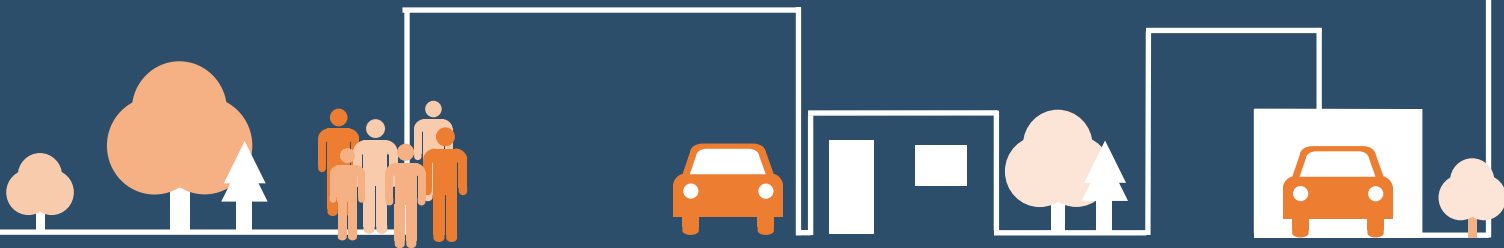


2018-2019
FUNDING GUIDELINES

www.ses.qld.gov.au

State Emergency Service
Non-Recurrent
Subsidy Program



SES Non-Recurrent Subsidy Program

Funding Guidelines 2018-19

Contents

Guidelines and General Information	4
Background	4
Aim	4
Objectives	4
Program Information	4
Eligible Organisations	5
Eligible Projects	5
Geographical Area	5
How often can you apply?	5
Opening and Closing Dates	5
Timeframes	5
Key Dates Timeline	6
Definitions	7
General Provisions	8
General Powers of Administration	9
Assistant Commissioner Delegation	9
Legal Accountability	9
Funding Acknowledgement	9
Application of GST	10
Project Requirements	10
Accommodation	11
Vehicles	13
Vehicle Trade-ins	13
Vehicle Registration	13
Vehicle Badging	13
How are Applications processed?	14
Process Overview	15
Assessment and Approval of Grants	15
1. Preliminary Assessment	16

2. Amendments	16
3. Regional Manager/Director Ranking	16
4. State Assessment Committee	16
5. Assistant Commissioner Approval	16
6. Announcements	16
7. Contractual Agreement	17
Appeals.....	17
Payment of the Grant.....	18
1. Selecting the Supplier	18
2. Invoicing.....	18
3. Acquittal of Projects.....	18
4. Payment of Funds	19
5. Finalising the Agreement.....	19
Variations.....	19
Building your Application	20
Read the Funding Guidelines	20
Read the Application Form.....	20
Gather your Supporting Documentation	20
Minimum Quotation Requirements	20
Part funding by Local Government	21
Facility Improvements	21
Other Supporting Documentation	21
Be Prepared	21
Target your Application	22
Extra Writing Tips	22
Complete your Application Correctly	23
Score your own Application.....	23
Check List.....	25
Assessment Criteria.....	26
Further Information.....	27
QFES Grants	27

Guidelines and General Information

Background

The State Emergency Service Non-Recurrent Subsidy Program is a Queensland Government Grant Program administered by Queensland Fire and Emergency Services (QFES).

Aim

The aim of the Program is to provide financial assistance to Local Governments enabling the SES to respond to disasters and emergencies.

Objectives

The main objectives of the Program are to:

- Encourage Local Governing Bodies to work cooperatively with the Queensland Government in the provision of a community based, volunteer emergency service that is capable of effectively and efficiently responding to disasters and emergencies.
- Assist in the provision of facilities for training, operations and the safe storage of SES equipment.
- Encourage Local Governing Bodies to contribute additional resources for disaster and emergency management.
- Encourage the development of a community based, volunteer emergency service with the necessary skills and resources to carry out their approved functions.
- Ensure that SES resources are allocated appropriately and with due consideration of local needs.



Program Information

Eligible Organisations

All Queensland Local Governments are eligible under the SES Non-Recurrent Subsidy Program.

An inactive SES Group under a Local Government is eligible for a subsidy where it can be demonstrated that the Group will be re-established within 12 months of the application (written approval from Regional Director/Manager will be required).

Eligible Projects

[Accommodation](#): Up to \$50,000

[Vehicles](#): Up to \$20,000

See [Available Funding](#) for further information

Geographical Area

Whole of Queensland.

How often can you apply?

The SES Non-Recurrent Subsidy Program opens annually. One application per SES Group/Unit per Round will be accepted. If there are multiple applications from the one Local Government, applications must be prioritised from 1 onwards (1,2,3... with 1 being the highest priority) in the nominated section on the Application Form.

Applications received for SES Groups/Units that have an existing open SES Non-Recurrent Subsidy Program grant agreement will not be accepted.

Opening and Closing Dates

Opens: Tuesday 3 October 2017

Closes: Thursday 30 November 2017

The cut-off date for all [amendments](#) is Wednesday 3 January 2018. Any amendments received after this date may not be accepted.

