

Drought Preparedness Grants Guidelines

1. About the Scheme

The Drought Preparedness Grants Scheme aims to help *primary producers* offset the cost of projects for the purchase, installation or upgrade of permanent capital infrastructure that will improve the drought resilience and preparedness of their primary production business.

The amount of the grant is 25 per cent of the cost of purchasing permanent capital infrastructure, up to a maximum grant amount of \$50,000.

Note. The maximum amount of assistance is inclusive of any grant received under the previous round of funding including the Drought Preparedness Grants Scheme 2021-2024 (closed) and current funding round for the Drought Preparedness Grants Scheme 2025-2028.

2. Project eligibility criteria

2.1 To be eligible for funding, the project will:

- (a) involve the purchase, installation or upgrade of permanent capital infrastructure;
- (b) improve the ability of the primary production business to prepare for; continue to operate in; or recover from, drought conditions;
- (c) be a drought preparedness activity listed in the applicant's Farm Business Resilience Plan for the primary production business; and
- (d) not have commenced before the application for assistance is approved.

Note: Deposits may be paid for the purchase of materials or engaging contractors up to 90 days before the date that the application is received. Deposits are generally considered to be payments of up to 50% of the total price. However, QRIDA will assess deposits made on a case-by-case basis.

3. How funding may be used

3.1 The Drought Preparedness Grant may be used for purchasing, installing or upgrading permanent capital infrastructure, including:

Note: This is not an exhaustive list

- (a) pipes, water tanks and water troughs;
- (b) dam construction and/or expansion (including de-silting);
- (c) drilling a working bore;
- (d) water conservation infrastructure and equipment including more efficient irrigation;
- (e) water pumps and power supply used to run water pumps;
- (f) construction or expansion of storage, mixing and feeding out equipment for grain, fodder, molasses and other supplements;
- (g) grain storage and equipment that improves the ability of the grain growing business to manage drought;
- (h) reasonable freight components to purchase and install equipment or infrastructure;
- (i) consumables including fuel for own machinery used in relation to the drought preparedness project; and

- (j) contractor costs or non-salaried employee costs directly associated with implementing the drought preparedness project.

4. How funding may not be used

4.1 Drought Preparedness Grants may not be used for the following activities:

- (a) employee salary expenses;
- (b) contractor costs not associated with the drought preparedness project;
- (c) purchase of machinery and equipment to complete capital works;
- (d) motor vehicles;
- (e) dry hire for own machinery;
- (f) own operator costs;
- (g) replacement, repairs or maintenance of existing infrastructure or machinery;
- (h) conducting feasibility studies;
- (i) costs associated with drilling of dry bore or test bores; and
- (j) repayments, refinancing or restructuring existing loan arrangements.

5. Eligibility criteria

5.1 To be eligible for a Drought Preparedness Grant, applicants must:

- (a) demonstrate at least one person in the primary production business meets the definition of a *primary producer*;
- (b) demonstrate an ability to provide the remaining co-contribution to the grant requested;
- (c) demonstrate that any necessary regulatory approvals have been obtained; and
- (d) present a Farm Business Resilience Plan (as outlined in Section 6), satisfactory to QRIDA.

5.2 To be eligible for a Drought Preparedness Grant, applicants must not have:

- (a) made an application to the Department of Primary Industries supported by an invoice issued in the past six-month period for assistance under:
 - i. a freight subsidy under the Drought Relief Assistance Scheme; or
 - ii. the Emergency Water Infrastructure Rebate under the Drought Relief Assistance Scheme.
- (b) previously received a Drought Preparedness Grant for the same project activity; or
- (c) received more than the maximum rebate amount under the Scheme.

6. Farm Business Resilience Plan requirements

6.1 A Farm Business Resilience Plan (or similar plan) should include content that addresses the following:

- (a) **Business context**
 - i. primary production operation description
 - ii. business motivation
- (b) **Goals – S.M.A.R.T goals (Specific, Measurable, Achievable, Relevant, Time bound)**
 - i. production
 - ii. natural resource management
 - iii. business

(c) Risk Identification and mitigation

- i. identifying risks
- ii. mitigation strategies
- iii. monitoring risk (including triggers for each risk event)

(d) Managing drought and dry conditions – all three drought phases

- i. preparing for drought
- ii. managing during drought
- iii. recovering from drought

(e) New and planned actions

- i. context or history of the issue
- ii. detailed planning steps
- iii. realistic costings
- iv. outcomes on how action improves the business

(f) Tracking and reviewing progress

- i. commit to reviewing plan
- ii. evidence of regular plan reviews if applicable

6.2 A Farm Business Resilience Plan should detail the actions and activities you plan to implement to reduce your drought risk and strengthen your climate and business resilience. Some of these activities may be eligible for funding under the Drought Preparedness Grants Scheme.

6.3 A Farm Business Resilience Plan may reference other supplementary material that support the plan, for example, a current industry Best Management Practice (BMP) output, a farm biosecurity plan and/or a succession plan.

