

# SES Support Grant 2025-26

## Funding Guidelines



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# Introduction

This guide helps local governments apply for SES Support Grants. It explains:

- what the support grants are
- what they can be used for
- how to apply
- when the application must be submitted
- what applicants can expect.

## What are SES Support Grants?

The SES Support Grant is a Queensland Government grant program administered by the Queensland State Emergency Service (SES). The program offers financial support for local governments to dedicate resources to SES groups. This helps SES to effectively respond to emergencies in their communities.

Local governments can apply for grants for SES groups or units in their area of up to:

- \$150,000 for facilities
- \$75,000 for vehicles.

## Aim

The aim of the SES Support Grant program is to support the partnership between local governments and SES to enable an effective local response to disasters and emergencies.

## Objectives

The program objectives are:

- encouraging local governments to work collaboratively with the Queensland Government to support the SES to effectively and efficiently respond to disasters and emergencies
- assisting in the provision of facilities for training, operations and safe storage of SES equipment
- encouraging local governments to contribute additional resources for disaster and emergency management in support of SES
- encouraging the development of the local SES with the skills and resources needed to carry out their approved activities
- helping ensure SES resources are allocated where they're needed to meet local needs.

## How do they work?

Local governments can apply for grants for eligible projects. The SES Support Grant program has one annual round.

In the 2025-26 funding round, the Queensland Government will pay for 100% of the approved project up to \$150,000 for facilities and \$75,000 for vehicles. There is no co-contribution needed from the local government in this round.

Local governments are responsible for ensuring adequate insurance cover for the project. This doesn't include Comprehensive and Compulsory Third Party Insurances for dedicated SES vehicles, which are covered by SES.

## What can the funds be used for?

Local governments can apply for funds under the SES Support Grant program to:

- provide suitable facilities for local SES groups and units
- acquire suitable new and second-hand vehicles for local SES units and groups.

In some cases, funding may be approved for projects that don't fit these categories.

## What's the time frame?

Applications open in early October each year and close in late November. Successful projects are announced by April the following year. Projects can start from 1 July 2025 after funding is confirmed and must be completed within a year.

Projects must not start before the funding outcome is announced. If a project is going to start before a formal announcement of funding, written approval from SES is required.

See the [key dates and timeline](#) for the 2025-26 round for details.

## How do I apply?

Download this year's application form from [ses.qld.gov.au/support-grant](https://ses.qld.gov.au/support-grant). Complete the form correctly and send it to [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au).

Read these funding guidelines thoroughly before applying. This document is updated every year.

## What happens after that?

The State Assessment Committee (SAC) assesses and prioritises applications from across the state. Regional directors provide input as part of the process. The SAC makes a recommendation to the Chief Officer of SES (the Chief Officer) for endorsement.

All applicants are advised of the outcome of their application in writing.

# Before you apply

## Facilities projects

### What is and isn't included

Local governments can apply for funding to help provide essential operational and training facilities for SES groups or units.

Grant funds **can** be used for:

- ✓ purchasing land or a facility
- ✓ construction of a new facility
- ✓ modification, renovation or extension of an existing facility.

Grant funds **can't** be used for:

- ✗ preliminary analysis or review work including:
  - ✗ concept plans
  - ✗ designs
  - ✗ surveyance
  - ✗ assessments.

Facilities for SES must have space for:

- training
- administration
- an operations centre
- suitable amenities
- secure storage for resources and equipment.

### What to do before applying

- Seek professional advice on the project's:
  - design
  - cost
  - construction
  - site requirements.
- Make sure the project can start from 1 July 2025 and be completed in 12 months.
- Secure other financial contributions for the project, if needed.
- Make sure there's appropriate insurance cover in place.
- Comply with all applicable laws and regulations.

## Vehicles projects

### What is and isn't included

Local governments can apply for funding to purchase suitable vehicles for local SES groups and units.

Grant funds **can** be used for:

- ✓ purchasing a suitable new or second-hand vehicle
- ✓ transferring ownership of a suitable vehicle from the local government fleet.

Grant funds **can't** be used for:

- ✗ leased vehicles.

