



# SES Support Grants 2024-25

## Funding Guidelines

Respect

Integrity

Courage

Loyalty

Trust



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# GUIDELINES AND GENERAL INFORMATION

## Background

The State Emergency Service (SES) Support Grant 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.**

## Introduction

The SES Support Grant is a highly sought-after funding Program. On average, the Program is oversubscribed by approximately \$800,000+ each Round. For the best possible chance of success, only high-quality applications should be submitted.

# PROGRAM INFORMATION

## Eligible Organisations

All Queensland Local Governments are eligible under the SES Support Grant.

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

## Eligible Projects funding limits

Facilities: Up to \$85,000 (up to 75% of project costs)

Vehicles: Up to \$40,000 (dollar for dollar)

## Geographical Area

Whole of Queensland.

## How often can you apply?

The SES Support Grant opens annually.

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 Support Grant (previously known as 'SES Non-Recurrent Subsidy') agreement will still be *eligible* to be submitted. These applications will be considered on a case-by-case basis by the State Assessment Committee (SAC) during the assessment proceedings.

## Opening and Closing Dates

Opens: Wednesday 4 October 2023

Closes: Thursday 30 November 2023

*\*Upon receipt of application, the grants team will send you an email to confirm receipt of your application*

*\*A preliminary review will also be undertaken and an opportunity to amend will be offered if necessary.*

*\*The Final cut-off date for all [amendments](#) is Thursday 11 January 2024.*

*\*Any amendments received after this date may not be accepted.*

## Timeframes

Successful applicants have up to 12 months to complete the project.

See [Key Dates Timeline](#) and [Payment of Funds](#).

All [Variation Requests](#) for round 2024-25 are due by 30 April 2025, or earlier.

# KEY DATES TIMELINE

October 2023	<p>Invitation to Apply for current round</p> <ul style="list-style-type: none"> <li>2024-25 Round <u>Opens Wednesday 4 October 2023.</u></li> <li>Announcements online via the <a href="https://www.qfes.qld.gov.au/about-us/frontline-services/state-emergency-service/supporting-ses/ses-support-grant">QFES/SES Website</a>. <a href="https://www.qfes.qld.gov.au/about-us/frontline-services/state-emergency-service/supporting-ses/ses-support-grant">https://www.qfes.qld.gov.au/about-us/frontline-services/state-emergency-service/supporting-ses/ses-support-grant</a></li> <li>Invitation to Apply email sent to Local Governments.</li> </ul>
November 2023	<p>Receipt of Applications for current round</p> <ul style="list-style-type: none"> <li>Applications are received by QFES/SES Grants</li> <li>2024-25 Round applications <u>Closes Thursday 30 November 2023.</u></li> </ul>
December 2023	<p>Assessment of current round</p> <ul style="list-style-type: none"> <li>Preliminary Review completed &amp; requests issued for any missing information</li> <li>Summary of applications forwarded to SES Regional Director for comment.</li> </ul>
January/Feb/March 2024	<ul style="list-style-type: none"> <li>All <u>amendments no later than Thursday 11 January 2024.</u></li> <li>State Assessment Committee appraises applications and prioritises funding.</li> <li><i>NOTE: assessment and outcome dates may be impacted by severe weather events &amp; state emergencies</i></li> </ul>
March/Apr 2024	<p>Grant Announcement/Outcome for current round</p> <ul style="list-style-type: none"> <li>Notification provided in writing to successful and unsuccessful applicants.</li> <li><i>NOTE: assessment and outcome dates may be impacted by severe weather events &amp; state emergencies</i></li> </ul>
July 2024 to June 2025	<p>Project commencement for current round from 1 July</p> <p>Grant Payment</p> <ul style="list-style-type: none"> <li>Payment of approved grants are progressed once: <ul style="list-style-type: none"> <li>All Project works are completed; <u>and</u></li> <li>Acquittal form (Certificate of Satisfactory Completion) &amp; documents are submitted to and approved by QFES/SES.</li> </ul> </li> </ul>
April 2025	<p>Variations</p> <ul style="list-style-type: none"> <li>All 2024-25 round <u>Variation Requests are due to QFES/SES Grants by 30 April 2025.</u></li> </ul>
June 2025	<p>Project Completion</p> <ul style="list-style-type: none"> <li>All 2024-25 round <u>acquittal documents are due to QFES/SES Grants by 30 June 2025.</u></li> </ul>

