



Recovery Ready Halls Grants Program 2023 Application Guidelines

The Recovery Ready Halls Grants Program is available to not-for-profit community organisations located in the Adelaide Hills Council area, that manage facilities that are accessible to the community.

Grants are available to purchase and install amenities and equipment that will assist community facilities to be used as “community recovery support hubs” after a disaster or emergency such as bushfire. Community recovery support hubs provide support to community members after the threat from a disaster has passed, with basic needs including clean water, electricity, first aid supplies, shelter and information. Some communities may choose to prepare a facility to be able to offer further comfort to community members, including light refreshments, soap and hot water.

Community recovery support hubs need to reflect the unique needs of a community, the local demographic and the capacity of local volunteers and community groups to coordinate them.

Potential applicants should read the guidelines to ensure that their organisation and proposed project are eligible. Applicants should also consider attending an information session (see final page for details) to discuss their application. The sessions will include advice on completing the online application form and an opportunity to workshop projects with staff. It is also strongly recommended that applicants contact designated council staff prior to submitting their application to determine its suitability.

These guidelines were accurate at the time of publishing, and supersede all terms and conditions contained in any previous guidelines. For information, assistance or to discuss your application, please contact: Vanessa Inkster | Project Support Officer | 0474 794 446 or vinkster@ahc.sa.gov.au

About the Funding

Projects valued up to \$40,000 are eligible. No matched funding is required. If your project costs exceed this amount, applications for larger funding amounts will be considered on a case-by-case basis and will need to be discussed with a relevant council officer prior to applying. Please note applications are welcome for smaller grant amounts, for example covering the cost of purchase for a small generator.

Funding is only available for projects that commence in August 2023 or later and once grant agreements have been finalised. Organisations are only eligible to submit one application per round.

Grant Expression of Interest Open	26 June 2023
Information Session	See final page of this document
Grant Expression of Interest Close	5 pm 28 July 2023
Applicants Notified	September 2023
Agreements Finalised & projects can commence	September 2023

Who can apply?

Any incorporated, not-for-profit, community organisations that are physically located within the Adelaide Hills Council area.

Groups that are not incorporated are still eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept responsibility for the funding).

To be eligible for funding, organisations must:

- Be a not-for-profit, community-based incorporated organisation whose role is to manage community facilities
- Demonstrate an ongoing commitment to operate as a Community recovery support hub for access by the local community following a disaster event, during the Recovery period.
- Provide a clear plan outlining services to be offered, volunteer/committee capacity to offer services and ongoing commitment to the plan, as well as clear guidelines for when the Community recovery support hub will open.
- Provide evidence of quotes for proposed works.

Who can't apply?

- Those outside the Adelaide Hills Council area
- Organisations that hold a Gaming Machine Licence
- For profit, commercial organisations
- Unincorporated organisations
- Schools or other educational institutions
- An organisation that has overdue Adelaide Hills Council grant acquittal or, where Council loan-repayments are in arrears.

What projects can be funded?

Funding is only available for projects:

- That commence in August 2023 or later and must be completed February 2024. Projects that commence prior to this date will be considered ineligible for funding
- That have the consent of the landowner (evidence of Landowner Consent must be submitted as part of the application).
- That can demonstrate support from the facilities management committee for the project

The following list provides examples of projects that may be funded. The list is by no means exhaustive, and applications for other projects that meet the objectives of the program are welcome.

Projects are not intended to equip facilities as bushfire refuges or evacuation centres. Equipment is intended to support a community once a threat has passed, to provide comfort and support during a relief and recovery period. In addition, it is recommended that applicants contact Council to discuss their project prior to submitting an application.

- Generator
- Water Tank
- Fire Protection System
- First Aid Kit
- Defibrillator

What projects will not be funded?

The following project types are ineligible:

- Projects conducted outside of the Adelaide Hills Council area
- Projects that do not support facilities to function as “Community recovery support hubs” after disasters or emergencies
- Projects where the major beneficiary holds a Gaming Machine Licence
- Projects that commence prior to a Grant Agreement being finalised
- Projects where the request for funding is more than \$40,000 if they have not first been discussed with council prior to applying
- Projects that do not have the consent of the landowner
- Requests for purchase of equipment that is not required for a facility to be used specifically as a “Community recovery support hub”
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance
- Regular maintenance and / or repairs to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department
- Recurrent operational costs
- Residential buildings including caretaker residences
- Payment of salaries or wages
- Fundraising or sponsorship
- Commercial or political activities
- Projects or purposes that are deemed to be religious in nature
- Training or education in government or private institutions, or research activities that will be offered for assessment
- Academic research or conference costs
- Interstate or overseas travel
- Individual, private, political or commercial enterprise
- Building extensions or new constructions

What project costs are ineligible?

