

# NSW SES Volunteers Association

## 2016 Unit Grant Guidelines

### What is the Volunteers Association Unit Grant Scheme?

A major objective of the NSW SES Volunteers Association is to provide NSW SES Units with support grants that improve the welfare of their members and amenity of their facilities.

The Volunteers Association Unit Grant Scheme provides financial assistance to individual NSW SES Units or collective groups for purposes not normally covered by Government funding. Funding is not normally directed to capital expenditure items, emergency vehicles and equipment which would normally be supplied by NSW SES as per the NSW SES Approved Equipment List (AEL).

The Volunteers Association is committed to supporting volunteer members of the NSW SES to protect their Communities.

### Who can apply?

Any member of a NSW SES Unit that meets the eligibility criteria can apply for a Unit Grant, but must be supported by the relevant Controller.

Applicants must agree to the Terms and Conditions of the Unit Grant scheme.

### How much can be applied for?

Grants will be limited to a maximum of:

- **Tier 1 - \$5,000 (Inc. GST) - per Unit**
- **Tier 2 - \$20,000 (Inc. GST) - Special Projects**

**Tier 1-** Applies to INDIVIDUAL Units.

**Tier 2-** Applications can be made for major items by a number of Regions or by a number of Units collectively within a Region Boundary or by a Region.

- Applications by individual Units from within that Region would not be excluded, although consideration will be given to the amount of funds applied for by the overall Region in determining a successful application.
- The Volunteers Association's Area Representatives will need to provide the Board of Directors with an indication of priorities as a successful Tier 2 application may limit the number of Tier 1 applications that may be successful. Such priorities should be discussed with the Volunteers Council Chairperson and members prior to submitting their agreed recommendation to the Board of Directors.

The Board of Directors has ultimate and final discretion on the amount paid for each Unit Grant.

### What are the selection criteria?

Selection criteria will be determined by the Board of Directors based on the assessment of each and every Unit Grant application but in principle selection will be considered by the Volunteers Council based on the following:

- The application must detail the nature of the equipment or expenditure; the improvement works to be purchased or carried out; and describe how these will support or improve the level of service to the Unit, Region and the local Community.
- The application must detail the reason as to the need for this equipment or improvement.
- Membership with the Volunteers Association will be considered part of the criteria for grant approval.

- The application is to show the current financial position of the Unit or Group, including copies of the most recent account statements together with any fund raising proposals or additional grant applications for the current financial year.
- The application must be accompanied with an appropriate quote for the goods or services for any grant up to the value of \$3,000 Inc. GST, with two quotations required where the value of the grant exceeds \$3,000 Inc. GST.

## **What type of items may be funded?**

The Volunteers Association reserves the right to exercise its discretion in approving the type of items applied for in the Unit Grant.

Unit Grants for equipment or expenditure that is not approved for use by the NSW SES will not be considered. If not approved then they must obtain written approval from NSW SES State Headquarters before proceeding with the Grant Application.

Any audio-visual, computing, GPS or office equipment will be procured to the standard set by the NSW SES. Approval of such items must be obtained from the NSW SES Director ICT prior to any application being considered to ensure that licensing requirements are met and to obtain NSW SES State Headquarters commitment to support, maintenance, replacement etc.

Individual Units or Unit groups, as indicated above may apply for, but are not limited to items or expenditure such as:

- DVD player, television.
- Data projector/screen for training requirements or Community Education.
- Kitchen equipment e.g. fridge, freezer, microwave.
- GPS Navigation Units.
- Vehicles (non-emergency), including “golf buggy” or “Paddy Mobile” style – must be approved type.
- Sun shade.
- Stoves/Ovens.
- Air conditioner unit or fan.
- Portable fridge/freezer for vehicles.
- Welfare items e.g. chairs, tables, BBQ, urns.
- Water tank, bore installation.
- CPR/training dummies.
- Monetary contribution towards trailers for First Aid, Catering, Community Education, Operational Support (Note: NSW SES Fleet approval may be required for trailers and clarification should be sort prior to submitting an application for such).
- Portable Lighting.
- Renovations/Extensions e.g. Unit stations, kitchen enhancements – modifications/extensions to structures may require State, Region and/or local Council approval.
- Sheds – Garden shed type for storage.
- Training activities.

## **How will the funding be provided by the Volunteers Association?**

The Board of Directors will have sole discretion as to whether it provides:

- Financial support for the applicant to purchase the required goods or services.
- Reimburse the applicant for the purchase of the required goods or service.
- Goods or services directly to the applicant making its own decision on the supplier, brand, make, model, manufacturer, specifications, functionality and price.

## What will not be funded?

Grants will NOT be made for:

- Consumables e.g. food, petrol, stationery, subscription to internet services, registration fees, advertising.
- Radio equipment.
- Emergency Vehicles.
- Personal items e.g. PPE, uniforms, boots, kit bags, wet weather gear etc.
- Items that are normally supplied by the NSW SES or the Local Council.

Where items may be claimed through other bodies such as the NSW SES or Local Council, evidence may be requested showing that certain items have been applied for and rejected by these bodies.