Vehicles purchased for SES must:

- be a 4WD
- be suitable for SES activities
- be allocated to the local SES group or unit as an official SES vehicle
- be used for SES activities only
- have any additional features needed for local conditions, such as off-road and cross-country capabilities
- have sufficient towing and load capacity to safely and legally tow the trailers and vessels in the SES group's or unit's fleet.

The tables below show the weights of the standard vessels and trailers in SES fleets to give an indication of the towing capacity SES vehicles need.

### Trailers

Vessel type	TARE (kg)	GVM (kg)	Lifespan (years)
Britton Horizon 470	295	1480	10
Swift 470	425	1400	15
Swift 530	550	2000	15
Swift 590	575	2000	15
Yamba ProPunt (590)	650	2124	15

### Vessels

Trailer type	TARE (kg)	GVM (kg)	Lifespan (years)
Partially Enclosed Pantech - Singel Axle	880	1900	15
Fully Enclosed Pantech - Single Axle	960	1900	15
Fully Enclosed Pantech - Dual Axle	1080	1995	15
Canvas Canopy - Single Axle	540	1500	15
Canvas Canopy - Dual Axle	600	1995	15

### What to do before applying

- Consult with the local controller on suitable vehicles that meet legal requirements and the needs of the group.
- Get a quote for the cost of the new vehicle, as per the [quote guidelines](#).
- Get an accurate estimate of funding that would come from a traded vehicle, if applicable.
- Make sure the purchase can be completed within 12 months from 1 July 2025.
- Secure other financial contributions to the project, if needed.
- Comply with all applicable laws and regulations.

## Funding for special projects

Funding may be approved for projects that don't fit within these two categories. The local government must request consideration for special projects in writing when applying.

These are considered on a case-by-case basis. Factors for decision-making include local government income and the expected benefit for the community.

## Who can apply?

All local governments in Queensland with SES groups or units in their area are eligible to apply for the SES Support Grant.

## Can local governments apply for funding for a project that's already started?

The project won't be eligible for funding if it's already started or completed before formal notification of grant approval.

## Can local governments apply for funding for an inactive SES group?

Local governments can apply for a grant for an inactive group if it'll be re-established within 12 months of submitting the application. The SES regional director for that group needs to give written approval as part of the application.

## Are there application limits?

Local governments can submit as many applications as they want for each annual round. Applicants should rank these projects in order of importance in the relevant section of the application form.

Local governments can also submit applications for SES groups or units with an SES Support Grant funded project in progress from the previous year.

## Consult with stakeholders

Before applying, stakeholder consultation should include:

- Developing the application in consultation with the local controller of the unit to make sure the proposed project meets their needs. The local controller needs to provide their endorsement in the application form.
- Discussing the proposed project with the local SES regional director to find out if there are opportunities for efficiency across the region, like savings from combined buying power.
- Endorsement from the Chief Executive Officer, Chief Financial Officer, or authorised delegate.
- If applying for a grant for a facility, talking to:
  - any other groups or parties that use the facility
  - the landowner, if the land isn't owned by local government.



# What are the key dates for this round?

**Applications open:** 8 October 2024

**Applications close:** 28 November 2024

**Grant outcomes announced:** From April 2025

## Timeline

Severe weather events and state emergencies are always the priority for SES, which could affect the below indicative timeline.

October 2024	<b>Applications open for SES Support Grant</b> <ul style="list-style-type: none"><li>Local governments in Queensland receive an email invitation to apply.</li><li>Launch of 2025-26 round announced on <a href="https://ses.qld.gov.au/support-grant">ses.qld.gov.au/support-grant</a></li></ul>
November 2024	<b>Applications close</b> <ul style="list-style-type: none"><li>Local governments submit applications to SES Grants.</li><li>SES Grants will send an email acknowledgement of applications.</li></ul>
December 2024	<b>First review</b> <ul style="list-style-type: none"><li>SES Grants team reviews applications and asks applicants for more information if needed.</li><li>Regional directors' opportunity to comment on applications in their region.</li></ul>
January – March 2025	<b>Applications assessed and prioritised</b> <ul style="list-style-type: none"><li>State Assessment Committee appraises and prioritises applications.</li></ul>
From April 2025	<b>Grant outcome announced</b> <ul style="list-style-type: none"><li>Minister announces grant outcomes.</li><li>Applicants notified in writing whether their application is successful or unsuccessful.</li></ul>
July 2025 – June 2026	<b>Project commences</b> <ul style="list-style-type: none"><li>Successful applicants have up to 12 months to complete the project.</li></ul>
April 2026	<b>Last chance for variations</b> <ul style="list-style-type: none"><li>Requests for variation due to SES Grants by <b>30 April 2026</b>.</li></ul>
June 2026	<b>Project complete and grant payment</b> <ul style="list-style-type: none"><li>Send all acquittal documents to SES Grants by <b>30 June 2026</b>.</li><li>Grants are paid when:<ul style="list-style-type: none"><li>all project works are complete, and</li><li>SES Grants have received and approved the acquittal form and supporting documents.</li></ul></li></ul>

