



Extraordinary Disaster Assistance Recovery Grants

Guidelines Non-profit Organisations

Tropical Cyclone Jasper, associated rainfall and flooding,
13 – 28 December 2023

1. About the program

The objective of this assistance measure, provided under the *Disaster Recovery Funding Arrangements*, is to support communities to recover after an *eligible disaster*.

The Extraordinary Disaster Assistance Recovery Grants Scheme (Exceptional) provides an **exceptional circumstances grant** to *non-profit organisations* to help pay for the costs of clean-up and *reinstatement* of organisations that have suffered direct damage as a result of an *eligible disaster*.

2. Available funding

2.1 The maximum **exceptional circumstances grant** amount is **\$50,000**.

- a) An **initial amount of up to \$10,000** is available (an **initial claim**). To support an initial claim, evidence of the direct damage such as photographs, quotations, tax invoices and official receipts is required.
- b) A **subsequent amount of up to \$40,000** is available (a **subsequent claim**). To support subsequent claims full *evidence of payment* is required. (This evidence must also cover any amounts claimed under the initial claim if not already provided).

Note: **prior to the Closing Day**, multiple applications can be made up to the maximum amount available under the exception circumstances grant.

3. How funding may be used

3.1 Grants are provided to help pay for the costs of the clean-up and *reinstatement* of the *non-profit organisation*. This includes:

- a) engaging a tradesperson to conduct a safety inspection of damage to a property, premises or equipment;
- b) hiring or leasing equipment or materials to clean a property, premises or equipment;
- c) purchasing equipment or materials to clean a property, premises or equipment if QRIDA is satisfied:
 - i. the equipment or materials are not ordinarily available for hire or lease (Examples - cleaning chemicals, gloves, masks, brooms, mops, shovels or buckets); or
 - ii. the equipment or the materials are reasonably necessary for cleaning the property, premises or equipment and are not readily available for hire or lease. (In this instance assistance towards purchase is available to the assessed hire or lease cost of the item being purchased).
- 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 cost 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 goods and material;



- f) 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*. (Funding is not available for repairs to a building that is used as a dwelling, unless it is used for carrying on the *non-profit organisation*);
- g) purchasing, hiring or leasing equipment or materials that are essential for immediately 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*; and
 - 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) if the *Disaster Recovery Funding Arrangements* activated for the *eligible disaster* include a community recovery fund;
- b) if the *non-profit organisation* has claimed or received a grant under the community recovery fund for the *eligible disaster*;
- c) for an item for which a claim is made if the *non-profit organisation* has received or been approved to receive financial assistance other than partial assistance under another scheme, of the Commonwealth Government or another Government;
- d) for loss of income as a result of the *eligible disaster*; and
- e) if the *non-profit organisation* is entitled to receive an amount under a policy of insurance for the relevant costs claimed.

4. Eligibility criteria

4.1 To be eligible for an **exceptional circumstances grant**, the applicant must:

- a) be a *non-profit organisation*;
- b) have a *non-profit organisation* located in the *defined area* for the *eligible disaster* and have suffered direct damage as a result of the *eligible disaster*;
- c) have been engaged in carrying on the *non-profit organisation* when affected by the *eligible disaster*;
- d) be primarily responsible for meeting the costs claimed in the application;
- e) be unable to repair or replace assets directly damaged as a result of the *eligible disaster* from the applicant's own resources without assistance under the scheme; and
- f) intend to re-establish the *organisation* in the *defined disaster area* for the *eligible disaster*.

4.2 An applicant may also be eligible for an **exceptional circumstances grant** if both of the following apply:

- a) The *non-profit organisation* is located outside the *defined disaster area* for the *eligible disaster* but carried on at least sometimes on a regular basis in the area.
- b) Plant or equipment of the *non-profit organisation* situated in the *defined disaster area* has been damaged as a result of the *eligible disaster*.

5. Eligible separate operation

5.1 Applicants who operate more than one *non-profit organisation*, for example at separate locations, may apply for assistance for each *eligible separate operation* up to the maximum amount of assistance available for the relevant *defined disaster area* and determined by the establishment notice.

5.2 When determining an application on this basis QRIDA may consider (but is not limited to):

- a) the staffing arrangements of the separate operation;
- b) the accounting and insurance arrangements of the separate operation;
- c) whether the separate operation operates under its own trading name;
- d) the financial independence and autonomy of the separate operation.

6. How to apply

- 6.1 To be considered for an Extraordinary Disaster Assistance Recovery Grant please submit a completed application form, accompanied by the documentation stated on the application form before the application *closing day*. This includes a rates notice/lease agreement, 5-10 photographs of the damage, evidence of payment (or quotes when applying for the initial grant amount), and details of any insurance. The same application form can be used when putting in both an initial claim and a subsequent claim.
- 6.2 Application forms and related information can be accessed at www.qrida.qld.gov.au.
- 6.3 Complete applications are assessed in order of receipt and QRIDA may request further information to help assess an application.

