

GRANT PROGRAM BACKGROUND

The Forest Products Commission (FPC) operates within the broader Government Policy Framework and contributes to achieving the State Government's goals by working with other Government departments and stakeholders to facilitate a vibrant and enduring forestry industry.

The FPC owns and manages approximately 74,000 hectares of softwood plantations in the southwest of Western Australia. It is also acquiring suitable land in the South West to develop as pine plantations that will help secure the future of WA's softwood industry.

Timber from these plantations will supply the softwood processing sector and support the State's housing and construction industry, while also supporting the State's response to climate change.

Fire protection is critical to the long-term security of WA's plantation timber resource. As the investment in the softwood estate increases over coming years, it is important that fire mitigation measures and response structures are in place to protect regional communities and the plantation estate from the threat of bush fire.

GRANT PROGRAM OVERVIEW

The Forest Products Commission's (FPC) Community Fire Protection Grant Program provides **grants of up to \$10,000** to support volunteer fire brigades and other relevant organisations with their fire prevention, preparedness and response activities.

The objectives of the program:

- Supporting a cooperative approach to fire management practices within FPC priority areas (refer to map).
- Strengthening the knowledge and understanding of fire management practices, particularly in plantation areas.

The intended outcomes of the program:

- Local shires and volunteer bush fire brigades supported with appropriate programs and resources to facilitate effective fire management.
- A greater understanding and awareness of fire management practices within the FPC priority areas.
- Forged partnerships between the FPC, local shires, councils and volunteer bush fire brigades to manage FPC priority areas in an agreed, unified approach.

The program will prioritise applications that align with the FPC's softwood plantation management; increase understanding about fire management in plantations; and deliver the greatest benefits to local communities.

Grants are available for activities, training, equipment and supplies to help prepare and protect fire brigades, local communities and the State's softwood plantations from the threat of bush fire.

Eligible applicants are ranked against the grant assessment criteria developed by the FPC. A panel will assess applications and make funding recommendations based on the application's merits, response to the grant criteria, the overall Grant Program purpose and available funding.

GRANT PROGRAM PROCESS

The grant program will follow the following process:

- The grant opportunity opens and the FPC will publish the grant guidelines and application form.
- Interested parties complete and submit the application form, addressing all the eligibility and assessment criteria in order for the application to be considered. Evidence of funding requirements should be provided. Please note: Handwritten applications will not be accepted.

- Eligible applications will be assessed against the assessment criteria including an overall consideration of grant value.
- Confirmation of outcome provided to applicants.
- The FPC will enter into a grant agreement with successful applicants.
- The grant activity set out in the grant agreement is undertaken within the required timelines.
- Reporting on activity will be provided to the FPC, based on information provide in the grant application and within the milestone timings provided.

GRANT PROGRAM TIMINGS

The 2024 Community Fire Protection Grant Program will run in the first half of the year to support volunteer fire brigades and other relevant organisations with their fire prevention, preparedness and response activities. It is intended that supported initiatives are in place by the 2024/25 bush fire season if possible.

The grant round will be open from 9.00am WST Monday 26 February 2024, with a strict closing date of 5.00pm WST Monday 22 April 2024.

Recipients will be announced following a competitive assessment process. Successful recipients must provide relevant documentation to the FPC before 3 June 2024, or the grant will be forfeited or held over to a future funding round.

Applications must be for activities or expenditure that occur after 1 July 2024 and within 12 months of being awarded the grant. Activities are to be completed in full by 30 June 2025.

WHO CAN APPLY

The following organisations can apply:

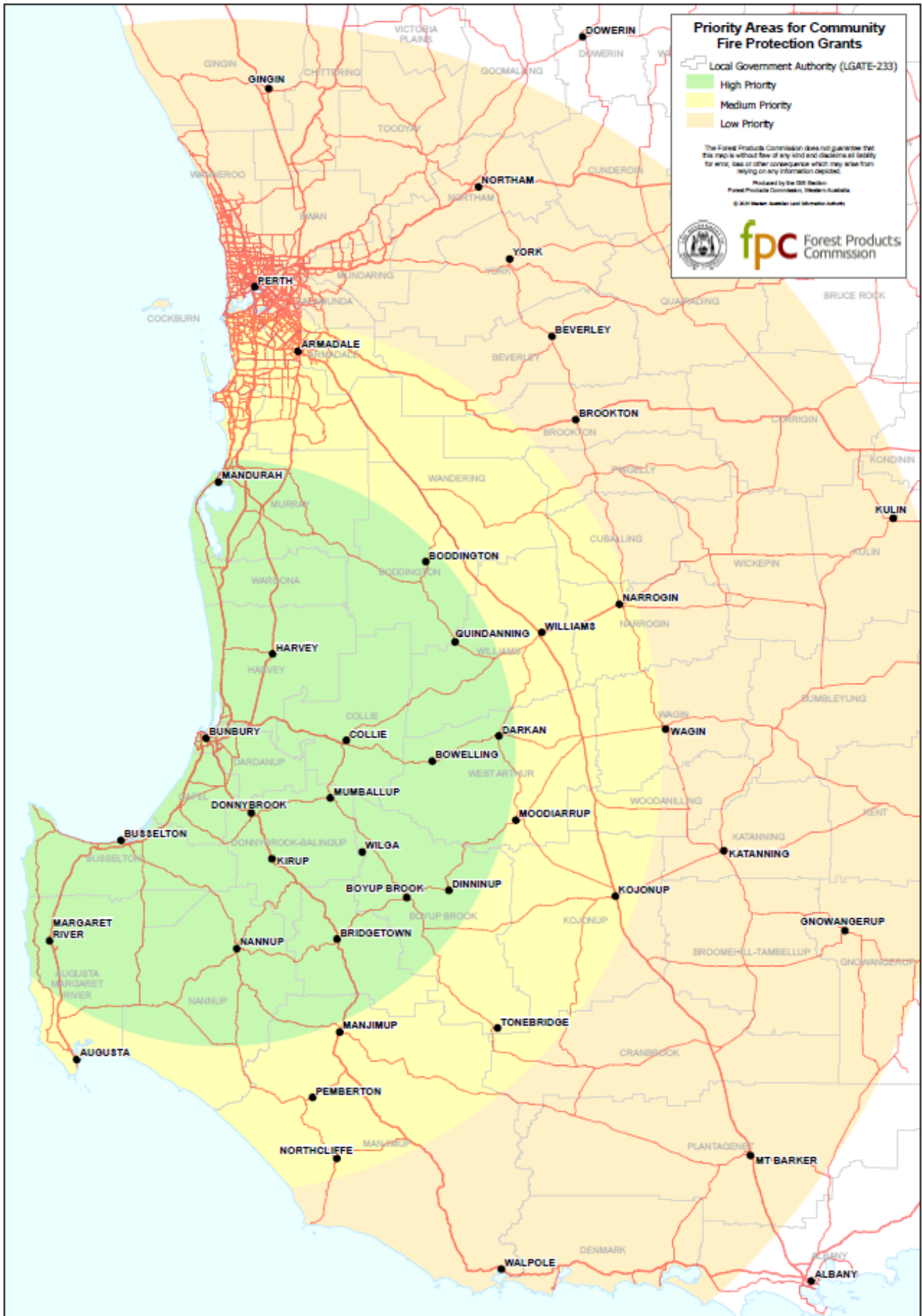
- Volunteer Bush Fire Brigades
- Local Government Authorities
- Not for profit and registered community groups, clubs and not for profit organisations (if their application aligns with the scope for the Fire Protection Grant Program)

We cannot consider your application if you do not satisfy all eligibility criteria.

Individuals, profit-making organisations and State or Federal Government organisations are not eligible.

APPLICANT ELIGIBILITY

Applicants located within the FPC priority areas (refer to map) will be eligible for a grant. Refer to the FPC priority areas in the map below.



Applying organisations must have an ABN.

Applicants must meet the selection criteria.

Applicants or organisations must abide by relevant State and Federal legislation, as applicable; for example, Working with Children Screening, Criminal Record Checking and Liquor Control.

Grant expenditure must be for items or services that meet associated approvals and standards (for example, Australian standards, approved training providers).

Individuals, profit-making organisations and State or Federal Government organisations are not eligible.