# How to apply

## Prepare your documentation

### Quote requirements for all projects

- Quotes must be valid for at least 60-90 days from the application submission due date.
- All quotes must be written quotes issued by the potential supplier
- Under Queensland Police Service (QPS) procurement rules, the minimum quote requirement thresholds are:
  - 1 written quote for a value of up to \$50,000 excluding GST
  - 3 written quotes for a value of between \$50,001 and \$250,000 excluding GST
  - If the value is over \$250,000, contact SES Grants to put you in touch with QPS procurement services.

### Additional documentation for facilities

Documentation to support applications for facilities projects must include any of the following that apply:

- A letter of support from the landowner, unless local government owns the land.
- A letter of support from all occupants, unless SES is the only occupant.
- If the land or facilities are privately owned, evidence of a minimum 3-year tenure along with a letter of support from the landlord.
- If the project is partly funded by an SES support entity, such as a support group or social club, documentation must include an SES Support Entity Endorsement form. The form is available at [ses.qld.gov.au/support-grant](http://ses.qld.gov.au/support-grant).

### Additional documentation for vehicles

Documentation to support applications for vehicle purchase projects must include:

- Evidence of trade-in or auction valuation of a vehicle if it will be traded or auctioned to contribute to the cost of the new vehicle.

## Fill out the application form

### Do

- ✓ Make sure to download the current round application form at [ses.qld.gov.au/support-grant](http://ses.qld.gov.au/support-grant).
- ✓ Make sure all prices quoted on the application form **exclude GST**.
- ✓ Attach copies of the quotes.
- ✓ Read and understand the terms and conditions in the application form.
- ✓ List all supporting documents for the application in the supporting documentation table, including quotes and plans.
- ✓ If the total project cost is more than the funding amount available, include details of how local government will cover the remaining amount.
- ✓ For vehicles where the trade or sale of a vehicle is covering part of the cost, include the trade-in or auction valuation on the funding table.

### Don't

- ✗ Include project management fees and council employee wages in the application funding details. These costs won't be covered by the grant.

## Application checklist

Before applying, check:

- Is the application on the 2025-26 financial year application form?
- Is the project for a facility or purchase of a vehicle?
- Is the SES group or unit active or expected to be active within a year?
- Are all the required fields complete?
- Has the project already started? If so, the application may not be eligible.
- Will the project be able to be completed within 12 months from 1 July 2025?
- Are the funding amounts recorded correctly and are they within the eligible amount?
- If the project will cost more than the grant amount, have you detailed how the extra cost will be covered?
- Are the correct number of quotes included, based on the project cost?
- Have both the local government Chief Executive Officer and Chief Financial Officer given their approval?
- Has the SES local controller signed the form?
- Are all supporting documents included?

## Score your own application

Check the application against the Assessment Criteria in Appendix II. This is the same criterion the SAC uses to assess applications. See Appendix I: How projects are assessed for details on how the SAC assesses applications.

## Submit the application on time

Email the application form and supporting documents to [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au) by **28 November 2024**.

Make sure all supporting documents are clearly named and attached to the email.

## What happens after that?

Applications go through a formal assessment and approval process, outlined in the next section.

# Application assessment and approvals

## First review

SES Grants reviews applications to make sure:

- the application form is completed correctly
- all required supporting documents are attached
- the proposed project is eligible for funding.

Applications that are incorrect, missing information or not eligible will be returned to the applicant.

If an application is returned after the preliminary assessment, applicants can resubmit with amendments or additional details and documentation. Changes need to be in by the final [due date](#) for amendments.

