

SES SUPPORT GRANT: Application form 2025-26

SES GRANTS USE ONLY			
Local government name			
Date received		Eligibility assessment	Yes No
Application number		RD priority	

Applications must be lodged via email by 28 November 2024

Before completing this application form, read the **SES Support Grant 2025-26 Funding Guidelines (funding guidelines)** available at ses.qld.gov.au/support-grant.

If you have any questions, contact us at grants@ses.qld.gov.au.

Applicant instructions

- Complete one application per grant.
- Submit each grant application on separate application forms. Don't apply for multiple grants on the same application form.
- If you're submitting more than one application, prioritise applications in order of importance with 1 being the highest priority. There's a space in section 2 for this.
- Consult your SES local controller when preparing your application.
- Answer each question in the space provided.
- Write N/A if a question doesn't apply.
- Write all prices and quotes as GST exclusive.
- Provide any further details as a separate attachment. Remember, the more information you provide, the easier it is for the State Assessment Committee to assess your application.
- List all attachments in the supporting documents table in section 7.
- Applicants will be issued with an ID number for each application. Once you get an application ID number please use it in all communication throughout the grant application process and, if successful, during the project.
- Please complete and submit this form in editable PDF format.

Section 1 – Applicant details

Name of local government	
ABN	
Street address	
Postal address	
Contact officer name	
Position	
Contact number	
Email	
Generic email	
Generic phone number	

List all supporting documents for your application in section 7. Examples of supporting documents include:

- photographs
- approved building plans
- quotes
- drawings of the proposed facility
- project timetables including proposed completion date
- copies of valuation certificates.

Refer to the funding guidelines to determine the supporting documents required for your project.

1.2 Previous applications

List open applications and projects from previous funding rounds in the table, if any.

Funding round <i>(e.g. 2024-25)</i>	Application number <i>(e.g.242501)</i>	Project type <i>(e.g. facility or vehicle)</i>

Section 2 – Project overview

Category	Facility	Vehicle	
Are there any special considerations for this application? <i>If yes, include a letter detailing the request in your supporting documentation.</i>		Yes	No
Project priority: <i>for example: priority 2 of 3, where the highest priority is 1.</i>			
Group or unit			
Project title			

Section 3 – Facility details

Complete this section for facility projects only.

3.1 Project summary

Provide a project summary that addresses the below points.

- What is the project? Tell us what you will achieve with the funds.
- How will the project support SES members respond to emergencies and natural disasters?
- How was the need for this project identified? Include details such as relevant background information, demographics, socioeconomics and area covered.
- What are the types, frequencies and impacts of natural disasters and emergencies experienced in the area?
- Explain exactly what the funding be used for.

Turn the page over for a space to provide your response.

3.2 Shared facilities

If the proposed facility project is at a shared facility, enter the details in the table/s below.

Name of Organisation 1	
Contact name	
Contact's position	
Endorsement provided <i>For example: they may be in support or the support may be conditional.</i>	



Name of Organisation 2	
Contact name	
Contact's position	
Endorsement provided <i>For example: they may be in support or the support may be conditional.</i>	

Name of Organisation 3	
Contact name	
Contact's position	
Endorsement provided <i>For example: they may be in support or the support may be conditional.</i>	

Section 4 – Vehicle details

Complete this section for vehicle projects only.

4.1 Project summary

Provide a project summary that addresses the below points.

- Provide details of the proposed vehicle for purchase. Include make, model and year of manufacture and all accessories.
- How will the purchase of this vehicle support SES members to respond to emergencies and natural disasters?
- How was the need for this project identified? Include details such as relevant background information, demographics, socioeconomics and area covered.
- What are the types, frequencies and impacts of natural disasters and emergencies experienced in the area?

Turn the page over for a space to provide your response.

4.2 Vehicle to be replaced

If you are replacing a vehicle, complete the table below.

You'll need to include an online dealer valuation or estimate in your application. Attach it to the email when you apply and list it in the supporting documentation table in section 7.

Make		Model	
Year of manufacture		Odometer reading	
Estimated Trade in Value			



Section 7 – Supporting documentation

List all the documents that support this application in the table below. This may include quotes, letters of support and vehicle valuation. Check you've attached all listed documents to the email before you send your application.

Document/File Name	Purpose/ Document Type	SES Grants Use Only: document received?

Section 8 – Finalising the application

Before submitting your application, complete the following checks:

- ✓ I have thoroughly read the funding guidelines and understand the application requirements.
- ✓ I have completed all required fields in this form.
- ✓ The project is not yet started. See page 8 of the funding guidelines under 'Who can apply?'
- ✓ I have checked the funding amounts are correct, eligible for the grant and GST exclusive.
- ✓ I have considered whether I need to attach a letter for special consideration. See page 8 of the funding guidelines under 'Funding for special projects'.
- ✓ The application was developed in consultation with the respective SES local controller.
- ✓ The local controller has given their endorsement by completing the table at section .1.
- ✓ The application is supported by the Chief Executive Officer (CEO), Chief Financial Officer (CFO) or duly authorised delegate.
- ✓ I have completed the applicant declaration at section 9 of this form.
- ✓ The application is in editable PDF format.
- ✓ Supporting documentation files, including quotes and plans, have been clearly named, listed in the supporting documentation table at section 7 and attached to the submission.
- ✓ I will submit the application via email to grants@ses.qld.gov.au by 28 November 2024.

8.1 Local controller endorsement

Name		Date	
Do you support this application?	Yes	No	
Email		Phone	

Comments:

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Section 9 – Terms and Conditions

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

1. State Emergency Service (SES) 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 from 1 July 2025 and be completed by 30 June 2026.
3. If the grant project will extend over 12 months from the agreement start date, a written request for an extension will be sought and agreed in writing. See page 13 of the funding guidelines under 'Payment of grant funds'.
4. Should SES not receive the variation request by 30 April 2026 or Acquittal report and supporting documentation by 30 June 2026, the funding for the project may 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 project.
6. Should the applicant undertake the project contrary to what is agreed upon under the program, SES 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 the grant is always identifiable and ascertainable.
8. The project, or any component of the project forming part of the application, will not be started before SES 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 the SES Grants team before the project starts. The organisation must receive written approval from SES before proceeding. See page 5 of the funding guidelines under 'What's the timeframe?'
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 SES.
10. The organisation will acknowledge the contribution of SES. See page 15 of the funding guidelines under 'Funding acknowledgement'.
11. All invoices and/or relevant documentation will be submitted in support of the claim for payment of the grant. See page 13 of the funding guidelines under 'Project acquittal'.

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 7 years and will be made available for audit at any time.
14. The grant payment to council excludes GST. See page 15 of the funding guidelines under 'Goods and Services Tax (GST)'.
15. Failure to accord with these terms and conditions or the funding guidelines, or failure to comply with the purpose of funding could result in the termination or reimbursement of grant.

Section 10 – Application Declaration

- ✓ I have read and agree to the terms and conditions set out in this application form and the requirements outlined in the funding guidelines.
- ✓ I agree that by signing this document I will adhere to these terms and conditions.
- ✓ I declare that all information given in this application, including any attachments, is true and correct.
- ✓ I give permission for SES to contact any people or organisations necessary to process this application.
- ✓ I authorise SES to release information in this application, excluding personal information, for non-commercial public information purposes.
- ✓ I have the delegated authority to submit this application on behalf of the Chief Executive Officer and Chief Financial Officer.

By checking this box, I hereby agree to the above declaration.

Declaration officer	
Name	
Position	
Email	
Phone	