# Definitions

For the purpose of the SES Support Grant, except where a contrary intention appears:

- **‘Assistant Commissioner’ means the Assistant Commissioner, State Emergency Service (SES), Queensland Fire and Emergency Services**
- **‘QFES’ means Queensland Fire and Emergency Services**
- **‘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 Support Grant**
- **‘Applicant’ means the Local Governing Body and SES Group/Unit applying for grant funding**
- **‘Grant’ 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 Queensland SES Volunteer Association (QSESVA)**
  - **A representative from the Local Government Association of Queensland (LGAQ)**
  - **The Assistant Commissioner of SES**
  - **A representative from the SES Uniforms and Logistics team**

*Members for the SAC vary each year and are recommended by the SES Assistant Commissioner. The role of the SAC is to determine the State’s priorities for the SES Support Grant funding and advise the Assistant Commissioner of priorities and recommendations for funding awarded.*

- **‘Round’ means the annual process of the SES Support Grant 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 Support Grant
- Obtaining documents in respect of an approved project
- Extending periods of time
- Remedying irregularities
- Determining grant 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 Support Grant.

## Legal Accountability

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

## Funding Acknowledgement

Applicants must use their best endeavours to acknowledge the funding received from the *State of Queensland* through QFES under the *SES Support Grant*. 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 grant paid to the Local Government is deemed to be not subject to GST. The Grant payment is **exclusive of GST**.

The Local Governing Body must advise QFES of the:

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

QFES will generate a Recipient Created Tax Invoice (RCTI) on behalf of the Local Government showing the 'GST exclusive' amount that has been deposited into your nominated bank account upon completion and acquittal of the approved grant project.

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 & BUILDING YOUR APPLICATION

Grants will not be awarded retrospectively for a project already commenced or completed, *unless* formally agreed with QFES prior to the submission of the application.

- ❖ *One of the clearest indicators that funding assistance is not essential is if the project has commenced prior to grant approval.*

If the project, or any component of the project forming part of the application has been started before QFES/SES provides a formal notification of grant approval, it may be deemed ineligible.

\*Planning and pre-approval processes prior to grant approval are acceptable and required.

## Read the Funding Guidelines

It is imperative that you read these *Funding Guidelines* thoroughly before starting your application. The Guidelines change EVERY round, so make sure for future rounds 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. Answer all questions on the Form to demonstrate the [Objectives](#) of the Program located on page 4 of the *Funding Guidelines*. This may require further research and liaisons.

Make sure all quoted prices on the Application Form are GST exclusive and attach copies of the quotes.

## Gather your Supporting Documentation

An application with supporting documentation assists the SAC with their assessment process. The more information they have the clearer the picture it builds, and they can better understand your needs and make a well-informed decision on your application.

## Minimum Quotation Requirements

It is strongly recommended that all quotes are sourced no earlier than 3 months prior to this round's closing date. The quote should be valid upon receipt of the submitted application to SES Grants, and preferably with a validity period of 60-90 days, if possible.

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

It is QFES's legal responsibility to ensure QFES procurement policies are adhered to, and it is the Local Government's responsibility to ensure their local government procurement policies are adhered to. Make sure you provide the correct number of quote/s when presenting your application to QFES. Spend time sourcing accurate item costs to ensure there is no shortfall, should your application be successful.

- QFES procurement:
- 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

Local Governments can apply for funding for projects that fall within the following categories of 'Facilities' and 'Vehicles'. Projects that fall outside of these categories may be deemed ineligible and require Special Consideration (*please see page 13*).