## Regional director recommendations

The SES regional director reviews applications for their region and makes recommendations to the State Assessment Committee (SAC).

## Formal assessment

The SAC reviews all applications and assesses them against the [criteria](#). The group makes a funds allocation recommendation to the Chief Officer based on SES priorities and the funds available.

The SAC membership changes each year and is made up of:

- Executive Manager, Volunteer Services, SES State Headquarters
- Executive Manager, Resourcing, SES State Headquarters
- a representative from the SES Volunteer Consultative Committee (VCC)
- a representative from Queensland SES Volunteer Association (QSESVA)
- a representative from the Local Government Association of Queensland (LGAQ).

## Chief Officer approval

The Chief Officer considers the recommendations and, if satisfied, approves them. When making a funding decision, the Chief Officer considers:

- the disaster and emergency profile of the area
- what the funds will be used for
- how the project meets the community's needs
- whether the project is financially viable
- the financial position of the local government.

## Outcomes formally announced

The Minister for Police and Community Safety formally announces the successful grant recipients. All local government applicants will be advised of the outcome of their application in writing. Check the [timeline](#) to see when this happens.

## Funding agreement signed

Successful applicants must return the signed funding agreement by the due date given in the announcement letter.

## What if the application is unsuccessful?

If the application was unsuccessful, applicants can put in an appeal and request feedback from the Chief Officer. This must be done within 21 days of receiving the notification letter.

If applicants are not satisfied with the feedback from the Chief Officer, they can submit a letter to the Commissioner of QPS (the Commissioner).

The letter to the Commissioner must:

- be on local government letterhead
- be signed by the Chief Executive Officer or equivalent
- explain why you're seeking a review of the decisions.

The Commissioner or delegate will review and respond to the applicant within 21 days.

## Payment of grant funds

Successful applicants will receive the grant funds after the project is complete. Funds will be released after SES Grants receives and approves:

- the acquittal form
- all required supporting documents, including photos of facility works or vehicles.

SES Grants must have received the acquittal documents by the due date to prevent grant funding being withdrawn. If it's not possible to complete the acquittal by the due date, local governments can request a variation.

## Requests for variation

Any request for changes to the project, including time frames and scope, must be submitted to SES Grants using the variation request form. The form is available to download from [ses.qld.gov.au/support-grant](http://ses.qld.gov.au/support-grant). Variation requests must be submitted by 30 April 2026.

SES Grants will send a reminder to all local governments with open grants before this date.

## Invoices

All invoices associated with the project must be addressed to the local government. It's the local government's responsibility to manage and pay for all invoices.

## Project acquittal

Local government grant recipients must provide the following acquittal documents to SES Grants. SES Grants can't accept invoices from local governments for the funding amount.

All acquittal forms are available on [ses.qld.gov.au/support-grant](http://ses.qld.gov.au/support-grant).

## Facilities

Provide the following acquittal documents for facilities projects:

- Completed Facility Acquittal – Financial Report and Certificate of Satisfactory Completion form. Make sure these have been signed by the appropriate officers.
- Copies of tax invoices for all expenditure of the project.
- Photos of the completed project.

## Vehicles

Provide the following acquittal documents for vehicles projects:

- Completed Vehicle Acquittal – Certificate of Satisfactory Completion form. Make sure it has been signed by the appropriate officer.
- A valid tax invoice or valuation report or certificate.
- Photos of the vehicle.

### Car valuations and certificates

The valuation report or certificate must be submitted on a dealer valuation template with the signature of the assessor. If the dealer doesn't have a valuation template, the vehicle details must be listed on the dealership letterhead. The required details are:

- make
- model
- year
- kilometres
- general condition
- valuation price
- assessor's signature.

## Payment of funds

The Chief Officer approves the payment of grant funds once all acquittal documents are complete. SES Grants process the payment and generate a Recipient Created Tax Invoice.

## Finalising the agreement

Once payment has been processed, SES Grants advise grant recipients via email that the project is finalised. The Recipient Created Tax Invoice will be included in this email for local government records.

## Media announcements

Local governments who plan to announce or advertise a successful grant application through council or local media outlets should include acknowledgement of:

- the key points in the Minister's announcement.
- funding support from the Queensland Government through the SES Support Grant program.

