

# SES SUPPORT GRANT: Application form 2026-27

SES GRANTS USE ONLY			
Local government name			
Date received		Eligibility assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application number			

## Applications must be lodged via email by 27 November 2025

Before completing this application form, read the SES Support Grant 2026-27 Funding Guidelines (funding guidelines) that are available at [www.ses.qld.gov.au/support-grant](http://www.ses.qld.gov.au/support-grant).

If you have any questions, contact us at [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au).

## Applicant instructions

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

## Section 1 – Applicant details

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

### 1.2 Previous applications

List any open applications from previous funding rounds in the table below.

Funding round (e.g. 2025-26)	Application number (e.g. 252601)	Project type (e.g. either facility or vehicle)

## Section 2 – Project overview

Category	<input type="checkbox"/> Facility	<input type="checkbox"/> Vehicle
Are there any special considerations for this application? If yes, see the 'Funding for special consideration projects' section on page 9 of the funding guidelines for more information.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Project priority: where the highest priority is 1.		
Number of applications submitted (e.g. 1 of 3)		
Group or unit that the grant is for		
Project title		

## Section 3 – Facility details

**Complete this section for facility projects only.**

### 3.1 Project summary

Provide a project summary that addresses the below points.

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

### 3.2 Shared facilities

If the proposed facility project is at a shared facility, consult with the relevant parties and enter the details in the table below. If you need more space, supply the additional information as an attachment and list it in the supporting documents table in section 7.

<b>Name of the organisation</b>	
<b>Contact name</b>	
<b>Contact's position</b>	
<b>Contact details</b>	
<b>Consultation date</b>	
<b>Consultation outcome</b> <i>For example: they may fully or partially support the grant application.</i>	

## Section 4 – Vehicle details

Complete this section for vehicle projects only.

### 4.1 Project summary

Provide a project summary that addresses the below points. There is additional space to provide your response over the page.

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

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4.2 Vehicle storage

Where will the vehicle be stored (include address), and will it be protected from the weather and other factors that may deteriorate its condition?

4.3 Vehicle to be replaced

If you are replacing a vehicle as part of your proposed project, complete the table below.

You'll need to include a valuation or estimate (e.g., Redbook or from an auctioneer) in your application. Attach it to the email when you apply and list it in the supporting documentation table in section 7.

This information is required as it provides important context for the SES Support Grant Assessment Panel. Councils will not be obligated to contribute the estimated trade-in or sale value to the project.

Year of manufacture		Make	
Odometer reading		Model	
Estimated trade-in or sale value			



## 4.4 Vehicle stocktake

How many designated SES vehicles does the group or unit have?

## Section 5 – Funding Details

Local governments can apply for 100% of project costs to be covered up to the below limits:

- Facility Projects: \$150,000 (GST exclusive)
- Vehicle Projects: \$75,000 (GST exclusive)

For more information relating to what grants can cover, refer to the funding guidelines.

### 5.1 Project budget

Provide an itemised budget for the total cost of your project below. Make sure it aligns with the quotes you provide and eligible items.

If you need more space, supply a completed budget as an attachment and list it in the supporting documents table in section 7.

Item	Cost (GST Exclusive)
<b><u>TOTAL PROJECT COST</u></b>	
<b>Total amount of grant funds being requested</b>	
<b>Remaining amount</b>	

### 5.2 Remaining amount

If the total project cost exceeds the project funding limit referenced above, will applicant local government cover the remaining amount? ☐ Yes ☐ No

If you selected **no**, please detail below how the remaining amount will be covered. We encourage you to contact us to discuss your application.

If you selected yes, detail in the section below how local government will cover the remaining amount. For example, funds from the vehicle trade in, other grants, support entity (see the ‘Prepare your documentation’ section on page 11 in the funding guidelines) insurance pay out, subsidies and local government revenue.

Who will manage and pay for the ongoing operational and maintenance costs of the project?

### Section 6 – Activity details

Provide information about member numbers and activities of the group or unit for the last financial year. We recommend the relevant SES local controller completes the activity table.

