

# 2024 Disaster Welfare Community Partner Volunteer Training Scheme

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## Grant Program Guidelines

May 2024

<https://dcj.nsw.gov.au/service-providers/grants/community-partner-volunteer-training-scheme.html>

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# 1 2024 Disaster Welfare Community Partner Volunteer Training Scheme Grant Program Guidelines

Disaster Welfare Services responsible for the management of the Welfare Services Functional Area engages non-government organisations (NGOs) to support activities undertaken inline with the *Welfare Services Functional Area Supporting Plan*. Known as “Community Partners”, these organisations are engaged through memorandum of understanding agreements to undertake particular activities in response to emergencies and disasters in NSW. In recognition of additional preparedness work undertaken by community partners the Community Partner Volunteer Training Scheme (CPVTS) is offered to these partners to support their activities.

The Disaster Welfare CPVTS Grant Program Guidelines contain information to assist applicants to complete the application. It includes an overview of the CPVTS grant program, information about the application process, eligibility and assessment criteria, how the funds can and cannot be used, and reporting requirements.

It is recommended that these guidelines are read prior to completing your application for the 2024 CPVTS grant program.

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## 1.1 Overview of the 2024 CPVTS grant

### 1.1.1 Purpose of the CPVTS grant program

Community Partners of Disaster Welfare Services in NSW conduct a critical role in supporting disaster affected people in emergencies. These supports are primarily undertaken by trained volunteers working in evacuation centres offering psychological first aid, personal essential items, spiritual support and food and refreshments. Volunteers working in response to emergencies require training and administration which is not funded through the Commonwealth Disaster Recovery Funding Arrangements (DRFA). The CPVTS is an opportunity for community partners to apply for funding to support their preparedness activities and recruitment drives to improve their capability and capacity to respond.

### 1.1.2 Objectives and outcomes

The 2024 CPVTS provides funding for community partners of the Welfare Services Functional Area to undertake volunteer recruitment, training and related activities to ensure volunteers from their organisation are available and capable to support functions in evacuation centres across the state. Two streams of funding are offered to address preparedness activities and recruitment activities respectively. The objective of this scheme is to uplift the overall capacity of community partners to deliver the services as well as the specific outcomes below:

- Provision of critical training including services at an evacuation centre and psychological first aid. Training should also provide consideration of the following key subject areas:
  - Aboriginal and Torres Strait Islander cultural sensitivity,
  - Culturally and linguistically diverse communities,
  - LGBTQIA+ Community
  - People living with a disability or other chronic health condition.
- Basic administrative and personal equipment costs for volunteers (such as uniform).

- Retain and grow volunteer numbers in key areas of the state to better respond to emergencies and support a sustained presence at an evacuation centre when needed over long events.
- Administrative costs directly associated with conducting preparedness work.

The 2024 CPVTS supports activities directly in relation to preparing for response activations under the *Welfare Services Functional Area Supporting Plan*. The primary purpose of expenditure is only to support preparedness activities before working in evacuation centres. The funding does not support other functions of community partner organisations including fundraising, appeals or other operations a partner may undertake such as operating good will stores.

### 1.1.3 Target group

Community Partners are expected to build capability to respond to emergencies across NSW as requested by Disaster Welfare Services. Activities funded by the CPVTS should therefore benefit communities across NSW. It is expected that activities, particularly related to recruitment, are strategically targeted to regional areas identified by the partner as at low or critical volunteer numbers and capability.

### 1.1.4 Eligibility Criteria

The CPVTS is a targeted, closed non competitive grant program aimed to support NGO community partners listed in the *Welfare Services Functional Area Supporting Plan*. Community Partners will be invited to submit applications for the CPVTS by Disaster Welfare Services. Organisations must remain as Community Partners of the Welfare Services Functional Area for the duration of the grant.

The following are mandatory eligibility criteria to receive grant funding administered by the Department of Communities and Justice. Further information is provided in sections below:

- all applicants must have appropriate insurance (minimum of \$20 million),
- all applicants must address the NSW National Redress Scheme sanctions,
- all applicants must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the NSW Government COVID-19 website. and
- applications will not be accepted from organisations that have outstanding acquittals with DCJ.

### 1.1.5 Assessment Criteria

Invited organisations must meet the following assessment criteria to be considered for funding:

- meet the outcomes and objectives of the grant,
- Submit a proposed plan of work demonstrate value for money,
- Will the activities address identified areas requiring volunteer development,
- Does the training provided address the critical and additional requirements.