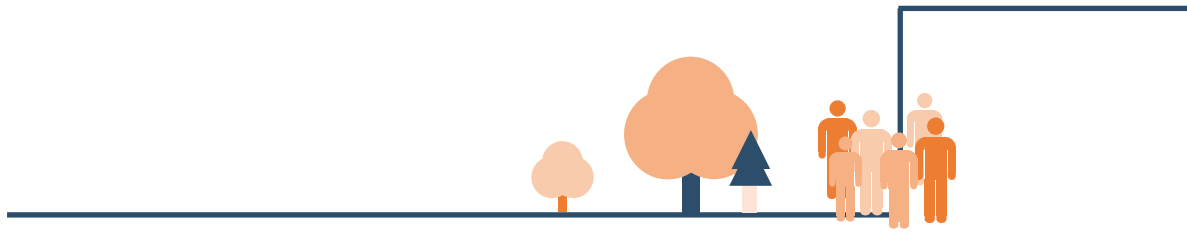
Timeframes

Successful applicants have up to 12 months to complete the project/purchase the equipment. See [Key Dates Timeline](#) and [Payment of Funds](#).

All requests for [Variations](#) are due by 30 April 2019.

Key Dates Timeline

October 2017	Invitation to Apply <ul style="list-style-type: none"> 2018-19 Round <u>Opens Tuesday 3 October 2017</u>. Announcements online via the SES Website and Volunteer Portal. Application kits sent to Local Governments.
November 2017	Receipt of Applications <ul style="list-style-type: none"> Applications are received by QFES. 2018-19 Round <u>Closes Thursday 30 November 2017</u>.
December 2017	Assessment <ul style="list-style-type: none"> Summary of applications forwarded to SES Regional Managers/Director for comment.
January 2018	<ul style="list-style-type: none"> All <u>amendments due by Wednesday 3 January 2018</u>. State Assessment Committee appraises applications and prioritises funding.
February 2018	Subsidy Announcement <ul style="list-style-type: none"> Notification provided in writing to successful and unsuccessful applicants.
July 2018 to June 2019	Subsidy Payment <ul style="list-style-type: none"> Project works completed and acquittal documents submitted to QFES. Payment of approved subsidies.
April 2019	Variations <ul style="list-style-type: none"> All <u>variations due to QFES by 30 April 2019</u>.
June 2019	Project Completion <ul style="list-style-type: none"> All <u>acquittal documents due to QFES by 30 June 2019</u>.



Definitions

For the purpose of the SES Non-Recurrent Subsidy Program, except where a contrary intention appears:

- ‘Assistant Commissioner’ means the Assistant Commissioner, State Emergency Service, Queensland Fire and Emergency Services
- ‘QFES’ means Queensland Fire and Emergency Services
- ‘PSBA’ means Public Safety Business Agency
- ‘Approved’ or ‘Approval’ means, approved by, or an approval by the Assistant Commissioner or any duly authorised person
- ‘Project’ means construction, upgrade and enhancement of facility and purchase of vehicle/s
- ‘Local Governing Body’ (also referred to as ‘Local Government’, ‘Council’ and/or ‘Organisation’) includes:
 - A Local Government or joint Local Government constituted under the *Local Government Act 1993*
 - The Brisbane City Council constituted under the *City of Brisbane Act 1924*
 - A Local Government constituted under the *Local Government (Aboriginal Lands) Regulation 2001*
 - An Island Council constituted under the *Community Services (Torres Strait) Act 1984*
 - Any other body or person deemed by the Assistant Commissioner to be a Local Governing body for the purpose of the SES Subsidy Program
- ‘Applicant’ means the Local Governing Body and SES Group/Unit applying for grant funding

- ‘Subsidy’ means financial assistance paid to an individual or organisation where there is a purpose to the transaction
- The State Assessment Committee (SAC) is a committee comprised of the following members:
 - A representative from one of the SES Regional or Area Offices (usually an Area Controller)
 - A representative from the SES Volunteer Consultative Committee (VCC). A list of VCC members can be obtained from the SES State Office
 - A representative from the Local Government Association of Queensland (LGAQ)
 - The Assistant Commissioner
 - A representative from the SES Logistics team

Members for the SAC vary each year and are recommended by the Assistant Commissioner.

The role of the SAC is to determine the State's priorities for the SES Non-Recurrent Subsidy Program funding and advise the Assistant Commissioner of priorities and recommendations for funding.

- ‘Round’ means the annual process of the SES Non-Recurrent Subsidy Program.



General Provisions

General Powers of Administration

The Assistant Commissioner may make all such decisions and take all such actions that the Assistant Commissioner sees fit for:

- The furtherance or more effective achievement of the objectives and purposes of the SES Non-Recurrent Subsidy Program
- Obtaining documents in respect of an approved project
- Extending periods of time
- Remedying irregularities
- Determining subsidy entitlements

Assistant Commissioner Delegation

The Assistant Commissioner may delegate either generally or in specific cases in such terms as the Assistant Commissioner may decide, the powers and duties of the Assistant Commissioner under the SES Non-Recurrent Subsidy Program.

Legal Accountability

QFES is legally responsible to properly account for public money. This responsibility includes accounting for any funds provided in the form of subsidy.

