

NRMA INSURANCE **GET READY** GRANTS



GET READY GRANTS **PROGRAM 2021** **GUIDELINES**

GET READY

 **SES**
NSW STATE EMERGENCY SERVICE

Principal Partner


NRMA
INSURANCE

GET READY GRANTS PROGRAM

Safer, stronger, more confident and resilient communities are created through collaborative projects. This involves communities in identifying local assets and resources to prepare for, respond to and recover from flood, storm and tsunami.

NRMA Insurance is proud to support NSW SES volunteers and their Units' community engagement work to ensure our communities are involved in partnership projects to empower and strengthen them.

The Get Ready Grants Program is proud to funding exceptional volunteers who work with their community.

Please read through this information booklet to learn more about support available for Get Ready Workshops and rules for using grant funding.

If you have any questions about the grant program or running a Get Ready Workshop feel free to contact your Zone Community Capability Officer in the first instance. Alternatively you can email projects@ses.nsw.gov.au or call Terri Langendam on 4251 6755.

FUNDING AND SUPPORT

- Funds are available in the NSW SES central bank account. Each Unit will be allocated a unique expenditure number (internal order number) to spend funds against and track their expenditure.
- Contact your Zone Community Capability Officer if you need support in confirming your budget breakdown or running the workshop/s.
- Zone Community Capability Officers will provide Units with support in developing and delivering workshop outcomes as required.
- The Project Management Office (PMO) at State Headquarters will be able to support Units in procuring goods and services, payment of invoices and reimbursing Units for expenses linked to the workshops.
Email projects@ses.nsw.gov.au

PROJECT REPORTING AND ACQUITTAL

It is a condition of the grant that recipients provide an acquittal report to projects@ses.nsw.gov.au no later than 30 September 2021 or immediately after you have completed your Get Ready Workshops and expended your grant funding. A form will be communicated to recipients in the coming months.

FUNDING CRITERIA

FUNDING AMOUNT

Each targeted Unit has been allocated a unique budget to meet their individual needs to run the Get Ready Workshops. This information will be communicated by the relevant Zone Community Capability Officer. Alternatively you can contact Terri Langendam from the Project Management Office on 4251 6755. Email projects@ses.nsw.gov.au

ITEMS THAT WON'T BE FUNDED:

- Activities taking place after 31st August 2021
- TVs and IT equipment including laptops and data projectors
- Vehicle expenses including fuel purchase
- Ordinary unit running costs, building and asset maintenance, repairs and refurbishment
- Existing NSW SES resources or resources that are not directly linked to building community capability and resilience
- Volunteer recruitment campaigns
- Fundraising, cash prizes or incentives, or sponsorship of other third party teams or events
- 'One off collateral' including marquees, banners, trailers or other merchandise materials. Contact Terri Langendam for more information on 4251 6755 or email projects@ses.nsw.gov.au.

WHAT IS SOCIALSUITE?

Socialsuite is a survey and reporting tool that is used to evaluate the impact of our engagement activities on communities. The application is cloud based allowing you to access the program from any smart device over the internet. Embedding tools to measure the effectiveness of community engagement is identified as a key action in the NSW SES 2016-2021 Strategic Plan. The Community Capability team will be providing training in the use of Socialsuite in June 2021 or before the Get Ready Workshops take place.

TERMS AND CONDITIONS

GRANTS:

- Grant funds must be used solely for the purposes set out in their Unit's expression of interest or as directed by NRMA Insurance and NSW SES Community Capability Branch
- Units may apply for outdoor equipment, tools, resources, venues, catering and facilitation to complement their Get Ready Workshop. Items will only be considered a requirement in involving the community as part of the Get Ready Workshop/s
- Neither Zone, State Headquarters or NRMA Insurance will have funds available for recurring or maintenance costs associated with items funded through the program
- We encourage you to consider how you might engage with your local NRMA Insurance office. Note, however, that the capacity of NRMA Insurance offices to be involved will vary
- When making purchases, NSW SES Units must adhere to the NSW SES procurement guidelines
- NSW SES Units should refer to the NSW SES brand and style guidelines when developing any collateral. Any newly developed materials will need content approved. Please refer any enquiries about using the NSW SES logo to Terri Langendam in the PMO via projects@ses.nsw.gov.au



We encourage you to read the Terms and Conditions provided at the back of this document.