GET READY QUEENSLAND

2024-25 GRANTS GUIDELINES

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Interpreter

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SECTION 1
OVERVIEW AND OBJECTIVES

1.1 INTRODUCTION

The Queensland Government established the Get Ready Queensland (GRQ) grants program to help position Queensland as the most disaster resilient state in Australia. The program is an all-hazards, resilience building initiative incorporated under a single, overarching brand.

$2 million annually in grants have been committed to Queensland local governments to facilitate locally driven events and initiatives that promote individual and community participation in, and understanding of, disaster preparedness and resilience.

The aim of the GRQ grants program is to help local governments engage their communities and assist them to better prepare for extreme weather and related declared disasters in Queensland while continuing to build their resilience into the future.

The GRQ grants program is administered by the Queensland Reconstruction Authority (QRA). Through GRQ, grant recipients are to demonstrate a commitment toward developing partnerships with their local community that foster an innovative approach to improving the community's resilience and capability.

The GRQ grants program is an opportunity for local governments to focus minds and efforts on delivering resilience-building activities from the ground up.

1.2 KEY CONTACTS

Get Ready Queensland Team:
- Email: getready@qra.qld.gov.au
- Website: www.getready.qld.gov.au

Find your QRA Resilience and Recovery Officer and their contact details at: www.qra.qld.gov.au/RLO

1.3 PROGRAM OBJECTIVES

The objectives of the GRQ grants program are to:
- Help all Queenslanders understand their extreme weather risks and undertake preparedness activities that increases their resilience to natural disasters
- Unite all the state's preparedness and resilience activities under an overarching brand
- Fund activities that contribute to the key objectives and outcomes of the Queensland Strategy for Disaster Resilience and help position Queensland as the most disaster resilient state in Australia.

1.4 RELEVANT POLICIES

The objectives of the GRQ grants program align with the [Queensland Strategy for Disaster Resilience](#) (QSDR) which provides an overarching framework to guide and coordinate the delivery of strategic commitments and actions to improve the resilience of Queensland communities across whole-of-government, with the support of key industry stakeholders.

GRQ funding must be directed toward activities that enhance community resilience, strengthen communities' understanding of local extreme weather risks and empower individuals to undertake preparedness activities.

1.5 FUNDING

The GRQ grants program funding of $2 million will be allocated to grant recipients following approval by the Chief Executive Officer of QRA.

The funding period is for a single financial year from 1 July to 30 June in the respective years, as per [Annexure 3](#).

Grant recipients must expend their GRQ funding allocation and complete their activities within the respective financial year and cannot carry over their allocation to the following year.

1.6 KEY TIMEFRAMES

For guidance on the funding timeline and key dates see [Annexure 3](#).

1.7 ELIGIBLE RECIPIENTS

The program applies to all local governments and the Weipa Town Authority in Queensland.

1.8 ELIGIBLE ACTIVITIES

GRQ funded activities must:
- promote the GRQ program aims objectives and overarching brand
- contribute to the key objectives and outcomes of [Queensland Strategy for Disaster Resilience](#).

Pre-approved activities

QRA has identified a list of pre-approved activities for the GRQ funding. By selecting these activities on your Plan of Activities, you are eligible for self-certification. You will find your Plan of Activities in the GRQ Project Form..

Please refer to [Annexure 1](#) of these Guidelines for details.

Other activities

Should there be an activity that could be considered eligible but is not listed on the pre-approved activities list, please contact your QRA Resilience and Recovery Officer or the GRQ team to discuss prior to submitting your GRQ Project Form.

Activities not included on the pre-approved activities list will be subject to approval by QRA. Find out more about alternative activities that require approval in [Annexure 2](#).

QRA-led activities

If the grant recipient cannot undertake any of the pre-approved or other GRQ activities, the GRQ team can assist with the QRA-led activities listed in the table below. Payment for these activities will be funded from the grant recipient's GRQ grant funding.

Please contact the GRQ team to discuss this option, prior to submitting your GRQ Project Form. QRA-led activities can only be nominated as an activity if elected in Tranche 1 timeframes (see [Annexure 3](#)).

QRA-LED ACTIVITIES	DETAILS
Paid advertising	Depending on the grant recipient's budget, GRQ will work with suppliers to design the advertisement and purchase the advertising space for the GRQ campaign period, between October and January.

Other QRA assistance

The GRQ team is offering to create marketing packages for grant recipients to make it easy to share important disaster preparedness messages with communities. Grant recipients must give four weeks' notice of the package requirement.

