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	• $2,500 – $35,000 (no GST applied) per application • $6,000 maximum for local level risk assessment projects
Co-contribution	• 25% of the total project cost
Enquiries	semc.grants@dfes.wa.gov.au

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

The AWARE program aims to enhance West Australia's emergency management arrangements by investing in capacity building and preparedness activities at a local level.

How to apply?

Applications for AWARE grants will open on **8 am,16 August** and close on **12 pm midday 20 September 2023**. Applications must be submitted via the [online application portal](#) on the [SEMC website](#). Applicants must complete all mandatory fields and submit the application by 12 pm on 20 September 2023.

Applications will not be accepted before the advertised round opening time or after the advertised round closing time. No extensions will be granted, and late applications will not be accepted. Incomplete applications will not be accepted. Applications not executed by an authorised representative of the applicant organisation will not be accepted.

Applicants are responsible for ensuring their applications are complete and accurate. If an error, inconsistency, or omission is identified during the assessment process, DFES may ask for clarification or additional information from the applicant, provided the information does not materially change the nature of their application or disadvantage other applicants.

Eligibility criteria

AWARE funding is aimed at eligible West Australian Local Governments. Applicants are encouraged to refer to the Eligibility check (see Addendum) before proceeding with their application to ensure the proposed project meets all the program requirements. Local governments are encouraged to collaborate and submit joint applications.

Funding

The 2023-24 AWARE program will distribute $238,000 to local governments via competitive grants to projects that build emergency management capability.

- Local level risk assessments can request a maximum of $6,000 (no GST is applied).
- All other applications must be requesting a minimum of $2,500 and a maximum of $35,000 (no GST is applied).

Co-contribution

Applicants must contribute at least 25 percent of the total cost of the project as combination of cash and in-kind. In-kind contributions must be expressed in monetary terms.

In kind contributions may include:

- Wages of personnel directly contributing to the delivery of the project.
- An appropriate percentage of the wages of staff not dedicated to the project but required to provide input to it e.g. managers or stakeholders providing advice about the project or making decisions about its outcomes and outputs.
- Supplies and materials required to execute the project.
- Facilities used for project activities such as meetings or workshops.

Business as usual activities cannot form any component of the in-kind contribution. All in kind contributions must be directly attributable to the delivery of the project, itemised on the application and tracked throughout project delivery to facilitate reporting.

Project duration

The AWARE targets projects of up to 12 months duration.

Eligible activities

To be eligible, projects must address at least one of the five categories below:

Furthering the emergency risk management process

- Local level risk assessment final report and risk register
  - $6,000 subsidy available
  - The final report and risk register must be completed using the process outlined in the [WA Emergency Risk Management Local Government Handbook](#), and in consultation with your District Emergency Management Advisor (DEMA)

Facilitating capability-based exercises

- To help identify and assess the skills, resources, infrastructure, equipment, systems and plans necessary for response and recovery
  - Includes field, workshop, and desktop settings

Assistance in reviewing Local Emergency Management Arrangements (LEMA)

- To enhance the knowledge, capacity and/or awareness of:
  - Community members
  - Emergency services personnel
  - Agencies supporting emergency management activities
- To support the development of contemporary and updated LEMA

Delivering emergency management training

- To enhance the knowledge, capacity and/or awareness of personnel involved in emergency management
- Includes professional development

Hosting or facilitating emergency management events or forums

- To host or facilitate emergency management events or forums that may include:
  - Knowledge sharing
  - Best practice
  - Community engagement/education

Assistance for Applicants

Frequently Asked Questions are available on the [SEMC website](#) to help with the application process.

[Contact](#) the Grants team if you require further guidance on these Guidelines and the application process.

Assessment

The AWARE grant is administered in accordance with the SEMC Grant Governance and Administration Manual to ensure transparent and accountable management, including the assessment process and managing conflict of interest. The assessment process is as follows:

- Applications received by due time/date through the online portal and reference number issued.
- Eligibility assessment completed by the DFES.
- Merit selection assessment by the Assessment Panel.
- Recommended projects submitted to SEMC for approval.
- Recommended projects submitted to the Minister for Emergency Services for final approval.
- Notification of assessment outcome provided to applicants.

Please note your project must not commence without confirmation that you have been successful and have signed the AWARE Funding Agreement. DFES will not be responsible for any costs

incurred by the applicant before the Funding Agreement is signed.

Selection criteria

Before assessment begins, eligibility will be checked to ensure projects comply with the eligibility criteria. Any applications that do not meet these criteria will not be progressed to the assessment stage.

An assessment panel will be convened by the SEMC Business Unit and Chaired by the Executive Manager of the SEMC Business Unit or a delegated authority. Panel members are selected based on their knowledge of emergency management, risk management, financial management or project management or because they have specialised knowledge of relevant hazards or project activities.