## What are the funding conditions?

The following conditions will apply to applications:

- All applications are to be supported by a signed application from the relevant Controller.
- All applications are to include a signed statement from their Area Representative in support of the application.
- If a grant is offered successful applicants will be required to sign a Letter of Offer confirming the Unit Grant details, arrangements required for the payment, reimbursement and/or delivery of items.
- If a grant is approved the successful unit is required to use the funds within that financial year. If the funds have not been expended within the required timeframe the Board of Directors can decide to revoke the approved funding and apply this to the next round of Funding Schemes.
- Volunteers Association's support to the Unit or Group is to be acknowledged via agreement to the inclusion of an article in "The Volunteer" magazine or similar publication regarding the Unit Grant.

## What is the application process?

Applications are to be submitted on the approved form no later than close of business on 13 May 2016.

All applications will be assessed by the Volunteers Council and approved by the Board of Directors. Applicants will be notified of the outcome of their application by August each year.

Applications may be submitted by post to:

### **2016 UNIT GRANT APPLICATION**

### **NSW SES Volunteers Association**

**Unit 1, 2-6 Lindsay Street,**

**Rockdale NSW 2216**

**Or email to [office@nswsesva.org.au](mailto:office@nswsesva.org.au)**

**Or fax to 1300 273 782**

Enquiries regarding the Unit Grant Scheme are to be directed to your Area Representative. For contact details visit our website at [www.nswsesva.org.au](http://www.nswsesva.org.au) or Phone: 1300 073 782 or Email: [office@nswsesva.org.au](mailto:office@nswsesva.org.au)

Details on all applications, and the information contained within, shall be assessed in strict confidence.

# 2016 Unit Grant Application Form

## Application for:

Please tick one box only

Tier 1 Unit Grants (up to a maximum amount of \$5,000 Inc. GST)

Tier 2 Unit Grants (up to a maximum amount of \$20,000 Inc. GST)

# Note: Where a number of Units are submitting a collective application, details for each Unit are required.

*(If there is not enough space to complete any section of this application please attach a separate letter.)*

## SECTION 1 - APPLICATION DETAILS

### 1.1 Unit Details

Unit Name \_\_\_\_\_ SES Region \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### 1.2 Membership

How many SES members in your Unit? \_\_\_\_\_ (attach list)

Volunteers Association Members (Office Use Only) \_\_\_\_\_

### 1.3 Financial Management

Does the Unit have a current bank account? YES/ NO

If YES, please provide details:

A/C Number: \_\_\_\_\_ Balance \$ \_\_\_\_\_

A/C Number: \_\_\_\_\_ Balance \$ \_\_\_\_\_

A/C Number: \_\_\_\_\_ Balance \$ \_\_\_\_\_

Current financial statements are to be attached. All financial information provided will be treated as being strictly confidential.

### 1.4 Previous Funding

Has the Unit received a Volunteers Association Unit Grant or financial assistance from any other organisation or body within the last 5 years? YES / NO

If YES, please provide details, including the total \$ amount and dates.

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**1.5 Current Project Funding**

Does this application represent full or partial funding of the Support requested? FULL / PARTIAL

If this application represents partial funding of the project/request please provide details of funding arrangements for the balance needed.

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**1.6 Contact Details**

Provide details of the contact person responsible for the Unit Grant application.

Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_

**1.7 Delivery Address Details**

Provide details of the contact person responsible for taking receipt of any Unit Grant items supplied directly by the Volunteers Association.

*(Must have a Street or Road name for delivery address - No Property Names please)*

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_

**SECTION 2 – UNIT GRANT REQUEST**

**2.1 Grant Items Request**

Please list items sought in the order of preference showing a detailed description and cost for each item (including GST). The application must be accompanied with an appropriate quote/estimate for the goods or services for any grant up to the value of \$3,000 Inc. GST with two quotations required where the value of the grant exceeds \$3,000 Inc. GST *(only in exceptional circumstances will payment be made in respect of invoices which exceed a quotation/estimate).*

QTY	DESCRIPTION	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note: Any ongoing costs related to individual grant items will be borne by the Unit or Region (Applicant) and not by the Volunteers Association.**

**2.2 Assessment**

**Benefit to the Unit/Region/Group**

Briefly describe how the items applied for in the Unit Grant application will benefit the Unit, Region or Group.

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**Benefit to the local Community**

Briefly describe how the items applied for in the Unit Grant application will benefit the local Community.

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**2.3 Consultation**

Briefly describe the extent of consultation that has taken place in respect of this application (i.e. Unit and or SES Region Office).

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**SECTION 3 - CERTIFICATION**

**3.1 Applicant**

I declare that all the information provided in this application is true and correct to the best of my knowledge. I understand that this is an application only and may not necessarily result in funding approval, which is at the discretion of the Board of Directors.

I further declare that, should a Volunteers Association Unit Grant be made, the conditions specified by the Volunteers Association will be met.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

### 3.2 Controller of Intended Beneficiary Unit or Region

I declare that I support the Grant application as described above and attached hereto and that all relevant approvals have been obtained and copies are attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Appointment: Region Controller / Local Controller / Unit Controller (Select One and Delete non-applicable)

#### Area Representative

I declare that I have read and support this Grant Application as described above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

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**NSW SES Volunteers Association**

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**NOTE: Please ensure the attachment of the following:**

- Unit Financial Statements
- Quotes for items for which funding is sought
- Local Media Contact Details (*if known*)