



# Preparing Australian Communities Program - Local

## Application Writing Hints and Tips

The National Recovery and Resilience Agency (NRRRA) and the Australian Climate Service (ACS) have developed and prepared this document to provide useful hints and tips to assist you to prepare a grant application for your proposed project under the Preparing Australian Communities Program for projects of local significance (PACP Local).

This document offers general advice on eligibility and how you should address assessment criteria. It should be read in conjunction with the Grant Opportunity Guidelines (Guidelines) and FAQs for PACP Local provided at [business.gov.au/PACPL](https://business.gov.au/PACPL). This document does not revoke, replace or amend the Guidelines and does not represent advice on your eligibility for the grant under PACP Local, or whether you will be successful in the process.

The Guidelines include all the information you need to apply. The Guidelines detail all the requirements you and your project will need to meet.

Please note, the level of information you should provide in response to the assessment criteria should be commensurate to the scale and complexity of your project.

### **How to respond to Assessment Criterion 1**

You must demonstrate how your project:

- a. will support a community that is at increased risk of bushfire, tropical cyclone and/or flood due to climate change;
- b. reduces the risk or increases the long term resilience of the community against disruption/disaster arising from bushfire, tropical cyclone and/or flood; and
- c. aligns with the objectives of the National Disaster Risk Reduction Framework.

### **Assessment Criterion 1(a)**

This criterion requires you to demonstrate the community your project is supporting is, or will be, at increased risk of disruption or disaster from bushfire, tropical cyclone and/or flood due to climate change.

Risk, in the context of natural hazards, refers to the consequence of the interaction between a hazard and the characteristics that make people and places vulnerable and exposed. To better understand disaster risk and the components of risk – hazard, exposure and vulnerability – please refer to the United Nations Office for Disaster Risk Reduction [here](#).

Strong responses to the criterion may wish to consider and demonstrate the following:

- the community is currently *exposed and vulnerable* to bushfires, tropical cyclones and/or floods; and
- the community's exposure and/or vulnerability to the identified hazard/s is likely to increase due to changing behaviours of natural hazards under climate change

We note that a community's exposure or vulnerability is also likely to increase from development trends such as growing population, changing demographics or increasing demands for housing and critical services. However, for the purposes of this assessment criterion, we are interested in understanding how your exposure or vulnerability increases with respect to climate change only.





Strong responses will provide relevant information to support claims that your community is exposed and vulnerable to bushfires, tropical cyclones or floods, and that this exposure and vulnerability is increasing due to changes in climate. You may want to consider referring to multiple types of evidence (e.g. quantitative, qualitative) in your application and these should be attributed to specific sources. Refer to the *Using evidence effectively* factsheet available at [recovery.gov.au/preparing-australia-program](https://recovery.gov.au/preparing-australia-program) for additional guidance on how to use evidence in your application.

To understand whether your community's hazard profile(s), exposure or vulnerability *increases* from the effects of climate change, we encourage you to refer to the *Climate change, Natural hazards and Disaster Risk Reduction* factsheet available at [recovery.gov.au/preparing-australia-program](https://recovery.gov.au/preparing-australia-program).

### Assessment Criterion 1(b)

To demonstrate how your project will reduce the risk (exposure or vulnerability) and/or increase long-term resilience, you should cover the following components in your response:

1. **Project suitability:** how the project will achieve the proposed project outcomes
  - To prepare a strong response, you may wish to consider demonstrating:
    - has a clear and defensible approach to reducing exposure or vulnerability and/or increasing long term resilience, and
    - has significant ability to mitigate the causes of outlined exposure or vulnerability in the community, or increase resilience in the community
2. **Additionality:** how the project increases the level of risk reduction or long term resilience beyond the current business-as-usual (BAU) situation
  - To prepare a strong response, you may want to consider describing how your project creates risk reduction/resilience improvements over and above those that would have occurred had the project not gone ahead

If your project seeks to increase the resilience of a community, you may wish to demonstrate in your response that the project will contribute to building (creating momentum) towards *long-term* resilience. Long-term resilience refers to investments, interventions, or plans that are climate change compatible. You might wish to demonstrate how your project accounts for expected change and uncertainty in future climate, and the impacts on the things that the community values (e.g. essential services, heritage sites, community amenities, houses).

To learn more about what a disaster resilient community looks like, you may wish to explore ABC's [Mt Resilience app](#).

### Assessment Criterion 1(c)

Criterion 1(c) requires you to demonstrate how your project aligns with the objectives of the National Disaster Risk Reduction Framework.

The [National Disaster Risk Reduction Framework](#) was prepared by the Australian Government's National Resilience Taskforce in 2019. It guides national, whole-of-society efforts to proactively reduce disaster risk to minimise the loss and suffering caused by disasters.

