



2022-2023

SES SUPPORT GRANT

Application Form

OFFICE USE ONLY

Date Application Received

Application Number

Eligibility Assessment

 Pass Ineligible

RM Priority

Applications must be lodged electronically by 30 November 2021.

Before completing this application form, refer to the **Funding Guidelines** available from the [QFES SES Website](#) or contact: QFES Grants (QFES.Grants@qfes.qld.gov.au) for a copy.

APPLICANT INFORMATION

1. Complete **one** application per grant sought. ***Do not*** apply for multiple grants on the same application, submit on separate application forms.
2. Prioritise your applications from 1 onwards (1,2,3,... with 1 being the highest priority) if you are submitting more than one application.
3. Consult your respective *Local Controller* when developing your application.
4. Answer each question in the space provided. Write "NA" if a question does not apply.
5. Stipulate all prices as GST exclusive.
6. Provide any further details you feel are applicable on a separate sheet. Reference and attach any further details with the application form.
7. QFES Grants will issue Applicants with a number for each application. Once issued please refer to this application number in all correspondence/queries throughout process and project.

For further information contact QFES Grants: T: 3635 3854 / E: QFES.Grants@qfes.qld.gov.au

**Please submit form in either Microsoft Word or editable PDF format*



Section 1 Applicant Details**MUST complete every field in Section 1 & 2*

Name of Local Government

ABN

Street Address

Postal Address

1st Contact officer

Position

Phone

Mobile

1st Contact email2nd Contact officer

Generic email

NOTE: Please supply both contact officers and council generic email addresses

Previous SES Support Grant application?

Application acquitted?

Section 2 Project Details

Category

 Accommodation Vehicle

Project Priority (highest = 1)

SES Group/Unit

Project title

*Executive Summary: >What is the background behind the project?**> Are there any specific events/issues; and what will the funding be used for? (200 words maximum)*

Section 3 Funding Details

Provide all funding details for the project. All costs are to be **GST exclusive**.

For more information relating to funding, refer to the Project Requirements section of the [Funding Guidelines](#).

<i>Funding Sources</i>	Accommodation \$ (GST Excl.)	Vehicle \$ (GST Excl.)
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SES Support Grant funding being requested

Local Government contribution (i.e., loans, revenue, contribution)

*** If no contribution: MUST submit letter**
(refer page 13 Funding Guidelines)

Other State contributions

Provide details below **(1)**

Other contributions e.g. insurance payout

Provide details below **(2)**

Vehicle trade-in / auction estimate price

(attach copy eg. red book online, dealer etc) Provide further details below **(3)**

TOTAL PROJECT COST (GST Exclusive)

Details **(1)** Other State cont.

Details **(2)** Other cont.

Details **(3)** Trade in

Who will manage and pay for the ongoing operational and maintenance support costs of the project? (100 words maximum):

Funding from other Organisation/Program?

Aside from the Funding Details table above, has any financial support for the project been applied for or received from any other Organisation or Government Program? (If **yes**, complete below table)

Yes No

<i>Program/Organisation name</i>	<i>Amount</i>	<i>Conditions</i>
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Section 4A Facility Details

Complete this section for **Accommodation Grants only**.

Any attachment/s supporting your application should be referenced below and attached with this application. Supporting documentation can include approved building plans, quotes and/or drawings of the proposed accommodation, project timetables including the proposed completion date, copies of valuation certificates etc.

General

What is the project trying to achieve and what are the benefits of the project? Take into consideration the facilities use, current condition, access to other facilities and any other information to support the funding being sought. If the facility will be shared with other non-SES activities, provide details of the percentage of use (200 words maximum).

Building fit-outs

If completing a building fit-out, you must list the items to be purchased and their costs **below**.

**If not sufficient space please attach an additional list*

- Attach photographs, plans and quotes to the application where applicable.

<i>Item</i>	<i>Quantity</i>	<i>Cost (Excl. GST)</i>

Section 5 Activity Details

It is recommended that this Section is completed by the relevant *Local Controller*

History

Has the SES Group/Unit been involved in an emergency or disaster activity in the last 2 years?

Yes No

If **yes**, what was the emergency/disaster and how was the Group involved? (100 words maximum)

What type of emergencies and/or natural disasters is the Area susceptible to? How often do the emergencies/disasters occur and what is the impact on the community (e.g. loss of life, property damage etc.)? (100 words maximum):

Current Activity

Note: Information provided in this section will be verified by Queensland Fire and Emergency Services

How many active members does the SES Group/Unit currently have?