By accepting subsidy funds from QFES, Local Governing Bodies also become legally accountable to ensure that the public money is properly spent.

Funding Acknowledgement

Applicants must use their best endeavours to acknowledge the funding received from the State of Queensland through QFES under the SES Non-Recurrent Subsidy Program. This applies to all publications, articles, signs, posters, etc. prepared in relation to projects funded under the Program as well as relevant forums, conferences and project openings.

Application of GST

Under the *Goods and Services Tax Act 1999* (the legislation) and associated tax rulings, the subsidy paid to the Local Government is deemed to be not subject to GST.

The Local Governing Body must advise QFES of the:

- Total project cost excluding GST
- Total amount requested excluding GST

The actual Grant is:

- Exclusive of GST

QFES will generate a Recipient Created Tax Invoice (RCTI) on behalf of the Local Government showing the 'exclusive' amount.

Compliance with the legislation is a requirement of the federal taxation legislation. For more information, visit the Australian Taxation Office (ATO) website at <http://www.ato.gov.au>.



Project Requirements

Subsidies will not be provided retrospectively unless formally agreed with QFES.

One of the clearest indicators that funding assistance is not essential is if the project has started before subsidy approval. If the project, or any component of the project forming part of the application has been started before QFES provides a formal notification of subsidy approval, it may be deemed ineligible. Planning and pre-approval processes prior to subsidy approval are acceptable and required.

Local Governments can apply for funding for projects that fall within the following categories. Projects that fall outside of these categories will be deemed ineligible.



Accommodation

Funding is available to assist with the provision of suitable accommodation i.e. the purchase, construction, modification/renovation, extension and/or land for SES Groups and Units. Subject to the availability of funds and set criteria, QFES will provide 75% of the total cost of each project up to a maximum notional amount of \$50,000.

Adequate and relevant planning must be undertaken prior to applying for the subsidy. This includes, but is not limited to:

- Consultation with all relevant stakeholders
- Professional advice, on the design, cost, construction and site requirements of the project
- Security of other financial contribution toward the project
- Start and finish of the project within twelve months of approval of the proposal

It is recommended that the relevant SES Region is consulted before planning is undertaken to identify possible opportunities for shared agency accommodation.

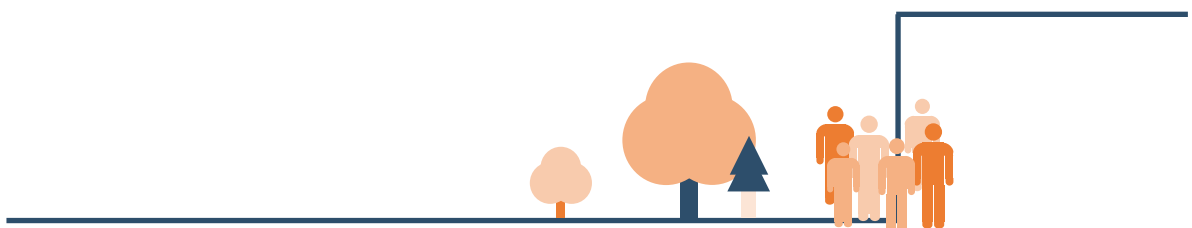
The project should assist Local Governments to provide essential operational and training facilities for the SES Group/Unit. The building/area available for SES use should allow for the following functions and components (dependant on other available resources):

- Indoor training
- Safe custody of stores and equipment
- Administrative needs
- An operations centre
- Appropriate amenities

The land and/or building to be purchased, constructed, extended or renovated should be, or become, the property of the Local Government. The purchase of land must be in conjunction with the provision of accommodation.

When considering Local Government's contribution to the SES accommodation project and the costs involved, the following should be taken into consideration:

- Building Valuation - Certification by a qualified State Valuer must be undertaken when assessing the value of an existing building to be used as the Local Government's contribution
- Land Valuation - The value of the land owned by Local Government is not to be included in cost figures. The land value can only be included if the land is to be purchased
- Actual Expenditure - Only actual expenditure to be incurred by Local Government is to be included in the total cost of the project. Items such as voluntary labour, subscriptions, donated material and donated use of plant are not to be included
- Leased Land - Buildings on leased land are not normally eligible for a subsidy. Considerations may be given if the term of the lease extends beyond the economic life of the building to be constructed. Lease fees cannot be included as a component of State or Local contribution
- Co-Tenants – When buildings are shared with other organisations, consideration will be given to the provision of a subsidy for the component of the building provided for SES use



Vehicles

Funding is available to Local Governments for the acquisition or replacement of suitable new and second-hand vehicles (excluding leased vehicles) for local SES Groups and Units. Subject to the availability of funds and set criteria, QFES will provide dollar for dollar funding up to a maximum of \$20,000 per vehicle purchased.

Vehicles must be suitable for SES activities and meet the requirements of local conditions. For example, it may be relevant to have a vehicle with off-road, cross-country capabilities.

A standard SES vehicle is a 4WD or Crew Cab with air-conditioning and power steering.

Local Governments are permitted to use vehicles from the Local Government fleet (if considered suitable) for initial issue or replacement of an official SES vehicle. The vehicle must be allocated to the local SES Group/Unit as an official SES vehicle and used for SES activities only.