Near final drafts of media releases and similar communication material should be sent to [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au) before publication, so we know about it. Approval is not required, but SES can review on request.

# Policies and provisions

## Administration

The Chief Officer may make all such decisions and take all such actions that the Chief Officer sees fit for:

- the furtherance or more effective achievement of the objectives and purposes of the SES Support Grant
- obtaining documents in respect of an approved project
- extending periods of time
- remedying irregularities
- determining grant entitlements.

## Delegation

The Chief Officer may delegate the powers and duties of the Chief Officer under the SES Support Grant, either generally or in specific cases in such terms as the Chief Officer may decide.

## Accountability

SES is legally responsible to fully account for public money. This responsibility includes accounting for any funds provided in the form of a grant. By accepting grant funds from SES, local governments also become legally accountable to ensure that the public money is properly spent and recorded.

## Funding acknowledgement

Applicants must do their best to acknowledge the funding received from the State of Queensland through the SES Support Grant.

This applies to all publications, articles, signs, posters and promotional materials prepared in relation to projects funded under the program. It also applies to relevant forums, conferences and project opening events.

## Goods and Services Tax (GST)

The grant payment **excludes GST**. Under the *Goods and Services Tax Act 1999 (Cth)* and associated tax rulings, the grant paid to the local government is deemed **not subject to GST**.

The local government must advise SES of the:

- total project cost **excluding** GST
- total amount requested **excluding** GST.

SES will generate a Recipient Created Tax Invoice (RCTI) on behalf of the local government. The RCTI shows the GST exclusive amount deposited into your nominated bank account on completion and acquittal of the approved grant project.

## Where to go for more information

For more information about the SES Support Grant, including frequently asked questions and forms, visit [ses.qld.gov.au/support-grant](http://ses.qld.gov.au/support-grant) or email [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au).

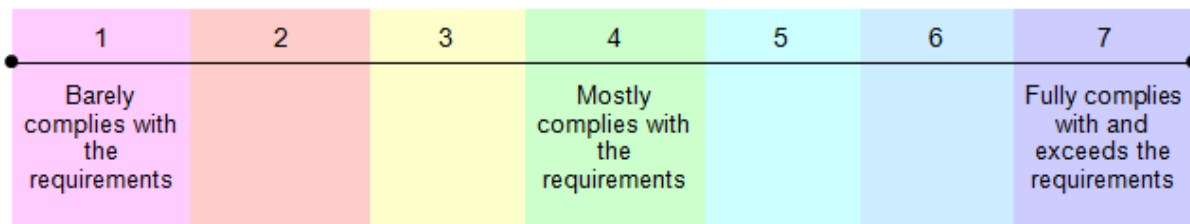


# APPENDIX I: How projects are assessed

When reviewing applications, the State Assessment Committee (SAC) considers the following factors:

- Whether the project is eligible for funding.
- Whether the project meets the criteria laid out in this document.
- SES regional director comments and ranking of projects in their area.
- The quality of the information provided.
- Total funds available within the program.

The SAC then uses the Assessment Criteria to score each application – see Appendix II: Assessment Criteria. They give a score of between 1-7 using this scoring scale:



Scores are weighted against the percentage allocated for each criterion, shown here:

Criteria	Explanatory Remarks	Weighting
<b>Rationale and Activity</b>	Does the project contribute to the delivery of the SES Program in terms of effective and efficient response to disasters and emergencies?	30%
<b>Facility and Financial</b>	Are the costs appropriate for the project? Does the potential benefit to the community warrant the cost of the project?	30%
<b>Outcomes</b>	Will the project ultimately contribute to a safer and more sustainable community?	40%