What grant recipients will supply to GRQ:
- high quality local images (see photography guidelines)
- list of relevant hazards
- relevant local messages
- relevant local contact information (for public)
- contact point for GRQ at council
- Council logo.

What GRQ will supply to grant recipients:
- Social media tiles and cover image designs
- Pull-up banner design
- Email signature banner.

Grant recipients will arrange and pay for their own printing and/or production using their GRQ grant allocation.

Collaborative expenditure

Grant recipients can combine funding and nominate a lead organisation to create and share preparedness messages, resources, advertising, projects and collateral across a region.

If the organisation is planning to combine funding with another organisation or if you would like support in coordinating potential councils to partner with, please notify your QRA Resilience and Recovery Officer or the GRQ team by 1 June 2024.

The GRQ team will work with you to manage the combined funding and acquittal process

1.9 PLAN OF ACTIVITIES VARIATIONS

If the grant recipient seeks to alter the planned and approved activities during the relevant financial year, they must email getready@qra.qld.gov.au seeking approval of the change.

The email must include:
- what the original activities were and cost
- what the new activities are and the cost implications.

The GRQ team will access the new activities against the guidelines and inform the grant recipient of approval. If it is determined that the new activities are not eligible, the grant recipient will need to find an alternative and submit via email for approval.

New activities will need to be included in the acquittal paperwork. Please refer to Section 2.5 of these Guidelines.

1.10 INELIGIBLE EXPENDITURE

Below are some examples of ineligible activities under the GRQ grants program. If you are unsure of the eligibility, please contact your QRA Resilience and Recovery Officer or the GRQ team at getready@qra.qld.gov.au.

Examples of ineligible activities and ineligible expenditure include, but are not limited to:

- events or activities that do not contribute to increasing the preparedness and resilience of communities and/or meet the desired outcomes of the GRQ program
- expenditure on the grant recipient's core or "business as usual" services and operations such as:
  - » rubbish removal
  - » infrastructure like boat ramps, utilities, pathways, public facilities or recreational items
  - » animal management
  - » council vehicles, large machinery or trailers that serve an operational purpose
  - » emergency shelters
  - » council website development and maintenance other than disaster dashboards
  - » maintenance of council equipment and infrastructure, outside minor equipment listed in the pre-approved items list
  - » staff training and attending conferences.
- alcohol and entertainment
- expenditure not associated with the delivery of GRQ activities
- on-going disaster dashboard hosting costs, subscription and administration fees
- expenditure that does not support the key objectives and outcomes of the Queensland Strategy for Disaster Resilience
- expenditure that is not expended in the relevant financial year
- payment of staff wages in relation to the management of GRQ grant funding or GRQ funded activities that are not pre-approved
- clean-up activities undertaken after a weather event.

SECTION 2
GOVERNANCE AND ADMINISTRATION ARRANGEMENTS

2.1 APPROVAL

Pre-approved activities (self-certification):

If activities are selected from the pre-approved activities list (as listed in Annexure 1 of these Guidelines), the grant recipient will submit the completed GRQ Project Form, with the Plan of Activities (Tab A2) and signed Certification (Approval) (Tab A3) forms, and the signed Project Funding Schedule (PFS) to QRA via submissions@qra.qld.gov.au by 30 June.

For further guidance on completing the GRQ Project Form, please refer to Annexure 3 of these Guidelines.

Alternative activities:

For other activities not listed in the pre-approved activities list, the grant recipient will need to submit the completed GRQ Project Form with the Plan of Activities (A2), signed Certification (Approval) (A3) forms and the signed Project Funding Schedule (PFS) to QRA, which will be subject to approval by QRA.

For further guidance on completing the GRQ Project Form, please refer to Annexure 3 of these Guidelines.

To accept the conditions for GRQ funding, the grant recipient must sign and return the PFS via email to submissions@qra.qld.gov.au by 30 June, prior to the commencement of the relevant financial year. By signing the PFS, a Project Funding Agreement will be formed. No payments will be made without receipt of the signed PFS, GRQ Project Form and the Certification Form.

2.2 PAYMENTS

QRA agrees to pay the grant recipient the approved funding as detailed in the signed PFS. Funding will be distributed as:

- first payment (90%) upon receipt of the grant recipient's signed acceptance of the PFS and the completed Plan of Activities Form
- final payment (10%) upon receipt of the grant recipient's final acquittal documentation, due to QRA on or before 30 September in the following financial year.

Subject to the terms of the PFS, the grant recipient agrees to meet all associated costs over and above the approved funding.

The approved funding amount will not exceed the total amount detailed in the PFS.

