



All West Australians Reducing Emergencies (AWARE) Program 2023-24

GUIDELINES

Opening date	8 am, 16 August 2023
Closing date and time	12 pm (midday) AWST, 20 September 2023
Total grant funding	\$238,000
Funding per project	<ul style="list-style-type: none">• \$2,500 – \$35,000 (no GST applied) per application• \$6,000 maximum for local level risk assessment projects
Co-contribution	<ul style="list-style-type: none">• 25% of the total project cost
Enquiries	semc.grants@dfes.wa.gov.au

All West Australians Reducing Emergencies (AWARE) Program 2023-24

When do applications open and close?	Applications for the AWARE 2023-24 round will open at 8 am on 16 August 2023 and close at 12:00 pm AWST (noon) on 20 September 2023.
How do I find out if my project is eligible?	Refer to the Guidelines for Applicants and the Eligibility Check (ADDEDUM) available on the SEMC Website . If you require more information, contact us .
Who can apply?	Eligible Local Governments
How much can I apply for?	Applicants can apply for between \$2,500 and \$35,000 (no GST applied) per application. Local level risk assessment projects can request a maximum of \$6,000. The grant request can only account for up to 75 percent of the total project cost. AWARE does not support capital or asset purchase, or an upgrade or maintenance.
What is a co-contribution?	Co-contribution is the portion of the cost of delivering the project that will be provided by the applicant organisation or their partners. Applicants must co-contribute at least 25 percent of the total project cost. Co-contributions can be made in cash or in-kind.
What are in-kind contributions?	<p>In-kind contributions are non-cash inputs to the project made by the applicant organisation or their partners. The monetary value of in-kind contributions is calculated and included in the budget as a co-contribution.</p> <p>In-kind contributions may include things such as the salaries of staff providing support to the project, costs associated with hosting project staff or facilities used for project activities such as meetings or workshops.</p> <p>In-kind contributions may not include salaries of staff or stakeholders who are not directly contributing to the project outcomes or who are only contributing by carrying out their usual role.</p>
How do I apply?	AWARE applications must be submitted through an online portal . This link will provide guidance on navigating and completing your application. If you are still having trouble, contact us .
Who can I contact for more information?	Please read this FAQ and the AWARE Guidelines. If you need more information, contact us
How do I decide if my project is business as usual?	<p>Business as usual means continuation of the normal operations of the organisation, without the production of new outputs or outcomes. If your project is something your organisation would carry out as part of its normal operations or is already doing, then it cannot be funded through this program. AWARE funding must be used to deliver something above and beyond what the organisation would otherwise achieve.</p> <p>If you are uncertain, we recommend you contact us to discuss before applying.</p>

<p>I have a project funded by a previous grant round that has been deemed non-compliant– am I still eligible to apply?</p>	<p>A Project is deemed non-compliant if it does not comply with the terms and conditions set out in the funding agreement in relation to reporting and/or achievement of deliverables and milestones and/or not expending the project budget as scheduled in the funding agreement.</p> <p>You are not eligible to apply for an AWARE grant if you are currently delivering a project funded by the NDRR, Natural Disaster Resilience Program (NDRP), or the All West Australians Reducing Emergencies (AWARE) program that has been deemed non-compliant.</p> <p>If you make arrangements to close any non-compliant projects in a manner that is satisfactory to the DFES Grant Administrator, you may be eligible to apply. If unsure, please contact us to check.</p>
<p>When can I start my project?</p>	<p>You cannot start your project until a Funding Agreement has been signed. An individual Funding Agreement will be developed for each successful applicant and must be signed by DFES and the successful applicant. Once the Funding Agreement has been signed by both parties, the project can begin, and funds can be expended. Please note you must commence your project before 30 September 2024.</p>
<p>Can I get assistance to complete my application?</p>	<p>Yes. Refer to the Guidelines for Applicants. If still unsure, please contact us.</p>
<p>Will I be asked to submit additional information after the grant round has closed?</p>	<p>During the evaluation process the assessment panel may require clarifying information from you. If this is the case, we will contact you and give you a deadline to provide the information.</p>
<p>I don't have an alternate project manager for this project – do I have to complete that section?</p>	<p>Yes. It is expected that you will have one primary project manager, and one alternate project manager or point of contact for this project. This could be important if we need information for evaluation and the primary project manager is not available.</p>
<p>I have already applied, and I've realised there are errors. Can I edit the application?</p>	<p>You may update your application and resubmit until the grant round closing date. In fairness to all applicants, changes to applications are generally not permitted after the round closes. If you would like to make any amendments after the closing date and time, please contact us.</p>
<p>What is the assessment process?</p>	<p>The assessment process is as follows:</p> <ul style="list-style-type: none"> • Applications submitted and eligibility check completed by DFES. • Merit assessment scoring by an assessment panel appointed by the SEMC Business Unit. • Recommended projects submitted to SEMC for approval. • Approved projects submitted to the Minister for Emergency Services. • Notification of assessment outcome provided to applicants.
<p>Can I get feedback?</p>	<p>Yes. Requests for feedback must be made by the original applicant, by email</p>
<p>When will I find out if my application has been successful?</p>	<p>We will try to notify applicants as soon as possible after the assessment process has concluded. Please note that we cannot advise of successful applicants until SEMC approves the recommendations of the Assessment Panel.</p>

My project is sensitive in nature. If I am successful, will it have to be published?	No. Your organisation and project name will be made public, but the nature of your project will not. If you believe your project is of a sensitive nature, please let us know.
If I am successful, when will I receive the funding?	The funding will be paid to the grantee once the deliverables, timeframes and milestones have been agreed and the Funding Agreement signed.
What are the reporting requirements for AWARE grant funding?	<p>There are two types of reporting required for AWARE.</p> <ol style="list-style-type: none"> 1. Quarterly reports - project managers for successful projects under the AWARE program are required to provide quarterly reports within 15 days of the end of the quarter. 2. Final report - the final report should be submitted within eight weeks of completion of the AWARE project. <p>Failure to comply with reporting requirements will make the project non-compliant with the Funding Agreement terms and conditions.</p>