Vehicle Trade-ins

When trade-ins are required to purchase replacement SES vehicles, the subsidy will be assessed on the base price of the vehicle minus the trade-in amount (provided on a trade-in valuation report/certificate). The trade-in value will be taken off the total cost at the time of payment. See [Payment of the Grant](#) section for more information.

Make sure you include the trade-in amount on the funding table. Funding may be rescinded if trade-in values are not disclosed.

Vehicle Registration

QFES is responsible for the registration of all official SES vehicles on behalf of the SES. SES vehicles are to be registered in the name of QFES and fitted with Queensland Government (QG) plates.

Any vehicle not registered with QG plates will not be covered by the QFES insurance policy. The insurance policy covers the vehicle in the event it is damaged during authorised SES activity or activation.

If the SES vehicle requires QG plating, contact the relevant SES Regional/Area Office.

Vehicle Badging

QFES is responsible for the provision of official SES vehicle badging and lighting. It is the Local Governments responsibility to affix/install these components in accordance with BMP 8.0 Vehicle Badging.

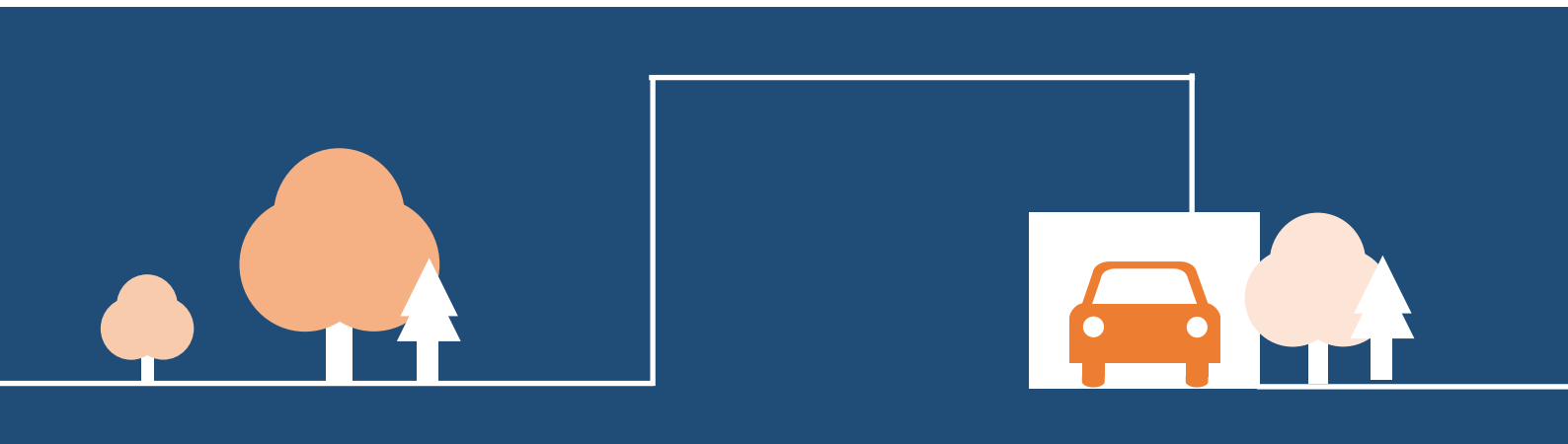
Special Funding Arrangement

The contribution of the Local Government may be reduced or waived by agreement with QFES in extenuating circumstances:

- Where Local Governments procure gross rates and utility charges revenue under \$10,000,000
- There are evidential demographic matters
- The Local Government can demonstrate financial hardship.

