



THE IMPORTANT STUFF.....

ROUND 1

- Grant applications open – 0900hrs – Friday, 15 December 2017
- Grant applications close – 2300hrs – Wednesday, 28 February 2018

THE REAL NITTY GRITTY GUIDE.....

How do I apply?

All applications must be lodged on CFA SmartyGrants portal found here

<https://cfa.smartygrants.com.au/EVGP1>

Should access to the internet be a problem, please contact your DBASO/RBASO in your area for assistance.

How much money can I apply for?

Grant applications will be available for individual Brigades – No minimum or maximum amount.

Grant applications up to a maximum of \$250,000 for collective applications from groups of at least 10 Brigades.

What types of things can I apply for?

Be creative in your applications – look beyond the usual things that are applied for under grant schemes.

Here are some areas that you might like to consider:

- Employer engagement initiatives – organise events that thank your local employers for supporting members attending turn outs during the year.
- Managing rural community decline and the impact on our volunteer based emergency services – conduct local workshops with a trained facilitator and invite the community to attend.
- Implement a program to attract and recruit women from the local community.
- Promote a healthy brigade culture which may involve team building days, inclusion programs and leadership support just to name a few.
- Collectively apply for a grant to buy flag poles and Australian and Aboriginal flags for your brigades – flags are important symbols representing respect and dignity within a community.
- Put in a group application to have a nominal number of volunteers to train for their medium rigid licence so that more members are able to drive fire trucks in the event of a call.
- Get together and organise a traditional Smoking Ceremony - A smoking ceremony is all about building partnerships based on cultural exchange and knowledge sharing



- Apply for a collective grant to cover the basics – outdoor marquee, tables, chairs, fridge etc.,
- Why not apply for a grant to construct a fire retardant garden at your brigade, or at a central community hub to engage and educate others. Hold an opening event to celebrate and involve the greater community – kindergartens, scouts, men's shed
- Found a great volunteer or emergency services conference you want to attend? Why not apply for a grant to help cover costs to get a bunch of your members there together.
- Social media & blogging: Have an active presence online and put out quality content. Interacting with your community will continuously grow your audience, and applying for a grant can help you resource it.
- Build volunteer capacity and capability in brigade functional areas – e.g., community safety administrative roles by holding an information day/evening and publicise to your local area.

Think outside the square.....

How do we submit an application that falls under infrastructure?

New buildings and structural changes to existing buildings would need pre-approval from CFA Land & Building Services before an application is accepted. Please make contact with L&BS Project Manager - Phillip Hand, (Tel: 03 54302200, Mobile: 0408 303 935) Email- p.hand@cfa.vic.gov.au prior to submitting an application, and in order to discuss your project further.

What happens if my quote changes after I have submitted my application?

We understand that quotes from suppliers can change. Should this be the situation, please ensure that you contact us at grantsprogram@cfa.vic.gov.au as soon as you are aware of any changes to your submitted costs.

Can more than one application be made under this grants program?

Yes, you are able to submit more than once, however please be aware that applications will be prioritised, and that we will endeavour to ensure an equitable distribution of grant money across the State. You must also keep in mind the maximum amount of money you are able to apply for

Do I need to complete a CFA Fundraising Application?

No.

Who do I contact at CFA regarding this grants program?

Please direct all enquiries to grantsprogram@cfa.vic.gov.au and we will endeavour to respond as soon as possible.

Will there be an additional round?

Yes, an additional round (Round 2) is scheduled to open on 1 April 2018 and will close on 30 June 2018.

Can we just submit a quote from any supplier?