### 1.1.6 Assessment

Applications will be assessed against eligibility and assessment criteria. An Assessment Panel will assess the applications, the panel will include one independent member.

The Panel will make a recommendation to the decision-maker to approve the delegations of the State Welfare Functional Area Coordinator as final approver delegated by the CEO of Homes NSW.

The delegated decision-maker will consider the panel recommendations.

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## 1.2 Funding amounts

The CPVTS is a closed non-competitive grant program of \$480,000 that is equally split amongst the current eligible community partner organisations, totalling at 120,000 available to each organisation. Funding is split into two streams:

1. \$60,000 available to each organisation for the purposes of preparedness and training activities to be spent over 12 months and,
2. \$60,000 available for each organisation for the purpose of volunteer recruitment to be spent over 24 months.

Applicants will be asked to apply for both tranches of funding and demonstrate business plans for each expenditure. Applicants must apply for stream 1 funding however application for stream 2 funding is optional but strongly recommended to meet the outcomes and objectives of the grant program.

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## 1.3 Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application. The outline of proposed expenditure should reflect the following guidelines for each stream:

### Stream 1 - Preparedness

- **Training** - Delivery of training to current and new volunteers, revision of current programs, development of new programs, and training and re-accreditation for coordinators and team leaders.
- **Training Resources** - Purchasing system licences, establishing systems to track volunteer training, venue hire, catering, producing training materials and kits for trainers and volunteers. (Limited to \$9,000 or 15%)
- **Travel** - Attendance at District WelFAC meetings, exercises and training. (Limited to \$3,000 or 5%)
- **Administration** - Costs to manage the training and records management of volunteers. (limited to \$12,000 or 20%)
- **Maintenance Costs** – Costs associated with replacement of spent goods such as uniforms, administrative tools.

### Stream 2 - Recruitment

- **Promotional material** - Production of brochures, flyers, magnets and promotions.
- **Recruitment events** – Events undertaken to specifically recruit volunteers to assist in Disaster Welfare.
- **Administration** - Costs to manage the recruitment of volunteers. (Limited to \$12,000 or 20%)
- **New Uniform and Personal Equipment** – Necessary equipment expenses for new volunteers including uniforms, tabards, name badges etc.
- At least 50% of the amount granted from stream 2 must be expended within the first 12 months of the program

Activities and items under Stream 2 must clearly state volunteers will be joining supporting organisations of the Welfare Services Functional Area to work in evacuation centres controlled by the NSW Government.

Funded items under each stream are mutually exclusive. Items funded under one stream cannot be acquitted against expenditure for another stream.

All funded activities must directly relate to supporting the functions of Disaster Welfare and have a primary purpose to recruit and train volunteers to work in evacuation centres. Disaster Welfare recognises that some volunteers may also choose to participate in other activities within community partner organisations and items such as uniform may be used for secondary purposes.

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## 1.4 Grant fund exclusions

Organisations must use the grant funds, including any interest earned, for the purposes of the grant.

Items or activities that funding cannot be used for include, for example:

- Any activity of a commercial nature that is for profit or fundraising activities
  - Expenses incurred as a result of responding to Disaster Welfare Activations (natural or non-natural disasters)
  - Existing debt or budget deficits
  - Capital works, including building work
  - Permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
  - Business as usual costs or general operating expenses
  - Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
  - The same project twice. For example, two different organisations cannot apply for funds for the same program or activity
  - General volunteer recruitment activities not directly targeted at Disaster Welfare recruitment
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## 1.5 Application process

To apply for the CPVTS, participating organisations will be invited to submit their application through SmartyGrants. Participants will be required to submit workplans for the expenditure of stream 1 and, if they choose stream 2 of the program.

### 1.5.1 Summary of assessment process:

Applications will be reviewed by the assessment team for eligibility and compliance with guidelines and eligible criteria. They will then be subject to the assessment process which will consider the application against the aims and objectives of the grant program.

Assessment panel recommendations will be approved by the delegated decision maker

Applicants will be formally notified on whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.
- All applications for grant funding are managed using the SmartyGrants portal.

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## 1.6 NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

Visit the [website](#) for further information about the [NSW National Redress Scheme sanctions](#).

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## 1.7 Covid-19

Projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

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## 1.8 Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include but is not limited to a minimum of \$20 million Public Liability Insurance.