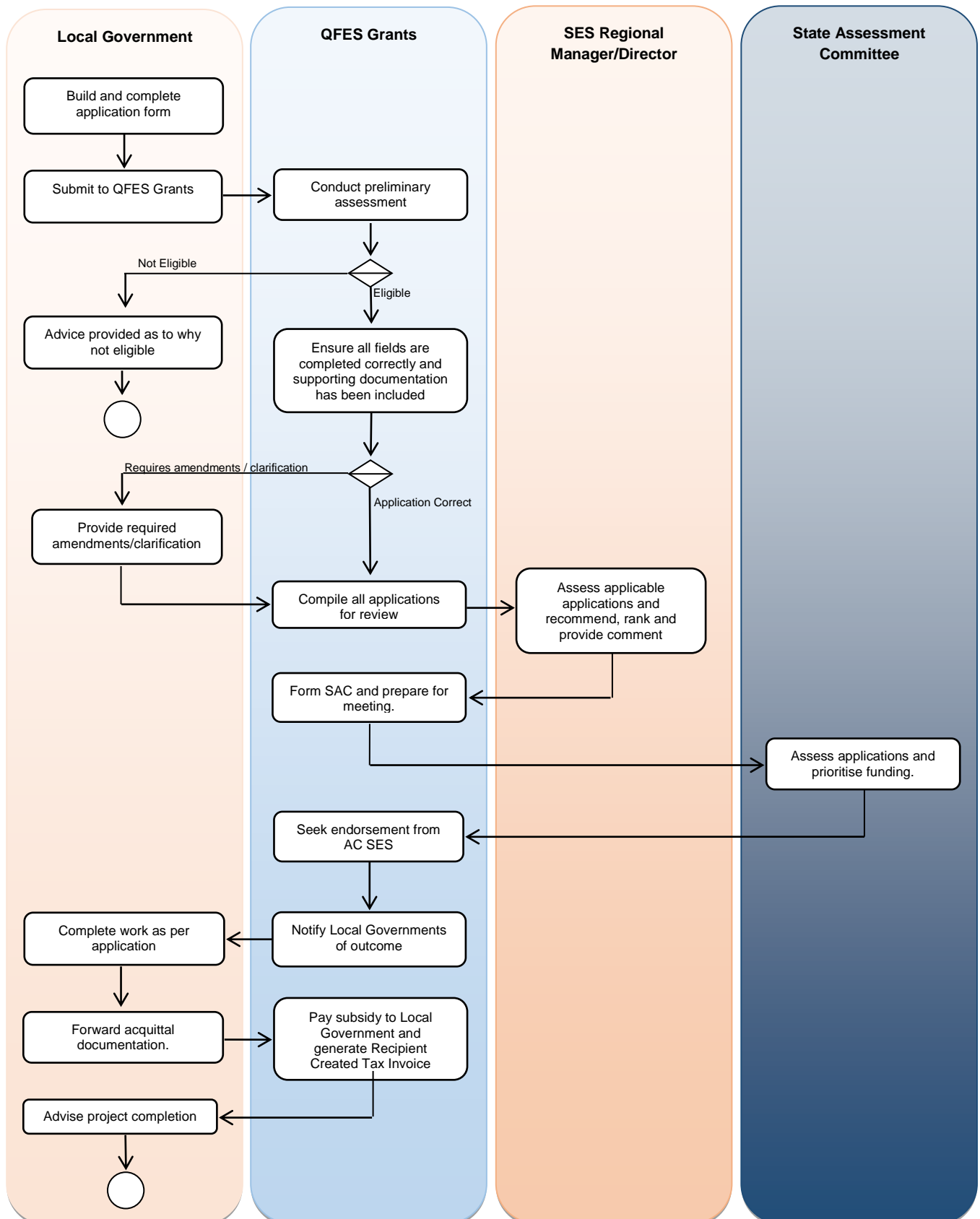
Requests for a reduction or waiver of the Local Government contribution will be considered on a case-by-case basis. The request should be made in writing by the Local Government at the time of applying for SES funding, taking into account such matters as:

- Local Government rate revenue and capacity to raise funds
- Local Government expenditure
- Local Government service area
- Population affected
- Degree of risk and level of vulnerability of the affected community
- Level of risk protection achieved for the whole community in relation to the scale of the project
- Other relevant issues



How are Applications processed?

Process Overview



Assessment and Approval of Grants

1. Preliminary Assessment

Applications are received by QFES Grants and a preliminary assessment is conducted. For more information see [Complete your Application Correctly](#).

Make sure your application is completed correctly and your project is eligible. If ineligible, your application will be returned.

2. Amendments

QFES Grants will endeavour to contact applicants regarding any required amendments/clarification. The cut-off date for all amendments is Wednesday 3 January 2018. Any amendments received after this date may not be accepted.

3. Regional Manager/Director Ranking

SES Regional Managers/Director assess applications for their relevant Regions and make recommendations.

4. State Assessment Committee

The State Assessment Committee is formed and meets to assess all applications according to the Application [Assessment Criteria](#). The allocation of funds is based on priorities and availability of funding. See [State Assessment Committee Assessment of Applications](#) for further information.

5. Assistant Commissioner Approval

Recommendations are considered and approved by the Assistant Commissioner, SES.

When making a funding determination, the Assistant Commissioner considers:

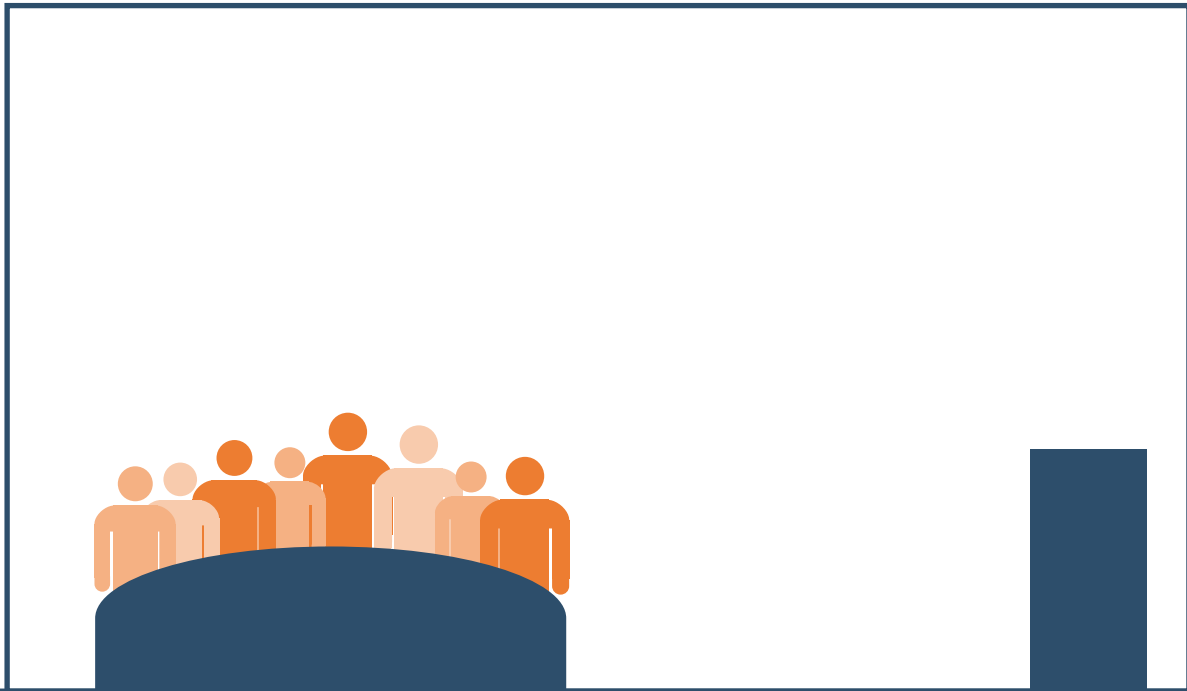
- The proposed use of the requested funds
- The nature and risk of disasters
- The financial position of the respective Local Government
- The financial viability of the project
- The need for the project

6. Announcements

Local Governments are advised in writing by way of a Notification Letter regarding success or otherwise, of their applications. See [Key Dates Timeline](#) for a timeline of key dates.

7. Contractual Agreement

Prior to the provision of funding, the Applicant completes a Funding Agreement with QFES. The agreement includes the items outlined in these guidelines, the terms of which will not be negotiated. If the Agreement is not received by the due date, grant funding may be rescinded.



Appeals

Upon receipt of the Notification Letter, the Applicant has 21 days to appeal and request feedback from the Assistant Commissioner.

If the Applicant is not satisfied with the feedback provided, a letter to the Commissioner, QFES can be submitted.

The Letter to the Commissioner, QFES must be:

- Prepared on Local Government letterhead;
- Signed by the Chief Executive Officer (or equivalent); and
- Set out the reason/s for seeking a review of the decisions.

The Commissioner, QFES or his/her delegate will review the decision and respond within 21 days to the Applicant.

Payment of the Grant

All projects must be completed and submitted by 30 June 2019. If acquittal documents are not received by the due date, grant funding may be rescinded.

1. Selecting the Supplier

Applicants source the minimum number of quotations required (See [Minimum Quotation Requirements](#) and [Part-funding by Local Government](#) for further information).

The desired supplier should be selected from these quotations.

2. Invoicing

All invoices associated with the project are to be addressed to the Applicant. It is the Applicant's responsibility to manage and pay for all invoices.

3. Acquittal of Projects

Applicants must provide the following acquittal documents to QFES Grants.

Accommodation	Vehicles (For new or second hand vehicles*)
✓ Completed <i>Accommodation Financial Report and Certificate of Satisfactory Completion</i> signed by the appropriate Officers (refer to Appendix A or request from QFES Grants)	✓ Completed <i>Vehicle Subsidy Completion Certificate</i> signed by the appropriate officer (refer to Appendix B or request from QFES Grants)
✓ Copies of all tax invoices associated with the expenditure	✓ A valid tax invoice or valuation report/certificate**
✓ Photographs of the completed project	

* Where the purchase of a new or second hand vehicle was assisted through a trade-in, ensure the trade-in amount is clearly displayed on the tax invoice or valuation certificate.

** The valuation report/certificate must be on a dealer valuation template with a signature of the individual undertaking the assessment. If a valuation template does not exist for the dealer then the details of the vehicle (make/model/year/and kilometres driven/general condition of the car) and the valuation price must be listed on the company letterhead, along with the assessor's signature.