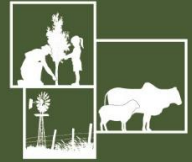




Page 8 of the Framework outlines the 2030 vision for disaster risk reduction in Australia as well as the 2030 disaster risk reduction goals. A strong response may consider outlining how your project contributes to one or more of the disaster risk reduction goals:

1. Take action to reduce existing disaster risk
2. Minimise creation of future disaster risk through decisions taken across all sectors
3. Equip decision-makers with the capabilities and information they need to reduce disaster risk and manage residual risk





## **How to respond to Assessment Criterion 2**

You must demonstrate your capacity, capability and resources to deliver your project by:

- a. proving your track record, and your project partner/s track record (if you have project partners), to successfully manage and deliver similar projects (including project budget and scale); and
- b. outlining your plan for managing the project, including implementation methodology, timeframes, risk management (including mitigation of risks associated with the current COVID-19 pandemic), and maintaining the benefits of your project beyond the program funding

### **Assessment Criterion 2(a)**

Strong responses may consider covering the following points:

- a clear and comprehensive description of your experience successfully managing projects of a similar size and scope (including project budget and scale)
- explaining how this experience is relevant to your proposed project
- why you have the ability to undertake and complete a project of this size and scope
- where you have project partner/s, providing a clear and comprehensive description of their experience successfully contributing/managing projects/activities of a similar size and scope relevant to their role in your project.

### **Assessment Criterion 2(b)**

If your application is seeking a grant amount of \$100,000 or less, you do not need to attach a project plan. You may detail your plan for managing your project in your response to the assessment criterion.

If your application is seeking a grant amount over \$100,000, you must attach a project plan to your application. There is no template or format for the project plan.

The amount of detail and supporting evidence you provide in your project plan should be relative to the project size, complexity and grant amount requested.

Whether you are responding to this criterion only in the application response or also providing a project plan, strong responses may consider covering the following points clearly and comprehensively:

- how you will manage your project
- the methodology for implementing your project
- the timeframes that will allow achievement of your project outcomes and activities
- the risks related to project implementation and how you will manage them (including mitigation of risks associated with the current COVID-19 pandemic)
- how you will maintain the benefits of the project beyond the duration of program funding.

For applications that are required to attach a project plan, to be competitive the project plan should contain the following:

- a summary of your project including key objectives and outcomes
- a background of your organisation and your key management staff





- scope of the project and overview of key project activities, including milestones
- project timeline
- a breakdown of roles and responsibilities
- a communication plan identifying key stakeholders
- a risk management framework identifying risks, impacts and mitigation strategies





### **How to respond to Assessment Criterion 3**

You must demonstrate community support and broader public benefit by identifying:

- a. Evidence of community support for your project; and
- b. The broader public benefits that your project will deliver for the region and community, including how the project supports the needs of group(s) within communities who are at greater risk (i.e., more exposed or vulnerable).

#### **Assessment Criterion 3(a)**

To demonstrate evidence of community support for your project, strong responses may consider providing a comprehensive description of:

- How the community and relevant stakeholders were engaged
- The level of support in the community
- How community support and engagement will be maintained throughout the project

Examples that may be used to demonstrate evidence of community support could include:

- Endorsement from community group(s) or local council
- Outcomes from a community survey
- Contributions to the project; and/or
- Collaboration with other organisations within your area

This evidence should be included as part of the text of your application. It must not be a separate attachment/s. Please refer to *Using evidence effectively* factsheet for additional guidance on how to use evidence in your application.

#### **Assessment Criterion 3(b)**

Disaster risk reduction and resilience initiatives can generate both direct and indirect benefits to the target community/area as well as indirect benefits to others outside of the target area or community. Strong responses to this criterion will cover the broader public benefits and this will likely include both the direct and indirect benefits from project delivery.

##### *Direct benefits*

Strong responses may consider the following:

- identifying who the direct beneficiaries are from the project in your region and community (e.g. landowners, businesses, government etc)
- comprehensively describing the public risk reduction (e.g., avoided impacts, costs, loss and harm) and/or resilience benefits (e.g., increased adaptive capacity through improved social inclusion and cohesion) this project is intended to deliver for these beneficiaries.
- identifying benefits that are measurable, whether qualitative or quantitative.
- highlight if there are any groups in the community who are at greater risk (e.g. vulnerable groups) that are direct beneficiaries of your project.





### *Indirect benefits*

Strong responses may consider comprehensively describing positive impacts on other groups in your region and community beyond the direct beneficiaries. Indirect benefits may be generated even in the absence of a disaster, and may include social, economic, environmental or built environment benefits.

#### Example social benefits:

- Improved involvement of vulnerable groups in community level activities
- New recreation areas

#### Example economic benefits

- Engagement of local businesses
- New job creation (income)
- Ongoing employment opportunities

#### Example environmental benefits:

- Landscape and nature conservation

#### Example built environment benefits:

- Multi-purpose infrastructure (e.g. bushfire refuge centre with facilities for conferences, education, community gathering outside emergency events)
- Reduced congestion (e.g. new tunnel for road or walkway that acts as flood mitigation infrastructure during flood events, but also reduces congestion)