Grant Funding cannot be used to cover the following project costs:

- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- Insurances
- Costs associated with preparing and submitting a funding application
- Building work and professional fees incurred prior to a Grant Agreement being finalised (August 2023)

How are applications assessed?

Priority will be given to projects that:

- Demonstrate significant community benefit for future disaster recovery
- Are delivered by an organisation that can demonstrate financial viability
- Comply with all relevant legal and statutory requirements
- Facilitate improvements to meet Legislation and, or Australian Standards
- Provide evidence of community support, engagement and involvement in the project
- Demonstrate a suitable rationale for choice of project

For more information about Community recovery support hubs, please read the “Community recovery support hub Guide” developed by the Local Government Association of South Australia, available via [Resilience • Adelaide Hills Council \(ahc.sa.gov.au\)](https://www.resilience.adelaidehills.sa.gov.au/)

Conditions for Successful Applicants

The following conditions will apply to successful applicants:

- Use the funds provided only for the approved project
- Supervise the administration of the grant
- Complete the project evaluation & acquittal report including an expenditure statement (with a photocopy of receipts) within the allocated time frame
- Understand that the organisation is to seek written approval from the Adelaide Hills Council to continue with the project if any changes are required
- Obtain any relevant land owner consent before commencing the project
- Any person contracted to perform works on a council owned facility must provide the relevant documentation and must undertake an Adelaide Hills Council site induction prior to works commencing. If you require further information about required documentation this can be found on the application form OR please contact property@ahc.sa.gov.au
- Obtain any required planning, development and building approvals before commencing the project
- Obtain relevant approvals for works to Heritage Listed Buildings if applicable (cont. on next page)
- Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding
- Obtain all necessary insurances, and understand that the Adelaide Hills Council will not be held liable for any matters arising out of this grant

- Ensure that all works carried out comply with any applicable construction industry or public health and safety standards
- Understand that the organisation is responsible for any further works or repairs at the premises which arise as a result of the project
- Ensure that the installation of fire protection systems are compliant with relevant codes and standards. Further information can be found here:
[https://plan.sa.gov.au/_data/assets/pdf_file/0012/678288/MBS_008 -
_Additional_requirements.pdf](https://plan.sa.gov.au/_data/assets/pdf_file/0012/678288/MBS_008_-_Additional_requirements.pdf)
- The CFS is consulted if rain water tanks are installed with a dual purpose of providing fire fighting water for fire trucks or farm fire fighting units. Further information here: [Donating fire water tanks to the CFS - how you can help - CFS](#)
- Comply with relevant legislation for safe drinking water consumption where a rainwater tank is to be used for drinking water. Further information here: [Safe Drinking Water Regulations 2012 \(legislation.sa.gov.au\)](#)
- Provide a Certificate of Compliance from a certified Electrician as evidence that Electrical capacity is either upgraded or is deemed sufficient for any new demand as a result of works (e.g. Solar Panels, Airconditioning units).
- A plan must be submitted with your application, detailing proposed services to be offered at the Recovery Hub (i.e. hall will be open but unstaffed or hall will be open and volunteers will serve refreshments), and signed by each person offering volunteer services in the plan..
- GST & Tax Information

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

If an organisation's annual turnover is greater than \$150,000 (non-profit organisations) they are required by the Australian Tax Office to be registered for the GST (source: www.ato.gov.au).

Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have their grant grossed up.

If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.

How to apply

Online grant expression of interest forms can be accessed at the Adelaide Hills Council website ahc.sa.gov.au. Applicants are guaranteed confidentiality and security when lodging a Grant Application. The online grants system is easy to use and assistance is available if required.

For information, assistance or to discuss your application, please contact:

Vanessa Inkster | Project Support Officer | 0474 794 446 or vinkster@ahc.sa.gov.au

Information/Workshop Sessions

One online and two in person information sessions will be held as per information below. Booking via [Resilience • Adelaide Hills Council \(ahc.sa.gov.au\)](http://ahc.sa.gov.au)

The information sessions will include advice on completing the online application form and an opportunity to workshop projects with staff.

Online via Zoom	29 June 2023 6:30pm – 8:30pm
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Woodside Positive Ageing Centre 36 Nairne Road	4 July 2023 6:30pm – 8:30pm
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Stirling Council Chambers 63 Mount Barker Road	6 July 2023 6:30pm – 8:30pm
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