# Appendix II: Assessment Criteria

Application Assessment Criteria			
	Criteria	Elements	Other Points
<b>Why Activity</b>	<p><b>Rationale and Activity</b></p> <ul style="list-style-type: none"> <li>Executive Summary.</li> <li>Nature of disaster and emergency hazard and risk level.</li> <li>History of disaster and emergency.</li> <li>Existing measures.</li> <li>Consistency with principles and objectives of the SES.</li> <li>The program funds the delivery of the SES (eg natural disaster, road accident rescue, vertical rescue, general search for missing persons, storm damage operations etc) and related activities that contribute to safer, sustainable communities.</li> </ul>	<p><b>The project:</b></p> <ul style="list-style-type: none"> <li>is aimed at providing assistance to Local Governing Bodies in providing a high-quality emergency and disaster service by supporting the activities of the SES.</li> <li>has identified the need to reduce risks to communities through the application of risk assessment and management principles.</li> </ul>	<p><b>Rationale behind the project.</b> Does the project:</p> <ul style="list-style-type: none"> <li>Contribute to the delivery of SES Programs in terms of effective and efficient response to disasters and emergencies?</li> <li>Identify and/or address the need?</li> </ul> <p><b>Function of the Unit/Group</b></p> <ul style="list-style-type: none"> <li>Does the Unit/Group provide primary or secondary support response?</li> <li>How far away is the support from other agencies?</li> </ul> <p><b>Nature of the disasters and emergencies</b></p> <ul style="list-style-type: none"> <li>Is the geographic location especially prone to specific hazards such as cyclones, storm surge, flooding or earthquake?</li> <li>Do the climatic conditions suggest increased exposure to hazards (eg monsoonal activity)?</li> <li>Is the population low, medium or high? Is the population growing, decreasing or static?</li> <li>Is the local economy especially sensitive to disaster or emergency impacts because of the dominance of a single industry or marginal economic situation?</li> </ul> <p><b>History of previous disaster and emergency events</b></p> <ul style="list-style-type: none"> <li>Previous SES claims should be considered.</li> <li>Is the frequency of disaster and emergency occurrence such as to indicate that the community is particularly prone to these occurrences?</li> <li>What have been the impact/s of the past disaster and emergency events?</li> </ul> <p><b>Existing measures</b></p> <ul style="list-style-type: none"> <li>Are there currently any existing works, measures or related activities that address the provision of a high-quality SES?</li> <li>How effective are the current measures in place?</li> </ul>
<b>How Facility</b>	<p><b>Facility and Financial</b></p> <ul style="list-style-type: none"> <li>Cost benefit.</li> <li>Timeframe and readiness to proceed.</li> <li>Project management (where applicable).</li> <li>Nature of use.</li> </ul>	<p><b>The project:</b></p> <ul style="list-style-type: none"> <li>represents value for money.</li> <li>is technically sound.</li> <li>is directly related to the delivery of the SES program.</li> <li>has the support of the Local Governing Body</li> <li>is ready to proceed as soon as the funding is approved.</li> <li>complies with relevant technical, environmental, planning and other relevant requirements in line with appropriate legislation (where applicable).</li> </ul>	<p><b>Overall cost of the project and source of funds</b></p> <ul style="list-style-type: none"> <li>Are the costs appropriate for the project? Does the potential benefit to the community warrant the project?</li> <li>Have sources of funding been clearly identified?</li> <li>What is the extent of the existing level of community support? Is the Unit/Group under a well-funded Local Government?</li> <li>Can funding for this project be sourced through another program?</li> </ul> <p><b>Timeframe</b></p> <ul style="list-style-type: none"> <li>Is the timeframe for the completion of the project achievable and realistic?</li> </ul> <p><b>Nature of use</b></p> <ul style="list-style-type: none"> <li>Is the facility for exclusive use of the SES? If shared, is there any cost benefit for doing so?</li> <li>For shared premises, has the percentage of SES use been identified?</li> <li>Is there any current access to facilities other than those provided by the SES program?</li> </ul>
<b>Outcomes</b>	<p><b>Project Outcome</b></p> <ul style="list-style-type: none"> <li>The Program aims to provide assistance to Local Governing Bodies in providing a high-quality emergency and disaster service by supporting the activities of the SES.</li> </ul>	<ul style="list-style-type: none"> <li>There is a commitment and capacity to pay for ongoing maintenance and support of the project.</li> <li>The project is directly related to SES activities.</li> <li>There is a capacity to provide a level of education, training and professional development to support operational and administrative functions.</li> </ul>	<ul style="list-style-type: none"> <li>Does the project demonstrate the need for the funding being sought?</li> <li>Will the project ultimately contribute to a safer and more sustainable community?</li> <li>Will the Local Governing Bodies have the full support of the project?</li> <li>Does the project fundamentally address the aims and objectives of the program?</li> </ul>

