.

### 2. Progress payments

Progress payments are funded by instalments based on achievement of deliverables as specified in Schedule 3 of the funding agreement.

At the completion of each deliverable, project officers (on behalf of grantees) are required to submit a Project Progress Report prior to lodgement a tax invoice.

Once SAFECOM is satisfied that the Project Progress Report provides adequate evidence of achievement against the relevant deliverables, the Grants Team will contact the project officer to confirm when a tax invoice can be raised for payment.

Note that as a minimum, six-monthly Project Progress Reports apply.

### 3. Project variations

**Projects approved in 2019 will not be extended beyond 12 months duration.**

**Failure to complete a 2019 approved project before 30 June 2020 is likely to result in non-payment of the final deliverable and other penalties may also apply.**

Project officers are strongly encouraged to contact the SAFECOM Grants Team to discuss potential changes likely to impact your project progress as soon as possible. Depending on the extent of proposed changes to your project plan, you may be asked to complete a Notice of Variation.

The Notice of Variation will initially be reviewed by the Grants Team and then forwarded to the appropriate SAFECOM delegate for a decision.

Project officers can apply for a maximum of two Project Variations across the term of a project.

Serious non-compliance of project deliverables will effect eligibility in relation to future grant funding opportunities.

### 4. Acknowledgement of funding

It is a condition of grant funding that all public facing project products/outputs acknowledge funding sources.

Written, hardcopy or digitally produced outputs such as reports, brochures, presentations, advertisements, promotions, public meeting notices and web content require logos and acknowledge statement(s) to be applied.

Projects that include purchase of equipment or installation of infrastructure will also require some funding acknowledgement. Structures, trailers, vehicles, water tanks or other equipment require logos and/or statements to be applied as appropriate.

To acknowledge the Commonwealth and State funding the following statement is mandatory on written project outputs:

*'This project was jointly funded by the Commonwealth and South Australian Governments under the South Australian Disaster Resilience Grant Program.'*

In addition it is recommended that the following statement is included adjacent to the above, on relevant publications, such as reports, findings and research.

*'The views and findings of this project are expressed independently and do not necessarily represent the views of the funding bodies.'*

Publicly displayed project outputs are acknowledged with both branding logos as follows:



**Government  
of South Australia**

Note you are able to apply more logos to project outputs to acknowledge participating agency contributions.

To obtain digital copies of logos contact the Grants Team.

## **5. Project completion (acquittal)**

Generally 10% of the total grant funding is held until full project acquittal is completed. When your project is completed the following forms are required to be filled out and submitted to SAFECOM to complete the project:

- Final Report and Evaluation
- Statement of Compliance
- Statement of Expenditure.

Additionally, your organisation is required to:

- Provide a financial report demonstrating expenditure incurred for the duration of the project (this might include ledger statements for the project account)
- Provide a publishable copy of principal project outputs on SAFECOM's website.

## **6. Further information**

For further information or assistance contact the Grants Team:

- Phone 8115 3929
- Email [SAFECOMgrantsadministration@sa.gov.au](mailto:SAFECOMgrantsadministration@sa.gov.au).