Applicants may be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees or sub-contractors, in relation to the performance of the services.

If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

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## 1.9 Banking details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.

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## 1.10 Successful applicants – grant funding agreement.

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and DocuSign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.



Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form.

It is the applicants' responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via DocuSign, DCJ will countersign the agreement and return to you by email.

Any **variations** to the Grant Funding Agreement, including scope, location or time frames outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing. Failure to do so may result in the withdrawal of the grant offer.

To discuss a variation, please contact the [dws@dcj.nsw.gov.au](mailto:dws@dcj.nsw.gov.au)

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## 1.11 Successful applicants' obligations and reporting

- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place.
- To discuss a variation, please contact Disaster Welfare Services at [dws@dcj.nsw.gov.au](mailto:dws@dcj.nsw.gov.au)
- All projects for stream 1 funding must be completed by 30 June 2025. Stream 2 funded activities must be complete by 30 June 2026. You are required to submit a Final Report and Financial Acquittal in SmartyGrants no later than the following December 31 for each respective stream. DCJ will send you the final acquittal form prior the required date that you will need to complete in the SmartyGrants portal.
- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed [DCJ still and moving images consent form](#).
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

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## 1.12 Timeframes

Identify relevant dates and key activities for example in the table below.

Date	Event/Action
6/5/24	Grant applications open
30/5/24	Grant applications close
June 2024	Assessment of grant applications
June 2024	Advice to all applicants
June 2024	Contract with successful applicants and project payment
June 2024	Grant program results published
1/7/24	Projects commence

30/6/25	Stream 1 Projects end
31/7/25	Stream 1 Final Report and Financial Acquittal due to DCJ
30/6/26	Stream 2 Projects end
31/7/26	Stream 2 Final Report and Financial Acquittal due to DCJ

## 1.13 Prepare to submit your application

Before you start your application, please review the following frequently asked questions.

- *Why has the application process changed this year?*

Disaster Welfare transitioned to the Department of Communities and Justice (DCJ) at the beginning of 2023. As part of this transition, previous programs such as the CPVTS are now managed directly through DCJ and must align with relevant policies, guidelines and best practice for the department. NSW Government Administration of Grants Guideline commenced in September 2023 mandating requirements for how grant programs are administered in NSW. A copy of the guideline can be found [here](#).

- *Can I apply for both streams of funding?*

Yes. Partners are encouraged to apply for both streams of funding to best meet the aims and objectives of the program. Applicants may choose to only apply for stream 1 of the funding to exclusively support preparedness activities outlined in the grant funding expenditure however will not be able to use the funding towards recruitment activities covered in stream 2. Applicants cannot apply exclusively for stream 2 funding.

- *Do I need to submit two applications to receive both streams of funding?*

No, the SmartyGrants process is a single application for both streams of funding. Two separate work plans will be required for stream 1 funding over 12 months and stream 2 funding over 24 months demonstrating activities for the relevant funding stream. Successful applicants will be required to submit independent reports on expenditure relevant to each stream.

- *Can funded activities or resources be used for services or functions outside of Disaster Welfare?*

The primary purpose of any expenditure from the CPVTS must be in preparedness support of disaster welfare activities. Disaster Welfare recognises that some community partners are also engaged by the NSW Reconstruction Authority to assist with the recovery of communities following a disaster. Training funded under the CPVTS may also inform regarding recovery activities for the NSW Reconstruction Authority in conjunction with disaster welfare training. Volunteer resources such as uniforms used for disaster welfare may also be used for recovery activities. Funded activities must not be used to simultaneously solicit donations or volunteers for other functions of community partner organisations. Activities and items under Stream 2 must clearly state volunteers will be joining supporting organisations of the Welfare Services Functional Area to work in evacuation centres controlled by the NSW Government.

- *Who should I contact if I need assistance with my application?*

All questions regarding the application process should be directed to [dws@dcj.nsw.gov.au](mailto:dws@dcj.nsw.gov.au) in the first instance. Assessment panel members are not permitted to assist in an applicant's application in any way and should not be engaged to discuss matters concerning the CPVTS until after the assessment is complete. A nominated staff member of Disaster Welfare Services separate from the assessment panel will be available to assist with any inquiries regarding the application process.

## Communities and Justice

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10 Darcy Street  
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Locked Bag 5000  
Parramatta 2124

Office hours:  
Monday to Friday  
9:00am – 5:00pm

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