## FACILITIES

Funding is available to assist with the provision of suitable facilities 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 up to 75% of the total cost of each project up to a maximum notional amount of \$85,000.

*\*Project Management Fees are not to be included in the application funding details.*

### -Facility Improvements

When submitting an application for facility improvements you must provide a Letter of Support from the landowner. If the Local Government is the landowner, 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.

Must have appropriate insurance cover in place and comply with all relevant laws and regulations.

### -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 SES Support Entity Endorsement Form to QFES. The Endorsement Form is available from SES Grants Unit.

Adequate and relevant planning must be undertaken prior to applying for the grant. 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 facility.*

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 Facilities.

When considering Local Government's contribution to the SES facility 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 grant. 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 grant 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 \$40,000 per vehicle purchased. Please refer to '*Vehicle Trade-ins & Auction Values*' below.

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 & Auction values

When trade-ins or auctions are required to purchase replacement SES vehicles, the grant will be assessed on the base price of the vehicle minus the trade-in/auction value amount (provided on a trade-in valuation report/certificate or valuation download from sites like 'Red Book'). The trade-in/auction 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 or auction valuation on the funding table Section 3 in the application form. Funding may be rescinded if trade-in/auction 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, if under 4.5T, 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 your 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 CONSIDERATION

Funding is available for projects that fall outside of these categories (Facilities & Vehicles) in unique and special circumstances. Requests for special consideration 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, considering such matters as:

- Local Government expenditure
- Level of risk protection achieved for the whole community in relation to the scale of the project
- Other relevant issues

## SPECIAL FUNDING ARRANGEMENT

The contribution of the Local Government may be reduced or waived by agreement with QFES in extenuating circumstances. Requests for a reduction or waiver of the Local Government contribution will be considered on a case-by-case basis:

- 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.

The request should be made in writing by the Local Government at the time of applying for SES funding, considering 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

## Complete your Application Correctly

SES Grants complete a **Preliminary Assessment** on all applications against the below requirements:

- ✓ Is the application on the correct form?
- ✓ Is the project for facility 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?

# Check: Score your own Application

The State Assessment Committee (SAC) review and appraise the applications submitted, considering 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:

1	2	3	4	5	6	7
Barely complies with the requirements			Mostly complies with the requirements			Fully complies with and exceeds the requirements

## Criteria:

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

## How would your application score?

Criteria	Score	Weighting	Adjusted
Rationale & Activity		30%	
Facility & Financial		30%	
Outcomes		40%	

# Assessment Criteria Matrix

	Criteria	Elements	Other Points
Why Activity	<b>Rationale and Activity</b> <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 (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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>The project has identified the need to reduce risks to communities through the application of risk assessment and management principles</li> </ul>	<b>Rationale behind the project</b> <ul style="list-style-type: none"> <li>Does the project contribute to the delivery of SES Programs in terms of effective and efficient response to disasters and emergencies?</li> <li>Does the project identify and/or address the need?</li> </ul> <b>Function of the unit/group</b> <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> <b>Nature of the disasters and emergencies</b> <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 (e.g. 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> <b>History of previous disaster and emergency events</b> <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> <b>Existing measures</b> <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>
How Facility	<b>Facility and Financial</b> <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>	<ul style="list-style-type: none"> <li>The project represents value for money</li> <li>The project is technically sound</li> <li>The project is directly related to the delivery of the SES Program</li> <li>The project has the support of the Local Governing Body</li> <li>The project is ready to proceed as soon as the funding is approved</li> <li>The project complies with relevant technical, environmental, planning and other relevant requirements in line with appropriate legislation (where applicable)</li> </ul>	<b>Overall cost of the project and source of funds</b> <ul style="list-style-type: none"> <li>Are the costs appropriate for the project? Does the potential benefit to the community warrant the cost of 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> <b>Timeframe</b> <ul style="list-style-type: none"> <li>Is the timeframe for the completion of the project achievable and realistic?</li> </ul> <b>Nature of use</b> <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>
Outcomes	<b>Project Outcome</b> <ul style="list-style-type: none"> <li>The Program aims to provide assistance to Local Governing Bodies 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>