7. Terms and conditions

- 7.1 Applicants are able to apply for assistance under the scheme in **only one** of the following capacities:
 - a) Primary producer; or
 - b) Small business owner; or
 - c) *Non-profit organisation*.
- 7.2 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*.
- 7.3 Applicants must consent to QRIDA 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.
- 7.4 Applicants must provide authorisation for QRIDA to contact their insurance company to confirm or verify entitlements or the outcome of any claims made in relation to the *eligible disaster*.

8. Fraud

- 8.1 QRIDA takes fraud and corruption seriously. Suspected fraud will be referred to Queensland Police Service (QPS) and/or the Crime and Corruption Commission (CCC).
- 8.2 Fraud and corruption is a criminal offence under Sections 408C, 408D and 87 of the *Criminal Code 1899* (Qld). For corporations, directors and company officials, Sections 596 and 184 of the *Australian Corporations Act 2001* (Clth) will also apply.
- 8.3 Providing false and misleading information or documents in the QRIDA application process is an offence. Penalties may apply under Sections 41 and 42 of the *Rural and Regional Adjustment Act 1994*.
- 8.4 By signing the application form, you acknowledge that the information you provide is true and accurate, and agree to be bound by the scheme's guidelines and provisions.
- 8.5 QRIDA reserves the right to pursue and recover funding provided under fraudulent and dishonest circumstance.

9. Privacy

- 9.1 QRIDA's Privacy Policy, available at: www.qrida.qld.gov.au/privacy, sets out general information on how QRIDA collects, uses, and discloses individuals' personal information.
- 9.2 The application form for this Scheme contains specific information on how personal information will be collected, used and disclosed.

10. Conflicts of interest

- 10.1 A conflict of interest may arise due to a business dealing with QRIDA, if the applicant's private interests' conflict with their obligations under the agreement. Conflicts of interest could affect the awarding or performance of the applicant's agreement. A conflict of interest can be:
 - a) real (or actual);
 - b) apparent (or perceived); or
 - c) potential.

10.2 QRIDA will ask the applicant to declare, as part of the application, any business dealings that may be considered an actual, perceived or potential conflict of interest or that, to the best of the applicant's knowledge, there is no conflict of interest. If the applicant later identifies that there is an actual, apparent or potential conflict of interest or that one might arise in relation to the agreement, the applicant must inform QRIDA in writing immediately.

11. Defined disaster areas

<i>Eligible disaster</i>	<i>Defined disaster areas</i>	<i>Application closing day</i>
Tropical Cyclone Jasper, associated rainfall and flooding, 13 – 28 December 2023	<ul style="list-style-type: none"> • Cairns Regional Council • Cassowary Coast Regional Council • Cook shire Council • Douglas Shire Council • Mareeba Shire Council • Tablelands Regional Council • Wujal Wujal Aboriginal Shire Council • Yarrabah Aboriginal Shire Council 	30 June 2025

12. More information

For more information on this exceptional circumstances grant contact us on **Freecall 1800 623 946** or email contact_us@qrda.qld.gov.au.

13. Definitions

Closing day is the day stated in Section 11 by which applications must be received by QRIDA.

Defined disaster area for an *eligible disaster* means the area that the appropriate Minister has defined for the purpose of activating the *Disaster Recovery Funding Arrangements*. These are published on QRIDA's website (also see section 11 above).

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 a bushfire, cyclone, flood, earthquake, storm surge, landslide, meteorite strike, tornado, tsunami, storm – including hail, rain and/or wind, event or terrorist act.

Eligible separate operation means a *non-profit organisation* that would continue to run autonomously if other separate non-profit operations carried on by the eligible entity ceased to operate.

Evidence of payment means:

- a) tax invoice(s) showing full details of the goods or services provided. The goods and services described on each invoice must be clearly identifiable having been paid by the applicant and being related to damage from the *eligible disaster*; and
- b) evidence of payment for these tax invoices. A copy must be provided of an applicant's bank transfer(s) and/or bank statement(s) with any relevant *official receipt(s)* from suppliers or contractors.

Non-profit organisation means a charity or other not-for-profit entity that is incorporated under a law of the Commonwealth or a State and either:

- a) Registered under the *Australian Charities and Not-for-profits Commission Act 2012 (Cwlth)* or the *Collections Act 1966*, or
- b) Registered or otherwise authorised to raise funds under a law of another State.

Official receipt means 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.

Partial assistance in relation to another scheme, means assistance under that scheme to fund part of the cost of the item for which a claim is made in the application.

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*.