Payments will be made by electronic transfer, with payment subject to the grant recipient advising relevant bank account details to QRA.

Funding rollovers are not permitted for the GRQ program. Should organisations have any unspent or uncommitted funds at the close of the financial year, they must acquit the remaining GRQ funding back to QRA.

2.3   PROGRESS REPORTING

Grant recipients are required to attend a community of practice meeting to deliver a 5-minute program update. If the grant recipient is unable to attend, a proxy should be arranged.

Additionally, the grant recipient is required to complete a one-time progress report at the point of acquittal. This report will be requested by email in July 2025 for the purpose of QRA facilitating closure of your submission on your behalf in the MARS portal.

If any of the activities requires a variation, please refer to Section 1.9 Plan of Activities Variations.

2.4 EXTENSIONS OF TIME

Extensions of time are not available under this funding arrangement. All funding must be used by end of the relevant financial year. Any remaining funds are to be returned to the QRA.

2.5 PROJECT ACQUITTAL

The grant recipient must submit the completed GRQ Project Form with the Acquittal Activities (Tab B2) and signed Certification (Acquittal) forms to submissions@qra.qld.gov.au by 30 September immediately following the relevant financial year.

The following supporting documents are also required at acquittal:

- Detailed transaction general ledger report or transaction invoices to support claimed expenditure
- Evidence of the completed activities (e.g. photographs of events, collateral, videos produced)
- A signed Certification (Acquittal) form. By submitting this form, the grant recipient agrees that:
  a. the completed activities comply with these guidelines regarding the purpose, use and benefit to the community and has achieved the objectives of the funding program
  b. the approved funding has been used for the public benefit and all the conditions of funding have been met.

For grant recipients choosing to combine their funding, only the lead organisation managing the expenditure will need to submit the completed GRQ Project Form, with the Acquittal Activities (Tab B2) and signed Certification (Acquittal) (Tab B3) forms and provide all supporting documentation.

Should a grant recipient require a variation to the approved activities, please refer to section Section 1.9 of these Guidelines. When it comes to acquittal variations, the Acquittal Activities section (Tab B2) will need to list the original activity, showing it was not delivered. The new activity should then be listed underneath.

2.6 PROCUREMENT (BUY LOCAL)

The grant recipient acknowledges the approved funding is provided for the public benefit, which includes supporting greater employment opportunities for members of the local community.

When conducting procurement processes, the grant recipient agrees to use its best endeavors to ensure that competitive local firms (that comply with relevant legislation) are given a full, fair and reasonable opportunity. For larger, more complex purchases, 'local' may be interpreted as the whole of Queensland.

2.7 PUBLIC ACKNOWLEDGEMENT

All activities and items delivered using GRQ program grants must:

- Use the GRQ name in full ('Get Ready Queensland', not 'Get Prepared' or other deviations), identifier (name style) and branding in accordance with the program's branding guidelines. This includes, but is not limited to, any programs and community activities and/or awareness campaigns and promotional or printed materials, such as posters, signs, and plaques produced with GRQ program funding.
- Use the GRQ name, identifier (name style) and branding in accordance with the program's branding guidelines in all advertising and marketing campaigns.
- The grant recipient agrees to recognise the contribution of the Queensland Government as set out in the branding guidelines.
- The GRQ branding guidelines are on the Get Ready Queensland Council Hub
  - » www.getready.qld.gov.au/council-hub
  - » Use the password get-ready-qld
  - » No username required.

The grant recipient agrees to recognise the GRQ program through the organisation's social media accounts by proactively arranging photographs and social media posts of the grant recipients GRQ activities and initiatives, applying the social media hashtag and tagging the Get Ready Queensland social media accounts.

- @GetReadyQueensland
- #GetReadyQueensland

2.8 SHARING IDEAS, DESIGNS AND RESOURCES

GRQ endeavours to ensure that ideas, designs and resources created by grant recipients across the state are shared within a community of practice. Allowing other grant recipients to access and use completed, tried and tested products adds significant value to the GRQ program.

Noting potential limitations and constraints relating to talent agreements and intellectual property, where possible, the grant recipient agrees to share ideas, designs and resources with other grant recipients, with appropriate and approved acknowledgement of the originating organisation.

2.9 THE GET READY QUEENSLAND COUNCIL HUB

The GRQ website features a council hub with information and resources to support GRQ funded activities.

To access the Council Hub, use the password: get-ready-qld. You do not need to create an account or a username.

For support with planning GRQ activities, email getready@qra.qld.gov.au.

