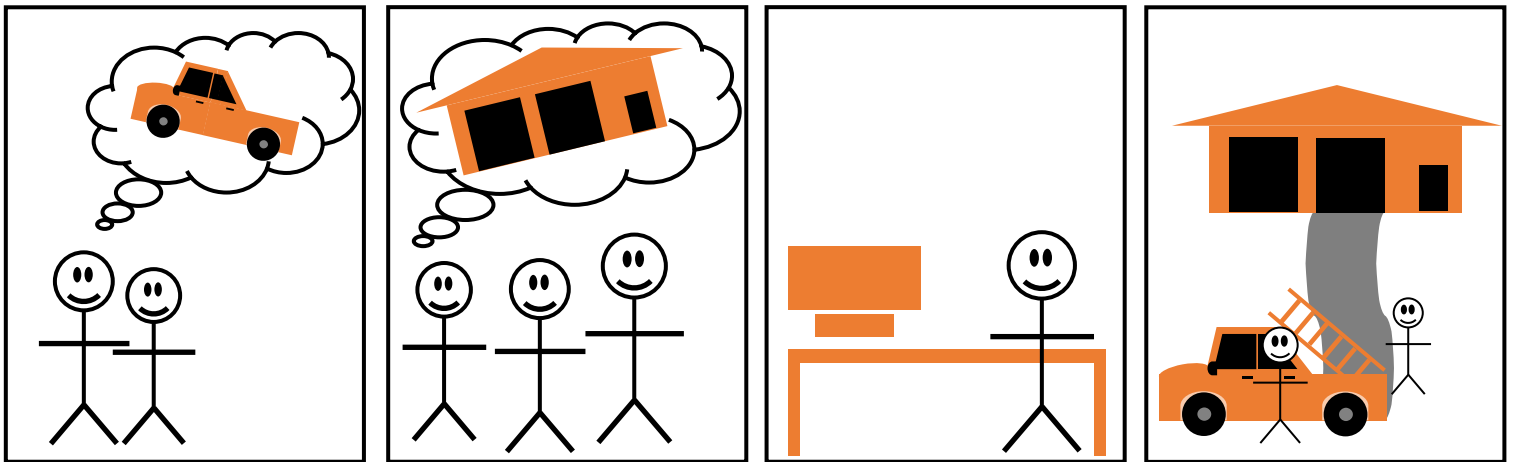


# Building your Application

2019-2020

State Emergency Service

## Support Grant



[www.ses.qld.gov.au](http://www.ses.qld.gov.au)



# SES Support Grant

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*Building your Application 2019-20*

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## Building your Application

The SES Support Grant 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:

**S**ituation – Set the Scene

**T**ask – Describe the purpose

**A**ction – Explain what you will do

**R**esult – 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

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*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.*

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## 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?

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*Does your application pass the test?*

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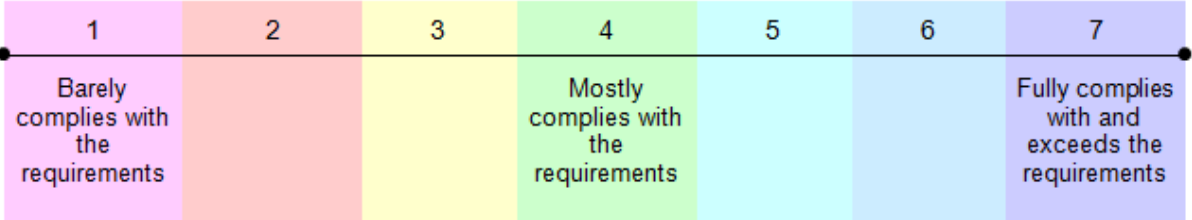
## Score your own Application

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
<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%

*How would your application score?*

Criterion	Score	Weighting	Adjusted
<b>Rationale and Activity</b>		30%	
<b>Facility and Financial</b>		30%	
<b>Outcomes</b>		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	<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 (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>	<p><b>Rationale behind the project</b></p> <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> <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 (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> <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>
How Facility	<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>	<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>	<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 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> <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>
Outcomes	<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>

## 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 Support Grant please contact:

### QFES Grants

#### Email

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

#### Phone

3635 1575

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