The assessment panel will include representatives of at least three organisations external to DFES, with one of those representatives having expertise in grant governance. Applications will be assessed using predetermined selection criteria, with projects ranked from highest to lowest priority. The assessment panel will evaluate all eligible applications prior to presentation to the SEMC for approval.

The selection criteria framework attributes a consistent quantitative analysis to each applicant. The selection criteria will be applied once the preliminary review has been undertaken and core eligibility components deemed to have been met.

The assessment criteria are scored as follows, with the sum of the category scores providing the overall score for the project:

Categories	Weighting Score	Criteria
Validity of the project	20	Addresses how the project will enhance emergency management capacity or preparedness at a local or district level.
Benefit of the project	20	Addresses how the project will provide community outcomes and be sustained once grant funding ceases.
Value of the project	20	Considers the impact of the project in relation to its cost and the feasibility of conducting the planned activities within the described budget and timeframes.
Project Deliverables	20	Assesses if the project deliverables are clear, appropriate, and realistic. This includes the relationship between outputs and outcomes and the likelihood of achieving both.
Capacity to deliver	20	This criterion considers whether the organisation is positioned to deliver the project and achieve the proposed outcomes.

Successful projects

If you are advised your application is successful, the following process will occur:
- AWARE Funding Agreement signed. If you are engaging third parties to deliver your project, appropriate quotations must be submitted to evidence the estimated costings before signing the Funding Agreement.
- AWARE grant funding awarded.
- Project commences and quarterly progress reports submitted until project completion.
- Project concludes and final report submitted and accepted.

Reporting

Projects funded by the AWARE grant program will be required to complete quarterly reporting describing progress toward milestones and expenditure. A project closure report is also required upon conclusion of the project.

ADDENDUM 1 – Eligibility Check

The Eligibility Checklist below outlines the requirements applicants must meet to apply for AWARE funding. Applicants need to check "Yes" against each requirement to be considered eligible to apply.

SECTION 1

My organisation:

- ☐ will comply with the terms of AWARE Funding Agreement
- ☐ does not have any current non-compliant such as Natural Disaster Resilience Program (NDRP), National Disaster Risk Reduction (NDRR) or AWARE grants funded projects
- ☐ is a local government within West Australia
- ☐ has the capacity to deliver this project

SECTION 2

My project:

- ☐ has realistic and credible outcomes, outputs, timeframes, milestones, and budget
- ☐ is not applying for funds for a capital or asset purchase, or an upgrade or maintenance
- ☐ delivers community outcomes and does not provide a commercial advantage
- ☐ will not commence before the AWARE Funding Agreement is signed

SECTION 3

My application:

- ☐ has endorsement from the Chief Executive Officer or equivalent accountable authority
- ☐ requests funding between $2,500 and $35,000 (local level risk assessment maximum $6,000) – no GST applied
- ☐ Contributes at least 25% of the project's total costs in cash or in-kind contributions

ADDENDUM 2 – Project Expenditure

Eligible expenditure

Eligible expenditure are costs directly associated with delivering the activities specified in the project application and subsequent funding agreement. For example:

- Staff, contractor and consultant salaries, wages, fees, and on-costs including administration, utilities and travel that are directly attributed to the project activities.
- Writing, reporting, consultation, and engagement costs that are directly relevant to delivering the project.
- Community engagement and communications initiatives directly related to delivering the project.
- Hire of venues and equipment required for project activities.
- Modest catering costs where they relate to meetings, workshops or travel that is essential to delivering the project.

Ineligible expenditure

The following may not be purchased using granted funds or used as a component of co-contribution:

- Capital or asset purchase, or an upgrade or maintenance.
- Salary, wages or consultancy or contractor fees not directly attributable to delivering the project.
- Purchase, upgrade, or maintenance of asset.
- Costs incurred prior to the signing of the funding agreement, including costs associated with developing the grant application.
- Activities conducted outside of West Australia.
- Interstate or international travel.
- Alcohol including in relation to hospitality, functions, events, catering, corporate travel, bar tabs, mini bars, and personal use.
- Medication including prescription or 'over the counter' medication.
- Mementos provided to participants at grant funded events unless approved in the funding agreement. Examples of mementos are branded or personalised pens, caps, coffee mugs, and t-shirts.
- Coffee unless purchased as part of catering for a meeting, workshop or travel that is essential to delivering the project.
- Gifts of any consumer items, goods and services, samples, discounts, and cash, including tickets to entertainment events.
- Hospitality except if approved in the funding agreement. Hospitality includes providing meals, accommodation or travel to stakeholders, conference delegates and official visitors.
- Benefits that bestow personal advantage on the purchaser due to special offers, loyalty reward schemes, frequent flyer points, or other benefit schemes.
- Any other transaction disallowed by the terms and conditions set out in the funding agreement or any other applicable written law, policy, instruction or standard.