4. Payment of Funds

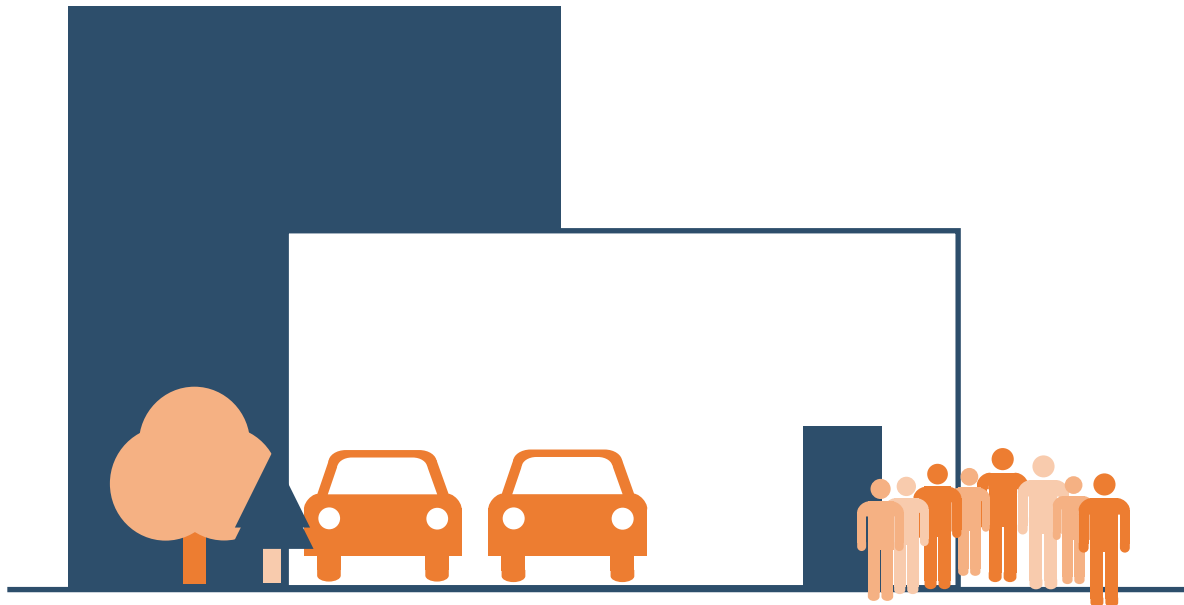
Upon receipt of all acquittal documents, the Assistant Commissioner, SES approves the payment of grant funds to Applicants. QFES Grants process the payment and generate a Recipient Created Tax Invoice.

QFES does not accept invoices from Applicants for the funding amount.

5. Finalising the Agreement

Once payment has been processed, QFES Grants will email Applicants:

- A letter advising of Project completion
- A Recipient Created Tax Invoice



Variations

A request to change any details to the project (including contact details, timeframes, vehicle/accommodation scope etc.) must be submitted in writing to QFES Grants. Applicants must provide a **Variation to Subsidy Form** (Appendix C) by 30 April 2019.

A Reminder Letter will be sent to all Local Government's with outstanding subsidies by the end of March 2019. If the *Variation to Subsidy Form* is not received by the due date, funding may be rescinded.

Building your Application

The SES Subsidy Program is a highly sought after funding Program. On average, the Program is oversubscribed by approximately \$700,000 each Round. For the best possible chance of success, only high quality applications should be submitted.

Read the Funding Guidelines

It is imperative that you read the Funding Guidelines thoroughly before starting your Application. The Guidelines change EVERY round, so make sure you download each time you are considering applying.

Read the Application Form

The Application Form changes EVERY round. Make sure you download and save a new Form each time you apply. If the incorrect Form is submitted, the application will not be accepted.

Start planning how you can answer all questions on the Form to demonstrate the [Objectives](#) of the Program. This may require further research and liaisons.

Make sure all quoted prices on the Application Form are GST exclusive.

Gather your Supporting Documentation

Although it is not a requirement to submit supporting documentation with an application, supporting documentation is recommended as it assists the SAC with the assessment process.

Minimum Quotation Requirements

Public Safety Business Agency (PSBA) procurement policies and procedures outline the following minimum quotation requirements:

- Item value >\$50,000 (Incl. GST)
 - = 1 written quote
- Item value \$50,000 > \$100,000 (Incl. GST)
 - = 2 written quotes
- Item value \$100,000+ (incl. GST)
 - = QFES submit request to Procurement Services

Make sure you provide the correct number of quote/s when presenting your application to QFES.

Spend the time getting accurate item costs to ensure there is no shortfall, should your application be successful.

Part funding by Local Government

When your application is part-funded by Local Government, both Local Government and PSBA procurement processes must be adhered to (Refer [Local Government Regulation 2012](#), Chapter 6 Contracting).

It is QFES's legal responsibility to ensure PSBA procurement policies are adhered to and it is the Local Government's responsibility to ensure their procurement policies are adhered to.

Facility Improvements

When submitting an application for facility improvements you must provide a Letter of Support from the land owner. If the Local Government is the land owner, a Letter of Support is not required.

If the Queensland State Government owns the land, all co-inhabitants/tenants must provide a Letter of Support. If the SES is the only tenant, no Letter of Support is required.

If the land/facilities are privately owned, you must provide a Letter of Support from the landlord and evidence of a minimum of three years tenure.

Proof of insurance coverage for the construction and building and/or land (whilst the facility improvements are being conducted) should also be provided with your application.

Other Supporting Documentation

If the project is part-funded by an SES Support Entity (SES Support Group, Social Club etc.) the SES Group/Unit is required to submit an *Endorsement Form* to QFES. The Endorsement Form is available from QFES Grants and on the Volunteer Portal.



Be Prepared

Do not leave applications to the last minute. Spend the time planning and writing the application to specifically target the Programs [Objectives](#) and [Assessment Criteria](#).

Ensure there is enough time for someone external to proof-read your application.

Target your Application

Use the **STAR** methodology to tell a story:

Situation – Set the Scene

Task – Describe the purpose

Action – Explain what you will do

Result – State the benefits

When writing the “Executive Summary”, address **S** and **T** of the **STAR** methodology. Describe the background and any specific events/issues. Link the items being applied for with SES priorities and the Program’s Objectives.

