

# Community Recovery Hub Program – Community Recovery Grant Program Guidance

## Background

As part of the Victorian Government's Beginning Victoria's Flood Recovery initiative, \$16.06 million has been allocated to deliver the Community Recovery Hubs Program (the Hub program).

The Hub program is jointly funded by the Commonwealth and Victorian Governments. This is under the Disaster Recovery Funding Arrangements (DRFA) in relation to the Victorian Floods (commencing 6 in October 2022) (AGRN) 1037.

The Hub program is commissioned by Emergency Recovery Victoria (ERV) and administered by Local Government Authorities in impacted Local Government Areas (LGAs).

## Guidance purpose

This document has been prepared to support a consistent design, implementation, delivery and acquittal of community recovery grant programs funded under the Hub program.

This document must be used in conjunction with the Hub program guidelines to ensure that the community recovery grant programs are delivered in alignment with Hub program intent and to ensure DRFA cost-sharing eligibility.

This document provides clear guidance on the mandatory requirements that Hub program funding recipients must incorporate into the design and implementation of a community recovery grant program, this includes:

1. Eligible activities and costs in line with Hub program guidelines
2. Program guidelines development and endorsement
3. Hub program reporting and acquittal process, including delivery timelines

## 1. Eligible activities and costs

A community recovery grant program must be clearly aligned with at least one of the five Eligible activities listed in the *Community Recovery Hub Program Guidelines* (Guidelines).

Ineligible activities outlined in the Guidelines are also ineligible for the community recovery grant programs and cannot be supported.

Hub program funding recipients must include the entire ineligible list in the community recovery grant programs guidelines. Ineligible activities will not be funded by the Community Recovery Hubs Program.

The Hub Guidelines note that “ERV will consider other costs on a case-by-case basis”. This is not applicable to the community recovery grant program.

## 2. Program guidelines development and endorsement

Funding recipients approved to deliver a community recovery grant program under the Hub program, are required to develop program guidelines which must be reviewed and endorsed by ERV prior to the implementation of any program. This process ensures that the proposed community recovery grant program aligns with the requirements under DRFA cost-sharing arrangement.

Once guidelines are endorsed, ERV is not required to be part of a community recovery grant program processes, including assessment of applications.

Hub funding recipients approved to deliver a community recovery grants program can submit their program guidelines to [grants@erv.vic.gov.au](mailto:grants@erv.vic.gov.au).

**Community recovery grant program guidelines, funded under the Hub program, must outline the following:**

1. About the program
  - a. Program objectives that align with the Community Recovery Hub programs intent
  - b. Funding availability
  - c. How to apply (as applicable)
2. Eligibility Overview
  - a. Applicant eligibility – who is/is not eligible for a grant?
    - i. Eligible organisations
    - ii. Ineligible organisations
  - b. Project eligibility criteria
    - i. Eligible activities and costs – what funding can be used for
    - ii. Ineligible activities and costs.
3. Funding allocation and assessment process
  - a. Merit-based assessment criteria
4. Timeline for delivery
5. Conditions of funding:
  - a. Contractual agreements
  - b. Payment of funds and reporting requirements
  - c. Funding acknowledgement as per Community Recovery Hub program
  - d. Insurance requirements

## 3. Hub Program Reporting and Acquittal

To align with the DRFA timelines for the Hubs program, all activities funded and funding expenditure, under the Hub program must be completed by 30 June 2025.

To ensure Hub Funding recipients can acquit their Hub program funding in line with the DRFA timelines, ERV recommends the completion of any community recovery grant programs at least two (2) months prior to the Hubs program completion date (30 June 2025). This will ensure all required documents can be submitted to ERV in a timely manner in line with the required final report and financial acquittal dates set out in the Victorian Common Funding Agreement (VCFA).

Given the DRFA timelines, the following timeline conditions apply to any Community recovery grant programs funded under the Hub program:

All activities funded through a community recovery grant program, including expenditure, must occur by **30 April 2025**.

Evidence of expenditure and activity from the community recovery grant programs will be required as part of the Hub funding recipients in-line with DRFA acquittal and audit standards.

All documentation requirements which are stated in the Guidelines need to be met and provided when requested from the State and Commonwealth auditors to ensure maximum cost sharing between the State and Commonwealth governments.

### 3.1 Disaster Recovery Funding Arrangements Checklist

Below is a checklist to help ensure appropriate documentation is kept helping make acquittal and audit easier.

#### **Annual Acquittal Guidance for funding recipients**

- the expenditure report that clearly identifies the financial year the expenditure was incurred, and
- the General Ledger transaction report for the expenditure which is claiming- this report
- must show which financial year the expenditure was incurred and include the posting date of the expenditure in the general ledger

#### **Examples of such evidence include but are not limited to:**

- invoices
- purchase orders
- internal journals and contracts
- funding/Service agreements with external providers that identify the additional services/grants,
- minutes of meetings, any emails, letters or reports developed on the initiatives, or details/dates of sessions undertaken and/or,