What is the current frequency of training/meetings?

What type of training has been planned for the next 6-12 months?

How is this training relevant to your SES Group/Unit?

Section 6 Terms and Conditions

If a funding application is successful, your organisation agrees to the following SES Support Grant terms and conditions:

1. QFES will provide a funding agreement to the applicant upon formal notification of funding approval. The Applicant will sign the Funding Agreement provided and will be bound by the terms and conditions outlined herein and in the Funding Guidelines.
2. The grant will be used solely for the purpose it was given and the project will commence within three (3) months of notification of approval of the project.
3. Where the grant will extend over 12 months from the time of approval notification, a written request for an extension will be sought and agreed in writing (refer *Funding Guidelines*, subsection *Variations*).
4. Should Queensland Fire and Emergency Services (QFES) not receive the variation request by 30 April 2023 or a Completion Certificate and supporting documentation by 30 June 2023, the funding for the project will be forfeited.
5. If an extension is requested and approved, the applicant must adhere to the most recent approved *Funding Guidelines* current at the time of finalising the grant.
6. Should the applicant undertake the project contrary to what is agreed upon under the program, QFES will cancel approval for funding and any associated funds.
7. The receipt and expenditure of the grant will be identified separately within the applicants accounting records so that at all times the grant is identifiable and ascertainable.
8. The project, or any component of the project forming part of the application, will not be started before QFES provides a formal notification of grant approval. If, for any reason, the project is to be started before the notification, an officer from the organisation will contact QFES before the project starts. The organisation must receive written approval from QFES before proceeding (refer *Funding Guidelines* Section *Project Requirements*).
9. It is the responsibility of the organisation to ensure adequate insurance cover for the project, excluding the Comprehensive and Compulsory Third Party (CTP) Insurances for dedicated SES vehicles, which is covered by QFES.
10. The organisation will acknowledge the contribution of QFES (refer *Funding Guidelines*, subsection, *Funding Acknowledgement*).
11. All invoices and/or relevant documentation will be submitted in support of the claim for payment of the grant (refer *Funding Guidelines*, subsection *Payment of Funds*).
12. Any special conditions that are attached to the grant will be met.
13. All relevant records of the grant will be kept for a period of seven (7) years and will be made available for audit at any time.
14. Goods and Services Tax (refer *Funding Guidelines*, subsection *Application of GST*). GST will be payable on the grant.
15. Failure to accord with these terms and conditions, *Funding Guidelines* or to comply with the purpose of funding could result in the termination or reimbursement of grant (refer *Funding Guidelines*).

Section 7 Applicant Declaration

- ✓ I have read and agree to the terms and conditions set out in this Application Form and in the [Funding Guidelines](#) and agree that by signing this document that I will adhere to these terms and conditions. I declare that all information given in this application, including any attachments, is true and correct, and give permission to QFES to contact any persons or organisations in the processing of this application.
- ✓ I authorise Queensland Fire and Emergency Services to release information in this application (excluding personal information) for non-commercial public information purposes.
- ✓ I have the duly delegated authority to submit this application on behalf of the Chief Executive Officer and Chief Financial Officer.

Declaration Officer

Title	First Name	Last Name
Ph	Mobile	Email
Position		

By checking this box I hereby agree to the above declaration

APPLICATION CHECKLIST

Prior to submitting your application, please ensure you have completed the following checks:

- I have thoroughly **read** the [Funding Guidelines](#) and understand the application requirements.
- I have completed all required fields.
- The project is not yet started. (*page 10 Funding Guidelines ‘...grants will not be provided retrospectively...’*)
- The funding amounts are correct, eligible and **GST exclusive**.
- I have considered whether I need to attach a Special Consideration or Special Funding Arrangement letter (*page 13 Funding Guidelines*)
- The Application is supported by the Chief Executive Officer (CEO) or Chief Financial Officer (CFO), or duly authorised delegate.
- The Applicant Declaration is complete.
- The Application is being lodged in Microsoft Word or Editable PDF format
**email to QFES.Grants@qfes.qld.gov.au by 30 November 2021*
- Supporting documentation (quotes, plans etc) have been clearly identified and attached to the submission.
- The application was developed *in consultation* with the respective *Local Controller*.
(*Local Controller to complete below*)

Local Controller

Name

Phone

Supported

Yes No

Date

Email

Comments: