



## Circular 08:01:07

**To:** Club Secretaries                      Club Treasurers  
Club Presidents                      Club Captains

**Cc:** Regional Officers                      Divisional Officers

**From:** Brett Ellis, General Manager – Lifesaving Operations

**Date:** 19 January 2007

**Subject:** EMA Grants – Application Process

**Action:** Grant Applications Close Friday 2 March 2007 at Life Saving Victoria

---

All clubs would have received information booklets on the 2007/2008 Emergency Management Australia (EMA) Local Grants Scheme & National Emergency Volunteer Support Fund. Relevant details and application forms are available on the EMA website at [www.ema.gov.au/communitydevelopment](http://www.ema.gov.au/communitydevelopment)

Further to this information we wish to clarify to clubs (i) the scope of these grants and (ii) the application process.

### **SCOPE**

#### **EMA Local Grant Scheme (LGS):**

Please note that clubs are NOT eligible to apply for these grants.

#### **National Emergency Volunteer Support Fund (NEVSF):**

These grants (notional cap of \$50,000 applies) are provided for recruitment, retention and training of volunteers directly involved in emergency management and, within guidelines established by State or Territory emergency management authorities, fund capital equipment. Clubs are eligible to apply for these grants.

## APPLICATION PROCESS

### NEVSF:

Application forms need to be completed by each club and submitted to Life Saving Victoria (LSV) by the due date. All applications will then be reviewed and prioritised by the Council of Lifesaving Operations Executive in line with LSV's strategic and business plans, with preference given to applications based on state-wide, followed (in priority order) by regional, divisional and individual club initiatives. To maximise the potential benefits of these grants clubs are encouraged to liaise with other clubs within their own districts and/or regions and their Divisional and/or Regional Officers to develop such initiatives. Divisional and Regional Officers are also encouraged to liaise with their fellow state officers to develop state-wide initiatives.

The prioritised list of applications will then be forwarded to the state's Emergency Management Organisation (Department of Justice) for assessment against a set of criteria and ranked accordingly to the state's priorities. These assessments are conducted by a selection committee comprising representatives from the Department of Justice, volunteer organisations and Emergency Management Australia. The criteria they will use are:

#### *Eligibility*

- ☞ Is the applicant an eligible organisation?
- ☞ Is the project eligible?

#### *Assessment*

Funding is essentially based on identified risk and priority of need, and will consider such issues as:

- ☞ The project's applicability and relevance to identified parent agency priorities, and
- ☞ The project's scope and potential to enhance the recruitment, retention and training of volunteers

**Clubs that wish to apply under this grant should ensure they have read and digested the following documents:**

- ☞ LSV's Strategic Plan with regard to Emergency Management
- ☞ EMA's Program Guidelines 2007/2008
- ☞ EMA's Guide for Applicants 2007-2008

A copy of the application form is attached to this circular.

**APPLICATIONS MUST BE RECEIVED AT  
LIFE SAVING VICTORIA  
200 THE BOULEVARD  
PORT MELBOURNE  
BY 5.00 PM FRIDAY 2 MARCH 2007**

**For additional detail on this Circular contact:**

**Brett Ellis, General Manager – Lifesaving Operations**

Email [brett.ellis@lifesavingvictoria.com.au](mailto:brett.ellis@lifesavingvictoria.com.au) or by phone (03) 9676 6910

Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

Address: PO Box 353 South Melbourne DC 3205



An Australian Government Initiative

Working Together to Manage Emergencies

<b>Registration Number:</b>  <i>Office Use Only</i>
---

## NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND Application Form 2007-08

**BEFORE COMPLETING THIS APPLICATION** you MUST read the Program Guidelines and Guide for Applicants. These can be viewed at: [www.ema.gov.au/communitydevelopment](http://www.ema.gov.au/communitydevelopment)

### SECTION 1. APPLICANT DETAILS

<b>Unit Name</b>							
<b>Agency Name</b>							
<b>Australian Business Number (ABN)</b>							
<b>Postal Address</b>	<b>Street Address or PO Box Number</b>						
	<b>Suburb</b>			<b>City</b>			
	<b>Postcode</b>		<b>State</b>				
<b>Contact Person for your Project</b>	<b>Title</b>		<b>Given Name</b>			<b>Last Name</b>	
	<b>Position</b>						
<b>Telephone (W)</b>				<b>Fax</b>			
<b>Mobile Telephone</b>							
<b>E-mail</b>							
<b>Secondary Contact Person</b>	<b>Title</b>		<b>Given Name</b>			<b>Last Name</b>	
	<b>Position</b>						
<b>Telephone (W)</b>				<b>Fax</b>			
<b>Mobile Telephone</b>							
<b>E-mail</b>							

### SECTION 2. PROJECT SUMMARY

<b>Project Name (No more than 10 words)</b>							
<b>Brief Summary (No more than 25 words)</b>							
<b>Project area/location</b>	<b>Town or locality</b>					<b>Postcode</b>	
<b>Total Funding Sought (This amount MUST match amount in Section 7)</b>		\$ <span style="float: right;">Total (GST exclusive)</span>  Please note that total project funding is generally capped at \$50,000 (GST exclusive) Please see Section 7 regarding calculation of GST.					

**SECTION 3. SPONSORING ORGANISATION**

**Please complete this section if a sponsoring organisation is managing the project on your behalf.**

If you are not incorporated and are not seeking to become incorporated, you will require an organisation to manage the project on your behalf. The sponsoring organisation must take full responsibility for the legal and financial accountability of the proposed project, ie enter into a Funding Agreement with the Commonwealth Government.

<b>Organisation Name</b>						
<b>Australian Business Number (ABN)</b>						
<b>Postal Address</b>	<b>Street Address or PO Box Number</b>					
	<b>Suburb</b>			<b>City</b>		
	<b>Postcode</b>			<b>State</b>		
<b>Contact Person</b>	<b>Title</b>		<b>Given Name</b>		<b>Last Name</b>	
<b>Position</b>						
<b>Telephone (W)</b>				<b>Fax</b>		
<b>Mobile Telephone</b>						
<b>E-mail</b>						

**SECTION 4. PROJECT MANAGEMENT AND MAINTENANCE**

Explain how the project will be undertaken and managed. Indicate who will manage the project (eg. agency staff, contractor, consultant, volunteer officer) and the reporting/management structures. Who will be responsible for any future maintenance and upkeep required? NOTE: FUNDING IS NOT AVAILABLE FOR FUTURE MAINTENANCE OR UPKEEP.

**SECTION 5. PROJECT CATEGORY**

Please indicate the category to which your project belongs.

Recruitment

Training

Retention

Equipment

**SECTION 6. PROJECT DESCRIPTION**

Provide a detailed description of the proposed project and explain how it will help enhance the capability of communities to prepare for, respond to or recover from emergencies and disasters. You should also address the following questions:

- How does the project relate to existing emergency management plans and arrangements?
- Are other complementary measures planned?
- Is the project an identifiable element of a larger scheme or activity (if so, give details)?
- Do you consider this project has the potential to be of national significance (ie does it have national applicability rather than a regional focus)?

**SECTION 7. BUDGET BREAKDOWN**

Provide a detailed budget for your project, identify the different items (eg labour, consultancy fees, materials, equipment etc). Provide as much detail as possible. **Budgeted costs must be GST exclusive.** If you are successful in obtaining funding, we will determine the amount of GST applicable to your grant and 'gross-up' funding accordingly. NOTE: FUNDING IS NOT AVAILABLE FOR FUTURE MAINTENANCE OR UPKEEP.

Item	2007-08 (GST exclusive)
Equipment	\$
Consultancy Fees	\$
Professional Services	\$
Administrative Costs (eg postage, stationery, printing, telephone)	\$
Travel	\$
Please detail any other Items	\$
	\$
	\$
	\$
<b>Total (GST exclusive) This amount MUST match the Total in Section 2 – Total Funding Sought</b>	<b>\$</b>

**SECTION 8. WORK PLAN TO ACHIEVE PROJECT OUTPUTS**

Provide a work plan for the project showing key milestones, the tasks required to meet those milestones and the expected duration.

Key Milestones	Tasks	Expected Duration

**SECTION 9. APPROVALS REQUIRED**

Are there any approvals, permits or applications that will be required to enable the project to proceed? If yes, please provide details.

**SECTION 10. PROJECT OUTPUTS AND OUTCOMES**

List the anticipated outputs and outcomes of the project. Outputs are those tangible items that will be produced by the project (eg reports, plans, equipment, brochures, posters, training course documentation etc). Outcomes are what the project aims to achieve (eg training courses conducted for staff, recruitment drive conducted etc). Outline the expected longer term benefits from the project (eg enhanced recruitment, increase in retention rate, more effective response/recovery capability etc).

<b>Outputs</b> (What tangible items will be produced by the project?)	
<b>Outcomes and Expected Benefits</b> (What does your project aim to achieve? What are the longer term benefits?)	

**SECTION 11. ADVERSE IMPACTS**

Are there any adverse impacts that may result from the project (eg environmental, community, cultural, social etc)? If so, give details and explain how these impacts will be addressed.

--

**SECTION 12. PREVIOUS AND PENDING FUNDING APPLICATIONS**

Have you previously sought, or are you currently seeking either Australian Government, State/Territory Government, or other funding for this project? If so please provide details.

Name of Fund and Department	Year of Funding	Funding Received/ Sought	Successful or Pending

**SECTION 13. CO-CONTRIBUTIONS**

Is your project dependent on financial contributions from any other source? If yes, please provide details below. You will also need to supply a letter of support from the organisation as evidence of the availability of that funding.

Name of Organisation	Amount of Funding	Letter of Support Attached
		Yes / No
		Yes / No
		Yes / No
		Yes / No

**SECTION 14. PREVIOUS STUDIES UNDERTAKEN**

If applicable, in **350 words or less**, give details of any relevant studies or research previously undertaken. Explain how the outcomes of these studies support or relate to the proposed project.

--

**SECTION 15. CONSULTATION AND COLLABORATION**

Does the project require community consultation? If so, how do you intend to consult (eg community meeting, seeking public comment etc)? Does the potential scope of the project extend to agencies in surrounding areas? If so, has the project been developed in consultation with those agencies and any other interested parties? Give details.

**SECTION 16. EVALUATION**

How will you evaluate the success of your project? Methods of evaluation include: before and after questionnaires, observations by staff and volunteers, self assessment of lessons learnt and what proved to be important.

**SECTION 17. ADDITIONAL INFORMATION**

How did you first find out about the National Emergency Volunteer Support Fund.

- Internet (please provide website name)
- Brochure
- Print media (please provide publication name)
- Radio Broadcast (please provide radio station name)
- Word of mouth
- Parent Agency
- Other (please provide details)

## SECTION 18. DECLARATION

To be signed by the **Local Unit Manager** and the **Chief Executive Officer or equivalent**.

I declare that the information provided in this form and attachments is, to the best of my knowledge, true and correct and I understand that any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand that the Australian Government, or its agent, may check any of our statements for the purpose of assessing this application and agree to provide any additional information they may request.

I understand that this is an application only and may not necessarily result in funding approval.

I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes.

<b>Signature</b>		
<b>Name</b>		
<b>Position</b>	<b>Local Unit Manager</b>	<b>Parent Agency Chief Executive Officer or equivalent</b>
<b>Date</b>		

**Please e-mail your completed application, and post a signed hard copy, to your Parent Agency. Please seek advice from your State or Territory Contact if you are unsure of the identity of your Parent Agency.**

**APPLICATIONS CLOSE 5PM FRIDAY 2 MARCH 2007**

**Late applications will not be accepted**

## State and Territory Contacts

<p><b>Australian Capital Territory</b> Matthew Harper PO Box 104 CURTIN ACT 2605</p> <p>T (02) 6207 8223 F (02) 6207 8447 <a href="mailto:matthew.harper@act.gov.au">matthew.harper@act.gov.au</a></p>	<p><b>New South Wales</b> Trevor Cox Level 12 52 Phillip Street SYDNEY NSW 2000</p> <p>T (02) 8247 5909 F (02) 9252 9168 <a href="mailto:NEVSF@emergency.nsw.gov.au">NEVSF@emergency.nsw.gov.au</a></p>
<p><b>Northern Territory</b> Peter Davies PO Box 39764 WINNELLIE NT 0821</p> <p>T (08) 8922 3639 F (08) 8947 2162 <a href="mailto:peter.davies@pfes.nt.gov.au">peter.davies@pfes.nt.gov.au</a></p>	<p><b>Queensland</b> Alan White GPO Box 1425 BRISBANE QLD 4001</p> <p>T (07) 3247 8461 F (07) 3247 8475 <a href="mailto:awhite@emergency.qld.gov.au">awhite@emergency.qld.gov.au</a></p>
<p><b>South Australia</b> Ross Pagram GPO Box 2706 ADELAIDE SA 5001</p> <p>T (08) 8204 9376 F (08) 8463 4051 <a href="mailto:pagram.ross@saugov.sa.gov.au">pagram.ross@saugov.sa.gov.au</a></p>	<p><b>Tasmania</b> Chris Beattie GPO Box 1290 HOBART TAS 7001</p> <p>T (03) 6230 2772 F (03) 6234 9767 <a href="mailto:chris.beattie@ses.tas.gov.au">chris.beattie@ses.tas.gov.au</a></p>
<p><b>Victoria</b> Jude Laurence GPO Box 4356QQ MELBOURNE VIC 3001</p> <p>T (03) 8684 7936 F (03) 8684 7956 <a href="mailto:jude.laurence@justice.vic.gov.au">jude.laurence@justice.vic.gov.au</a></p>	<p><b>Western Australia</b> Nicole Gibbs PO Box P1174 PERTH WA 6844</p> <p>T (08) 9323 9580 F (08) 9323 9462 <a href="mailto:ngibbs@fesa.wa.gov.au">ngibbs@fesa.wa.gov.au</a></p>
<p><b>Emergency Management Australia (Australian Government)</b> Program Manager – Working Together to Manage Emergencies Attorney-General’s Department T 02 6256 4608 F 02 6256 4653 <a href="mailto:cd@ema.gov.au">cd@ema.gov.au</a> <a href="http://www.ema.gov.au/communitydevelopment">www.ema.gov.au/communitydevelopment</a></p>	