Unit or group details	Total number for the 2024-25 financial year
Members	
Meetings	
Training (both SES and external provider)	
Activations	
Optional additional comments:	

### Section 7 – Supporting documentation

List all the documents that support this application in the table below. This may include:

- photographs
- approved building plans or drawings of the proposed facility
- quotes



- project plans
- copies of valuation certificates.

Refer to the 'Prepare your documentation' section on page 11 of the funding guidelines to determine the supporting documents required for your project.

Check you've attached all listed documents to the email before you send your application.

Document/File Name	Purpose/ Document Type

## Section 8 – Finalising the application

Before submitting your application, complete the following checks:

- ✓ I have thoroughly read the funding guidelines and understand the application requirements.
- ✓ I have completed all required fields in this form.
- ✓ The project is not yet started. See page 6 of the funding guidelines under 'Who can apply?'
- ✓ I have checked the funding amounts are correct, eligible for the grant and GST exclusive.
- ✓ I have considered whether I need to attach a letter for special consideration. See page 9 of the funding guidelines under 'Funding for special consideration projects'.
- ✓ The application was developed in consultation with the respective SES local controller.
- ✓ The local controller has given their endorsement by completing the table in the below section 8.1.
- ✓ The application is supported by the Chief Executive Officer, Chief Financial Officer or duly authorised delegate.
- ✓ I have completed the applicant declaration at section 10 of this form.
- ✓ The application is in editable PDF format.
- ✓ Supporting documentation files, including quotes and plans, have been clearly named, listed in the supporting documentation table at section 7 and attached to the submission.
- ✓ I will submit the application via email to [grants@ses.qld.gov.au](mailto:grants@ses.qld.gov.au) by 27 November 2025.

### 8.1 Local controller endorsement

<b>Name</b>		<b>Date</b>	
<b>Do you support this application?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		





<b>Email</b>		<b>Phone</b>	
<b>Signature</b>			
<b>Comments</b>			

## Section 9 – Terms and Conditions

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

1. State Emergency Service (SES) will provide a funding agreement to the applicant upon formal notification of funding approval. The applicant will sign the funding agreement provided and will be bound by the terms and conditions outlined herein and in the funding guidelines.
2. The grant will be used solely for the purpose it was given and the project will commence from 1 July 2026 and be completed by 30 June 2027.
3. If the grant project will extend over 12 months from the agreement start date, a written request for an extension will be sought and agreed in writing. See page 14 of the funding guidelines under 'Payment of grant funds'.
4. Should SES not receive the variation request by 30 April 2027 or Acquittal report and supporting documentation by 30 June 2027, the funding for the project may be forfeited.
5. Should the applicant undertake the project contrary to what is agreed upon under the program, SES will cancel approval for funding and any associated funds.
6. The receipt and expenditure of the grant will be identified separately within the applicants' accounting records, so the grant is always identifiable and ascertainable.
7. The project, or any component of the project forming part of the application, will not be started before SES provides a formal notification of grant approval. If, for any reason, the project is to be started before the notification, an officer from the organisation will contact the SES Grants and Subsidies team before the project starts. The organisation must receive written approval from SES before proceeding. See page 10 of the funding guidelines under 'What are the key dates for this round?'.
8. It is the responsibility of the applicant organisation to ensure adequate insurance cover for the project, either through SES or the applicant local government.
9. The applicant organisation will acknowledge the contribution of SES. See page 16 of the funding guidelines under 'Funding acknowledgement'.
10. All invoices and/or relevant documentation will be submitted in support of the claim for payment of the grant. See page 14 of the funding guidelines under 'Project acquittal'.
11. Any special conditions that are attached to the grant will be met.
12. All relevant records of the grant will be kept for a period of 7 years and will be made available for audit at any time.
13. The grant payment to the applicant organisation excludes GST. See page 16 of the funding guidelines under 'Goods and Services Tax (GST)'.
14. Failure to accord with these terms and conditions or the funding guidelines, or failure to comply with the purpose of funding could result in the termination or reimbursement of grant.

## Section 10 – Application Declaration

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

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

Declaration officer	
Name	
Signature	
Position	
Email	
Phone	

END OF APPLICATION FORM