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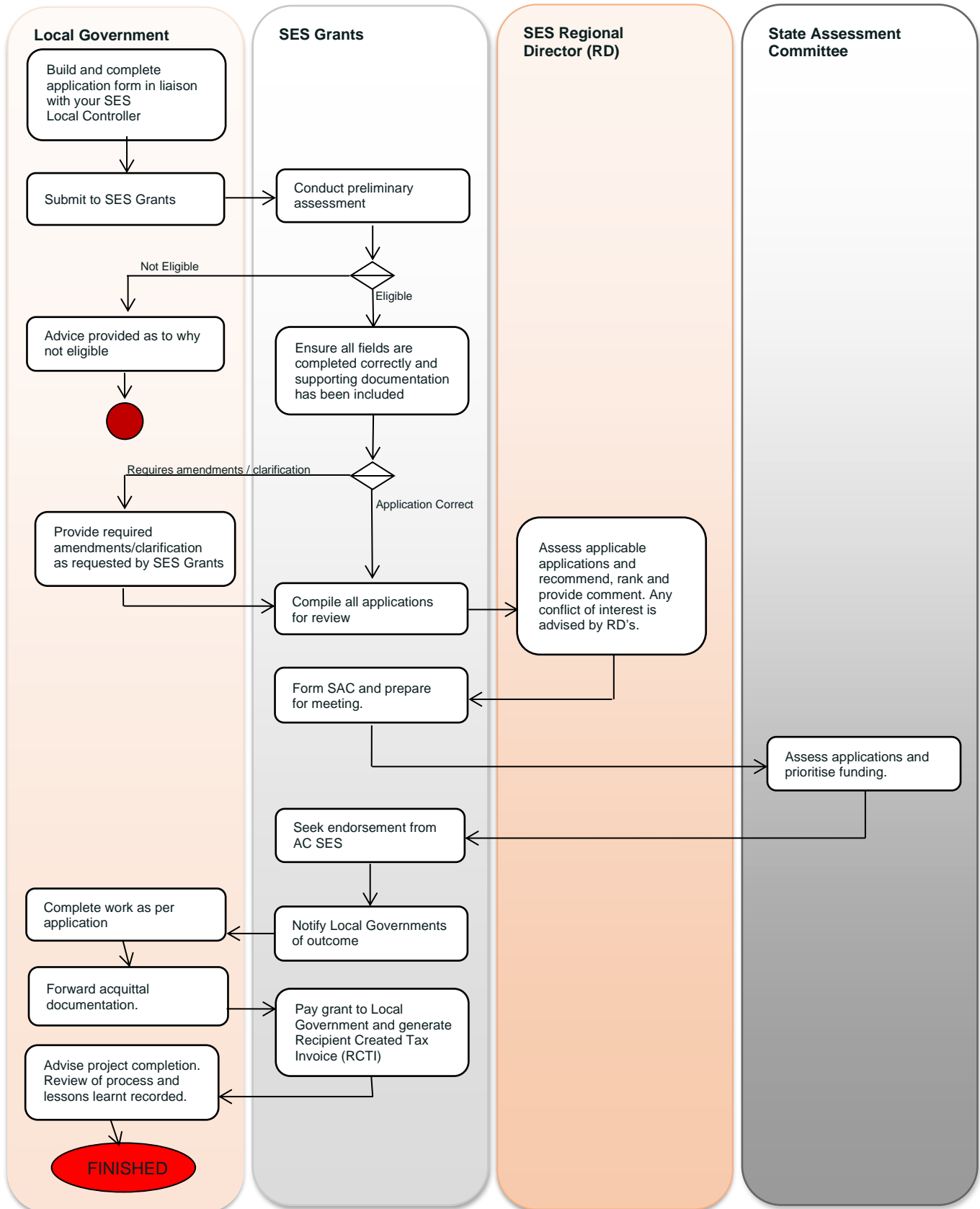


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# How are Applications processed?