ANNEXURE 1
PRE-APPROVED ACTIVITIES 2024-25 GRQ GRANTS

The following table provides a list of activities that are pre-approved for 2024-25 GRQ program expenditure.

PRE-APPROVED ACTIVITIES	DESCRIPTION
BUSINESS COMMUNITY	
Small business disaster resilience and recovery training	Workshop for small businesses or upskilling the grant recipient's officers to train and support local small businesses to recover from disasters and apply for disaster grants.
Small business disaster preparation and resilience training	Upskilling the grant recipient's officers to train and support local small businesses to prepare, respond and recover from disasters and other crises.
Post-disaster seminars	Aimed at specifically identifying lessons learned and making recommendations to improve preparedness and resilience to future events, such as the betterment of processes, infrastructure, information or systems.
Business related preparedness materials	Items such as fact sheets or emergency kits.
Crisis communications and media training	Training to support small businesses, councils, business mentors and industry representatives to respond and recover from disasters, including practical responses to ensure better communications with all stakeholders.
COMMUNITY ENGAGEMENT	
Local community engagement activities	These may include information sessions, emergency service expos, disaster centre tours or preparedness information stall at other events. Costs relating to events, activities or entertainment that do not specifically target disaster preparedness are not eligible under this funding.
Neighbourhood awareness activities	Activities include the production of localised guidance material or information to build disaster preparedness.
Network-building and partnerships	Costs associated with the facilitation of building connections between community groups, other local governments and associations to achieve improved disaster management response capability within the area. For example, putting in place partnership agreements or hosting coordination meetings.
Training sessions to increase capability	This includes training of any individual, group or organisation specifically in lessons around preparedness and resilience.

COMMUNITY PREPARATION	
Large scale community disaster preparation events	These events may include expos or clean-ups that involve the pubic, build knowledge, reduce hazards, and help communities be more prepared. **Note** – clean-up activities after a disaster event are not eligible under this funding.
DIVERSE COMMUNITIES	
Programs targeting diversity groups	Activities such as presentations, meetings or participation in events to specifically share disaster preparedness information with diversity groups such as: culturally and linguistically diverse; Aboriginal and Torres Strait Islanders; seniors; people with disability and/or remote members of the community.
Diverse communities' resources	The development of materials that are accessible by diverse communities, such as translated or simplified disaster preparedness information. Activities involved in co-designing materials would be eligible.
EDUCATION	
Local school programs	Educational activities conducted in schools to promote disaster preparedness.
Educational resources	The development of traditional or digital curriculum or non-curriculum-based activities to be delivered by schools. These could be items such as activity sheets, workbooks, games, teacher guides, e-learning modules, videos, certificates, Get Ready household emergency plan packs.
MARKETING	
Informative literature	Information for distribution to residents and business owners, which instructs and informs on disaster preparedness tasks and contact details.
Event collateral	Funding could cover items such as banners, signage, displays, leaflets, posters, specifically relating to the grant recipient's disaster preparedness messages.
EQUIPMENT AND COMMUNITY INFRASTRUCTURE	
Purchase of equipment	Equipment that supports communities to prepare and respond to disaster events, such as flood cameras, signage for evacuation centres, automated external defibrillator, emergency kits, sandbagging machines, solar powered charging stations, display gazebos, chainsaws, or sanitation equipment.
Education programs on the use of equipment	Training programs specific to upskilling people to use equipment such as flood cameras, signage for evacuation centres, automated external defibrillator, emergency kits, sandbagging machines, solar powered charging stations, display gazebos, chainsaws, or sanitation equipment.
Repairing minor equipment	Where repairs for eligible equipment is lower cost than replacement, this activity would be eligible such as flood cameras, signage for evacuation centres, automated external defibrillator, emergency kits, sandbagging machines, solar powered charging stations, display gazebos, chainsaws, or sanitation equipment.
RESILIENT TECHNOLOGY	
Disaster dashboard improvements	Funding is available for developing or making improvements to the dashboards, plus hosting costs for the first year of operation.
SMS alert systems	Text message alerts to provide up to date weather information to local communities.
Technology-based preparedness systems	This may be infrastructure such as flood cameras or alert systems.
STAFFING COSTS	
Temporary project management or delivery	A staff member hired to project manage Get Ready activities or events that present awareness and education of preparedness and resilience. Staffing costs may be included as part of a project that is specifically related to the 2024–25 GRQ program desired outcomes and is project specific.

