Moira Shire Council

Recovery and Resilience Funding Program

Sub-Grant Program Guidelines

Delivered under the Community Recovery Officer (CRO) and Hubs Program

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1. Purpose and Intent

Moira Shire Council's Recovery and Resilience Funding Program provides sub-grants to local community organisations and groups to support recovery from the January 2026 Victorian Bushfires (AGRN 1242, commencing 7 January 2026).

The program is funded through the Community Recovery Officer (CRO) and Hubs Program (Hub-related community grant funding under section 2.3 of the CRO and Hub Program Guidelines v2.1 (b)).

Council has chosen to deliver this sub-grant program to extend the reach of state and federal recovery funding directly into the community, enabling local groups — who are closest to community need — to deliver recovery and resilience activities that Council itself is not resourced or positioned to deliver.

2. Intended Benefits and Outcomes for the Victorian Community

This program is intended to:

- support community-led recovery from the January 2026 Victorian Bushfires, including community development, information sharing, capacity building and resilience initiatives;
- support impacted businesses, industries and communities within the Moira Shire to recover from the impacts of the bushfires;
- build organisational and community resilience and capability to respond to future disasters;
- support specific target groups impacted by the fire event, including First Nations communities, culturally and linguistically diverse groups, youth, and other vulnerable cohorts;
- strengthen social connection, community capacity and local recovery networks across the Shire.

3. Eligible and Ineligible Organisations and Community Groups

3.1 Eligible applicants

Applicants must be:

- an incorporated not-for-profit community organisation, club, association or group; or
- an unincorporated community group auspiced by an eligible incorporated organisation; and
- based in, or delivering the funded activity directly to, a community within the Moira Shire; and
- directly supporting recovery from the January 2026 Victorian Bushfires (AGRN 1242).

3.2 Encouragement of Aboriginal Community Organisations

Consistent with EMV's commitment to Aboriginal self-determination in recovery, Council will:

- actively promote this program to Aboriginal Community Controlled Organisations and networks operating in or servicing the Moira Shire;
- provide flexible application support (including verbal/assisted applications) to reduce barriers to access; and
- give due regard to applications that embed culturally safe, self-determined recovery practices when assessing funding.

3.3 Ineligible applicants

- individuals applying in a personal capacity (not on behalf of an organisation or group);
- for-profit businesses;
- organisations with overdue reporting or acquittal obligations to Council, the Victorian Government or the Australian Government under any other grant.

4. Eligible and Ineligible Activities

4.1 Eligible activities

Activities directly related to recovery from the January 2026 Victorian Bushfires, including:

- community development, information sharing, capacity building and resilience initiatives;
- community events and activities that rebuild social connection and community capital;
- trauma-informed and culturally safe recovery support activities;
- initiatives supporting specific impacted target groups (First Nations, CALD, youth, etc.);
- minor equipment hire, venue hire, catering, facilitation, promotional material and training directly tied to an eligible recovery activity.

4.2 Ineligible activities

Consistent with the CRO and Hub Program Guidelines, funding must not be used for:

- routine or ongoing maintenance activities, or cosmetic works;
- repair of facilities/assets where the damage should be covered by insurance;
- costs not directly related to the January 2026 Victorian Bushfires event (AGRN 1242);
- costs already claimable or claimed under any other State or Commonwealth funding package (including the DRFA Category A/B arrangements);
- passing funding on again as a further sponsorship or donation;
- political or fundraising activities;
- purchase of alcohol, gifts, prizes, rewards or incentives;
- purchase of assets, land, buildings or existing infrastructure (except in exceptional circumstances with prior EMV/NEMA approval, which does not extend to sub-grant recipients);
- activities outside the funding period (see Section 5);
- activities that would breach any Federal, State or Local law or health direction.

5. Maximum Allowable Time Limit

All sub-granted funding must be acquitted within 60 days of funded activity and all fully expended activities completed by 30 June 2028, consistent with the Allowable Time Limit set under the CRO and Hub Program Guidelines. Applications proposing activities that cannot be completed by this date will not be eligible.

6. Maximum Grant Value

The funding available per application is set at a maximum of $10,000.00. Council reserves the right to fund an application in part.

7. Funding Agreement Requirements

All successful applicants must enter into Council's Recovery and Resilience Funding Agreement prior to release of funds. Consistent with the Protocols, each agreement must specify:

- the activity/activities to be delivered;
- the amount of funding awarded (GST exclusive);
- mandatory reporting obligations (see Section 8);
- a budget forecast for the funded activity;
- the 30 June 2028 completion deadline;
- all other terms and conditions set out in Council's Recovery and Resilience Funding Agreement template.

8. Frequency of Progress and Financial Reporting

To enable Council to meet its own quarterly reporting obligations to EMV/DJCS under the Victorian Common Funding Agreement, sub-grant recipients must report as follows:

Report	Period	Due to Council
Quarterly Financial Report	Q1: 1 Jul–30 Sep	16 October
	Q2: 1 Oct–31 Dec	16 January
	Q3: 1 Jan–31 Mar	15 April
	Q4: 1 Apr–30 Jun	16 July
Six-monthly Progress Report	1 Jul–31 Dec	16 January
	1 Jan–30 Jun	16 July
Final Report and Financial Acquittal	On completion of activity	Within 60 days of activity completion (or earlier if required to meet Council's own upstream deadlines)

Evidence required: quarterly financial acquittal; invoices, purchase orders, receipts and transaction listings; activity progress updates; and, for the Final Report, a financial acquittal of the total funds awarded, photographs, and any promotional/media material — consistent with Council's Financial Acquittal & Activity Evaluation Report template.

9. Program Evaluation

Sub-grant recipients may be required to participate in an evaluation of the Recovery and Resilience Funding Program, to feed into any evaluation of the CRO and Hubs Program initiated by the State Government (covering program design, implementation, reach, outcomes and lessons learned).

10. Acknowledgement and Publicity Requirements

Successful applicants must:

- acknowledge the joint support of the Australian Government, Victorian Government and Moira Shire Council in all promotional and printed material, using the Moira Shire Council logo and, where directed, Victorian/Australian Government branding;
- keep any announcement of successful funding confidential until a public announcement has been made by Council or the relevant Minister;
- seek Council approval of all print/promotional material prior to publication.

Council will notify EMV of all successful sub-grant recipients, funding amounts and activities to be delivered, as EMV may be required to report this information to the Minister, NEMA or the Commonwealth. Successful and unsuccessful applicants must not contact the State or Commonwealth Government directly regarding this program — all enquiries must go through Council.

11. Council Contacts

Recovery and Resilience Team

Moira Shire Council

Email: info@moira.vic.gov.au

Post: PO Box 578, Cobram VIC 3643

12. Assessment and Approval

Applications will be assessed by Council against these guidelines. Consistent with the Protocols, EMV does not review or approve individual sub-grant recipients; however, Council remains responsible for ensuring every successful application meets DRFA eligibility requirements for delivery, expenditure and timelines.

13. Records Retention

Successful applicants must retain all financial records and supporting evidence for at least seven (7) years, and make these available to Council, the Victorian Government and/or the Australian Government on request for audit purposes. Penalties apply for false or misleading information.