## Process Overview



# Assessment and Approval of Grants

## Preliminary Assessment

Applications are received by SES Grants and an initial preliminary assessment is conducted.

*Make sure your application is completed correctly, your project is eligible and supporting documents are attached. If ineligible, your application will be returned.*

## Amendments

SES Grants will endeavour to contact applicants regarding any required amendments/clarification by a nominated date within the request. Any amendments received after this date may not be accepted.

## Regional Director Ranking

SES Regional Director assess applications for their relevant Regions and make recommendations to the State Assessment Committee (SAC).

## State Assessment Committee

The State Assessment Committee (SAC) is formed and meets to assess all applications according to the Application Assessment Criteria (page 14 & 15). The allocation of funds is based on priorities and availability of funding.

## 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

## Announcements

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

## Contractual Agreement

Prior to the provision of funding, the Applicant **must** complete 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 GRANT

Grants funds are released upon receipt of acquittal form, and all required supporting documents and photos. All projects must be completed and submitted by 30 June 2025. If acquittal documents are not received by the due date, grant funding may be rescinded. If you cannot complete by the due date, please refer to 'Variations' section page 19.

### Selecting the Supplier

Applicants source the minimum number of quotations required (See page 9 for Minimum Quotation Requirements and Part-funding by Local Government). The desired supplier should be selected from these quotations.

### 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.

### Acquittal of Projects

Applicants must provide the following acquittal documents to SES Grants.

#### Facilities

- Completed *Facility Acquittal – Financial Report & Certificate of Satisfactory Completion* signed by the appropriate Officers (refer to Appendix A on the QFES/SES website or request from SES Grants)
- Copies of all tax invoices associated with the expenditure
- Photographs of the completed project

#### Vehicles (For new or second-hand vehicles\*)

- Completed *Vehicle Acquittal – Certificate of Satisfactory Completion* signed by the appropriate officer (refer to Appendix B on the QFES/SES website or request from SES Grants)
- A valid tax invoice or valuation report/certificate\*\*
- Photographs of the newly acquired vehicle

Forms can be located through the SES page on the [QFES website](https://www.qfes.qld.gov.au):

<https://www.qfes.qld.gov.au/about-us/frontline-services/state-emergency-service/supporting-ses/ses-support-grant>

**\*\* 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 letterhead, along with the assessor's signature.**

## Payment of Funds

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

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

## Finalising the Agreement

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

- Advising of Project completion; and
- Attach a Recipient Created Tax Invoice (RCTI)

## MEDIA

Should local government wish to announce/advertise the success of their grant application through council and/or public media outlets, the following points should be included:

- Acknowledgement of the Minister's announcement key points
- Recognition of the funding support from the State Government through the SES Support Grant Program

Should the local government wish to have a draft media release reviewed, a request can be made by sending to [SES.Grants@qfes.qld.gov.au](mailto:SES.Grants@qfes.qld.gov.au).

## VARIATIONS

A request to change any details to the project (including timeframes, vehicle/facility scope etc.) must be submitted in writing to SES Grants. Applicants must provide a **Variation Request Form** (Appendix C) by no later than 30 April 2025 for an extension to the completion date. If a Variation Request Form is not received for any changes made to the project or extension to completion date, funding may be rescinded.

A Reminder Letter will be sent to all Local Government's with open/outstanding Grants.

## FURTHER INFORMATION

The Funding Guidelines, Appendices and Application Form are available from the [QFES/SES website](https://www.qfes.qld.gov.au/SES/Grants) or from [SES.Grants@qfes.qld.gov.au](mailto:SES.Grants@qfes.qld.gov.au)

For any queries or further information regarding the SES Support Grant please contact:

**SES Grants**

### Email

[SES.Grants@qfes.qld.gov.au](mailto:SES.Grants@qfes.qld.gov.au)

### Phone

07 3635 3506



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