ANNEXURE 2
OTHER ACTIVITIES REQUIRING GRQ APPROVAL AND ADDITIONAL REPORTING REQUIREMENTS

ADVERTISING	
Local and regional advertising costs	Targeted advertising that promote local disaster risks, contact information and disaster preparedness. Channels could be digital, television, radio, newspaper, magazine, social media, online, streaming.
	Design work should be initiated only after running concepts by the GRQ team. Refer to the Branding guidelines for appropriate acknowledgements.

ANNEXURE 3
GUIDANCE MATERIAL

THE GET READY QUEENSLAND FUNDING PROGRAM

Information on the Get Ready Queensland 2024–25 grant allocations has been mailed to the grant recipients' CEOs, requesting the GRQ Project Form be submitted to submissions@qra.qld.gov.au by 30 June 2024.

Grant allocations are the same as the 2023-24 program.

If you have not received advice on Get Ready Queensland 2024–25 grant allocations, please speak with your QRA Resilience and Recovery Officer or email Get Ready Queensland at getready@qra.qld.gov.au.

CRITICAL DATES

- **2024-25 grant submission due date: 30 June 2024**
- **2024-25 grant submission payment schedule:**
  » All submissions received before or on 30 June 2024 will be paid in tranche one (first round of payments). The QRA aims to release tranche one as soon as possible, giving recipients time to prepare activities to coincide with the 2024 Get Ready Queensland Week, 7-13 October.
  » All submissions received between 30 June 2024 and before 31 August 2024 will be paid in tranche two (second round of payments).
  » Any submissions outstanding as of 1 September 2024 will be automatically expended via a QRA-led activity (GRQ advertising campaign).
- **2024-25 grant acquittal due date: 30 September 2025**

SUBMISSION AND ACQUITTAL PROCESS

STEP 1 – ACCESS FILES

Download the files received with your QRA correspondence:

- 2024-25 Get Ready Queensland Guidelines
- 2024-25 GRQ Project Form, containing tabs for the Plan of Activities (Tab A2), as well as the Acquittal Activities (Tab B2) and Certification (Acquittal) (Tab B3) forms.
- Certification (Approval)
- Project Funding Schedule
- Checklist to be completed.

STEP 2 – POPULATE and SUBMIT

In the GRQ Project Form, complete the Plan of Activities (Tab A2) and sign the PFS and Certification (Approval) before submitting the documents by email to submissions@qra.qld.gov.au.

The Plan of Activities must be submitted as an excel workbook.

Signed certification must be signed and scanned into pdf.

Grant recipients that have all their activities selected from the pre-approved activities list will have their plans automatically certified. Their plans will not be subject to assessment.

Grant recipients that nominate other activities will be assessed by QRA in July 2024.

Grant recipients that nominate a lead agency will have the lead agency submit the above documentation to QRA, and only the lead agency will receive the PFS. This must be sent to QRA no later than 30 June 2024.

By signing the PFS, the grant recipient acknowledges that it has read, understood and will abide by the conditions outlined in the PFS and the Get Ready Queensland Grant Guidelines. When the signed version is returned to QRA and executed by both parties, a Project Funding Agreement will be formed in accordance with clause 2.3 of the Agreement. No payments will be made without the receiving the signed PFS.

STEP 3 – ACQUITTAL

The reporting template for acquittal is included in your GRQ Project Form. The Acquittal Activities (Tab B2) and the Certification (Acquittal) (Tab B3) tabs need to be updated by the Organisation and submitted, along with supporting document (see section 2.5 of the guidelines), via email to submissions@qra.qld.gov.au by or before 30 September 2025. The Acquittal Activities must be submitted as an excel workbook.

Signed certification can be provided in the Project Form or as a separate signed and scanned PDF.

Variations: Please refer to Section 1.9 of these Guidelines.

ANNEXURE 4
GLOSSARY

TERM	DEFINITION
Approval advice	The letter from the Chief Executive Officer containing the Program Guidelines, QRA Project Form and the Project Funding Schedule.
Approved Funding	The allocation of GRQ Program funding to the Organisation as approved by the Chief Executive Officer, QRA and noted/mentioned in the Organisation's Project Funding Schedule.
Funding Agreement	The standard terms and conditions under which the QRA will offer and the Organisation will accept the Approved Funding.
GRQ Project Form	The excel file containing the Plan of Activities (A2), Certification (Approval) (A3), Acquittal Activities (B2) and Certification (Acquittal) (B3) tabs.
GRQ	Get Ready Queensland.
Organisation	The funding recipient.
QRA	Queensland Reconstruction Authority, the Queensland government statutory authority responsible for administering the GRQ program.
Project Funding Schedule	For each Project Funding Agreement, the schedule prepared by QRA and executed by both Parties in accordance with clause 2.2 of the Head Agreement.

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