7. How to apply

7.1 To apply for the Drought Preparedness Grants Scheme, applicants must:

- (a) read the Scheme guidelines and discuss their proposal with QRIDA. (Applicants may consider discussing their application with, or seeking assistance from their business adviser/s);
- (b) complete an application form, Farm Business Resilience Plan and statement of position which may be found on QRIDA's website. Instructions for completion are included in these forms. Please contact QRIDA if you require any assistance;
- (c) provide quotes associated with costs for the permanent capital infrastructure. (These quotes should reflect current market prices for goods and services being purchased. QRIDA may request further quotations be provided to substantiate requests); and
- (d) submit their application and supporting documents to QRIDA by post, email or fax.

7.2 Drought Preparedness Grants are subject to the availability of funds.

7.3 Penalties apply for providing false and misleading information.

8. How applications will be assessed and decided

8.1 Upon receiving applications, QRIDA will acknowledge receipt by email or post and advise if any further information is required to commence assessment of the application.

8.2 QRIDA will assess complete applications in order of receipt. Incomplete applications will not be assessed until all required information is received.

- 8.3 Approved applicants will receive a written grant offer from QRIDA.
- 8.4 QRIDA may issue conditional approvals to applicants.
- 8.5 Payment will be made when all components of the approved activity have been completed or the approved activity has been finalised and evidence of payment is provided.

9. Funding arrangements

- 9.1 If an application is successful, the applicant will be required to enter into a legally binding letter of offer with QRIDA. This agreement includes undertakings relevant to disclosure of the approval, agreed set of milestones and reporting requirements, including a completion report.
- 9.2 Projects should commence within 90 days and should be completed, with approved funding drawn within six months from entering into a letter of offer. (If the applicant's Farm Business Resilience Plan outlines projects over a longer duration, these should be the subject of another application for grant funding after completion of the current project).
- 9.3 QRIDA may request reports regarding project completeness, timeframes and estimated costs.
- 9.4 To draw on approved grants, applicants may either:
 - (a) submit fully paid official invoice(s) and evidence of payment (bank statement, internet banking advice or official receipt) and QRIDA will reimburse 25 per cent of the GST exclusive amount(s) to the grant recipients(s); or
 - (b) submit official invoice(s) and evidence of payment of 75 per cent of the GST exclusive amount(s) and 100% of the GST amount. QRIDA will pay 25 per cent of the GST exclusive amount(s) directly to supplier(s).
- 9.5 QRIDA may consider requests to make multiple draws against the approved grant amount in some circumstances. The applicant must not obtain goods for the eligible project from an entity owned, or partly owned, by the applicant.

10. Fraud

- 10.1 QRIDA takes fraud and corruption seriously. Suspected fraud will be referred to Queensland Police Service (QPS) and/or the Crime and Corruption Commission (CCC).
- 10.2 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* (Cth) will also apply.
- 10.3 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* (Qld).
- 10.4 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.
- 10.5 QRIDA reserves the right to pursue and recover funding provided under fraudulent and dishonest circumstance.

11. Privacy

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

12. Conflict of interest

12.1 A conflict of interest may arise due to a business dealing with QRIDA if an applicant's private interests conflict with their obligations under the agreement. Conflicts of interest could affect the awarding or performance of their agreement. A conflict of interest can be:

- real (or actual);
- apparent (or perceived); or
- potential.

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

13. More information

For more information on the Drought Preparedness Grant Scheme, call QRIDA on **1800 623 946** or email contact_us@qrda.qld.gov.au.

QRIDA has Regional Area Managers located in Brisbane, Bundaberg, Townsville, Hughenden (with an office in Cloncurry), Innisfail, Kingaroy, Emerald (with an office in Longreach), Mackay, Rockhampton, Roma and Toowoomba who are also available to assist with submitting an application.

14. Definitions

Official receipt means a receipt which includes date(s) and amount(s) of payment(s), the name, address, Australian Business Number (ABN) (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates and the date the amount to which the receipt relates was paid.

Primary producer means

- a) a sole trader who—
 - i. spends the majority of their labour on a *primary production enterprise*; and
 - ii. either—
 - A). derives the majority of their income from the *primary production enterprise*; or
 - B). in the opinion of QRIDA, based on the demonstrated production potential of the *primary production enterprise*, will, within a reasonable period of time, derive the majority of their income from the *primary production enterprise*; or
- b) a partnership, company or trust that carries on a *primary production enterprise* for which the partners, shareholders or beneficiaries—
 - i. spend the majority of their labour on a *primary production enterprise*; and
 - ii. either—
 - A). derive the majority of their income from the *primary production enterprise*; or
 - B). in the opinion of QRIDA, based on the demonstrated production potential of the *primary production enterprise*, will, within a reasonable period of time, derive the majority of their income from the *primary production enterprise*.

Primary production enterprise means

- a) a business that—

- i. involves primary production, including the agricultural, apicultural, aquacultural, forestry, grazing and horticultural industries; or
- ii. supports primary production; and

Examples include—

farm irrigation services, mustering business, shearing business, silage baling business, timber plantation maintenance services.

- b) for which an entity holds an Australian Business Number.