When answering “General”, address **A** and **R** of the **STAR** methodology. Illustrate the actions you will undertake and all the benefits that will be achieved in response to the need identified. State how they align with SES priorities.

Extra Writing Tips

To add **impact** to your application, use:

- Statistics
- Case studies
- Short, hard-hitting sentences
- A thesaurus
- Emotive language
- Spell check

Don’t forget to take advantage of SES Regional/Area staff. They can support you with statistics from the State Approved Database and provide proof-reading services.

Complete your Application Correctly

QFES Grants complete a [Preliminary Assessment](#) on all applications against the below requirements:

- Is the application on the correct form?
- Is the project for accommodation or purchase of a vehicle?
- Is the SES Group/Unit active?
- Have all required fields been completed?
- Has the project already started?
- Are the funding amounts correct and eligible?
- Have the CEO and CFO signed the form?
- Has the Local Controller signed the form?
- Have all supporting documents been provided?

Does your application pass the test?

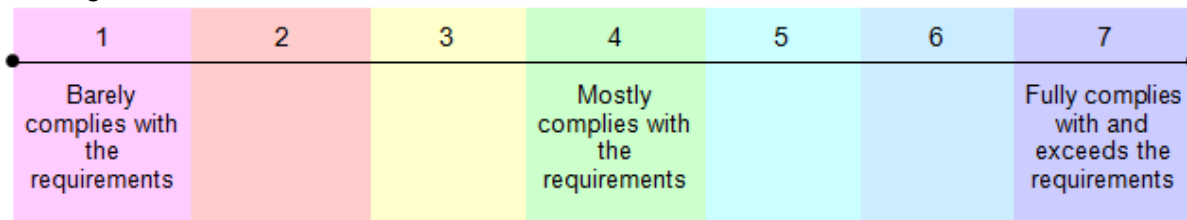
Score your own Application

The SAC review and appraise the applications submitted, taking into account the following factors:

- Organisation and Project eligibility
- SES Regional Manager/Director ranks and comments
- Criteria laid out in the Funding Guidelines and [Assessment Criteria](#)
- Quality of the information provided
- Total funds available within the Program
- Such other matters QFES considers relevant

The SAC then use a Scoring and Assessment Guide to score each application against the [Assessment Criteria](#). A score from 1-7 is given for each Criterion and then adjusted by the weighting percentage.

Scoring Scale:



Criterion:

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

How would your application score?

Criterion	Score	Weighting	Adjusted
Rationale and Activity		30%	
Facility and Financial		30%	
Outcomes		40%	

Can you better address the [Programs Objectives](#) and [Assessment Criteria](#) to increase your score?

Check List

Before submitting your application, check you have:

- ✓ Familiarised the Funding Guidelines
- ✓ Read the Application Form
- ✓ Gathered all supporting documents
- ✓ Planned out your application
- ✓ Targeted your responses
- ✓ Employed the writing tips
- ✓ Completed your application correctly?



Assessment Criteria

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

Further Information

The Guidelines, Appendices and Application Forms are available from QFES Grants and on the [SES website](#).

For more information on grant applications, refer to BMF 6.0 SES Subsidy Program.

For further information regarding the SES Non-Recurrent Subsidy Program please contact:

QFES Grants

Email

QFES.Grants@qfes.qld.gov.au

Phone

3635 1575

© State of Queensland (Queensland Fire and Emergency Services) 2016

The Queensland Government, acting through the Queensland Fire and Emergency Services, supports and encourages the dissemination and exchange of publicly funded information and endorses the use of the [Australian Governments Open Access and Licensing Framework](#) (AusGOAL).

All Queensland Fire and Emergency Services material in this document – except the QFES logo, any material protected by a trademark, and unless otherwise noted – is licensed under a <https://creativecommons.org/licenses/by/4.0/legalcode>.



The Queensland Fire and Emergency Services has undertaken reasonable enquiries to identify material owned by third parties and secure permission for its reproduction. Permission may need to be obtained from third parties to re-use their material.

Written requests relating to the copyright in this document should be addressed to:

Intellectual Property Coordinator
Legal Services, Ministerial and Executive Services
Public Safety Business Agency
GPO Box 9879, Brisbane 4001
EM: PSBA.Copyright@PSBA.qld.gov.au

Public Safety Business Agency working in partnership with the Queensland Fire and Emergency Services

Disclaimer

To the extent possible under applicable law, the material in this document is supplied as-is and as-available, and makes no representations or warranties of any kind whether express, implied, statutory, or otherwise. This includes, without limitation, warranties of title, merchantability, fitness for a particular purpose, non-infringement, absence of latent or other defects, accuracy, or the presence or absence of errors, whether or not known or discoverable. Where disclaimers of warranties are not allowed in full or in part, this disclaimer may not apply.

To the extent possible under applicable law, neither the Queensland Government or the Queensland Fire and Emergency Services will be liable to you on any legal ground (including, without limitation, negligence) or otherwise for any direct, special, indirect, incidental, consequential, punitive, exemplary, or other losses, costs, expenses, or damages arising out of the use of the material in this document. Where a limitation of liability is not allowed in full or in part, this limitation may not apply.