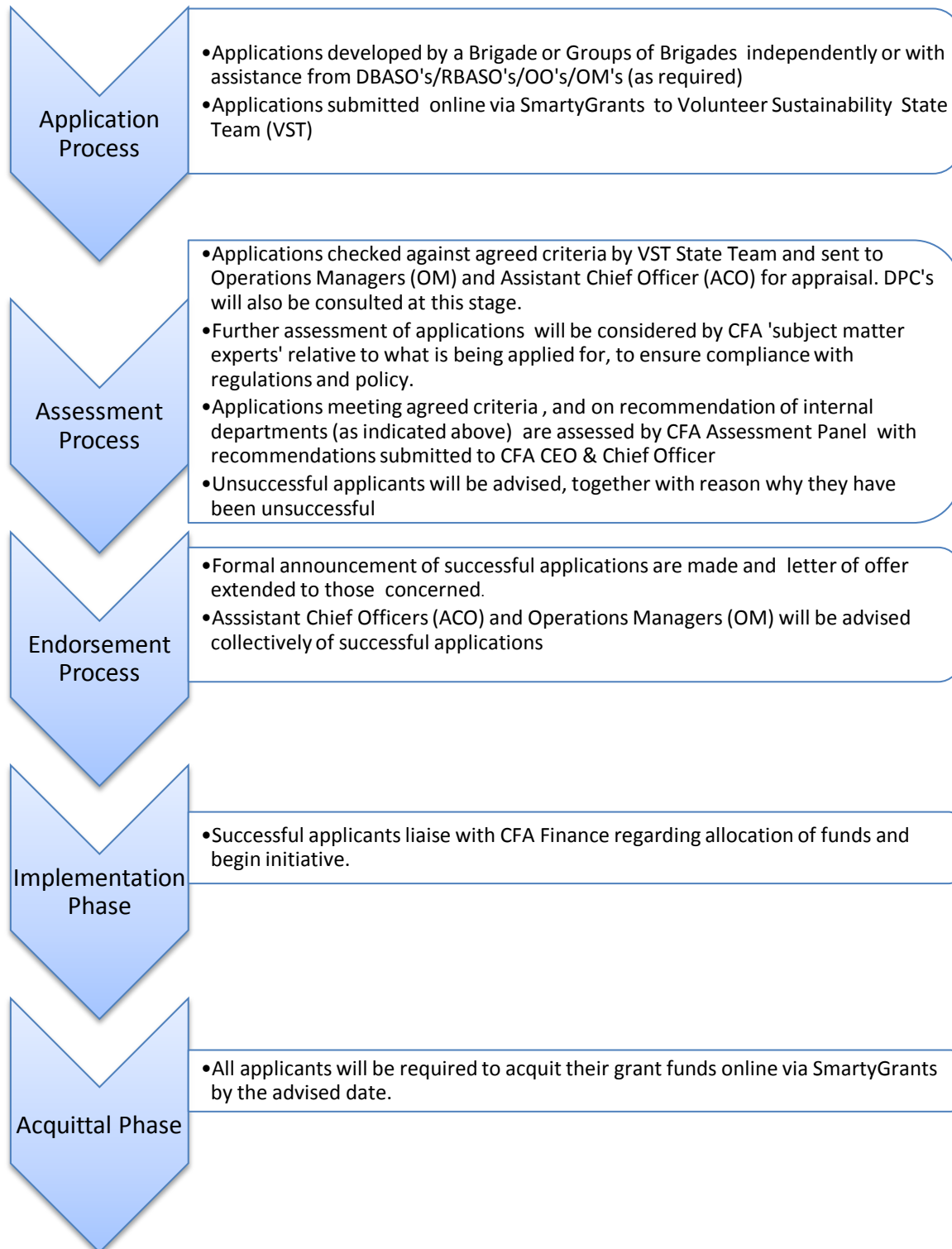
Please obtain quotes from reputable suppliers, and it is strongly advised that you consult the CFA State Logistics Centre catalogue as many items that you may wish to apply for can be found there – and they are already deemed as being CFA approved.

I have submitted my application, what happens next?

A robust process has been established and we are endeavouring to keep you in the loop as much as possible once you hit 'submit' on your application.



The process timeline below should help you understand what happens to your application at every point, and will hopefully give you some understanding around the time it takes from submission to approval and beyond.....





How do I receive the funds?

This will be determined by CFA Finance and will be advised to you on confirmation of your successful application.

Can I apply for items already purchased?

No, if your project has already commenced, or you have already purchased something then you are ineligible to apply for a grant retroactively.

Will I be notified if I am unsuccessful?

Yes indeed – you will be notified if your application is unsuccessful and why it was unsuccessful. However don't be disheartened as you may wish to resubmit in the next round.

How do I acquit the grant money?

Acquittal of grant funds will be done online via SmartyGrants and you will be able to upload supporting information/receipts etc.

What if I don't use all the money we have been granted?

You will be required to return unexpended money if your project comes in under the specified amount.

What if our project comes in over our allocated amount?

We understand that at times projects cost more than what you have been granted; however there will be no onus that any shortfall will be covered by this Grants Program. It will be up to the applicant to negotiate alternative funds, whether this is through further fundraising or other approved alternative funding sources.

What types of things are we EXCLUDED from applying for?

- Projects commenced prior to final approval are not eligible.
- Applications that duplicate existing CFA programs will not be funded.
- Equipment that does not meet CFA Safety Standards will not be approved.
- Tankers, Big Fills and Specialist Appliances will not be considered under this program.

What else do I need to know?

- Give thought to ongoing costs and expenses with the items that you have applied for under this scheme, as these ongoing costs will not be supported by this program.
- Do the items requested comply with CFA operational/legislative and HSE&W regulations?

These Frequently Asked Questions will be updated routinely.