GRANT EXCLUSIONS

Funding will not be provided for:

- Projects which do not align with FPC strategic priorities or its vision, mission and values.
- Any activity which does not occur in Western Australia.
- Any activity or organisation/group with a proven negative impact on or relationship with the FPC.
- Organisations that have not fulfilled previous grant requirements, including evaluation and acquittal reports (until these have been finalised or an arrangement or agreement has been reached with FPC).
- Direct wages/services (except approved third party services for training and events).
- Capital works projects including maintenance expenditure and other associated running costs.
- Applications where the primary focus is fundraising.
- Applications which request funds for retrospective payments and for deficits.
- Applications that do not adequately describe how the funding will be allocated.
- Applications for commercial enterprise or commercial product development.
- Applications that do not support the findings of current and credible forestry research and statistics, where appropriate.
- Applications that fail to outline appropriate promotion methods and acknowledgement for the FPC.
- Organisations that do not support and/or abide by relevant State and Commonwealth legislation, as applicable; for example, in respect to Working with Children Screening, Criminal Record Checking and or do not have Public Liability Insurance where applicable.

GRANT TYPES

Eligible activities or items are categorised into one of the following types:

1. Equipment and supplies for firefighting, personal protective equipment (PPE) and related activities.
 - a. Approval of the relevant Local Government Authority or associated governing body will be required.
 - b. Funding for ongoing maintenance, insurance, infrastructure or any other associated costs will not be provided by the FPC.
 - c. Funding up to \$10,000 per application available.
2. Training activities with a focus on enhancing bush firefighting capabilities.
 - a. The priority for the FPC is on plantation fire management and response, however other general skills development relevant to bush fire prevention, operations and response may be supported.
 - b. Funding up to \$5,000 per application available.

3. Networking and professional development events that enhance collaboration across emergency service agencies and community groups, or skills development and knowledge building linked to plantation fire prevention, operations and response.
 - a. Funding up to \$2,500 per application available.

EXPENDITURE

Applications must be for activities or expenditure that occur after 1 July 2024 and within 12 months of being awarded the grant. Activities are to be completed in full by 30 June 2025.

You must incur the expenditure between the activity start and end date for it to be eligible unless stated otherwise.

Approved grants will cover expenditure directly linked to the proposed initiatives:

- Approved firefighting equipment and supplies
- Approved PPE and safety equipment
- Training and education by providers approved by a relevant authority (for example, DFES, LGA, DBCA, FPC)
- Associated training resources such as stationary or printed materials
- Event costs such as catering, venue hire and supplies.

Funding will vary depending on the proposed expenditure and associated costs/benefits. Not all expenditure on your activity may be eligible for grant funding.

Funding will not be provided for items that fall under current Emergency Services Levy or other funding provisions.

The grant assessor makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

GRANT ASSESSMENT CRITERIA

In addition to general questions about your proposal, you are required to address the grant assessment criteria. Applicants should consider the following assessment criteria when developing their grant submission:

1. Demonstrate how your proposal (initiative, equipment, training or event) will align with the FPC's priorities for softwood plantation management. (Up to 250 words.)
2. Demonstrate how your proposal (initiative, equipment, training or event) will enhance prevention, preparation and/or response to bush fire emergencies in and around the FPC priority areas. (Up to 250 words.)
3. Provide detail on the stakeholders involved and who will benefit from the proposed spending. (Up to 250 words.)
4. Provide details on how you will recognise/acknowledge FPC in terms of both FPC activity funding and supporting the FPCs priorities for softwood plantation management. (Up to 250 words.)

PROPOSED ACTIVITY BUDGET/EXPENDITURE – FOR APPLICANTS

To support each application, applicants will be required to provide a budget or expenditure outline to demonstrate how the grant funds will be used and to justify the value of the submission.

Your response will need to demonstrate how your organisation will manage the activity or expenditure including your readiness to commence the activity upon grant fund allocation.

While quotes are preferred, they are not essential, and reasonable cost estimates should be listed to provide justification for the funding request.

A summary of activity milestones relating to timeframes and expenditure will also be required in support of your application.

RELEVANT AUTHORITY TO APPLY

Applicants will be required to provide the appropriate approvals from the relevant authority that endorses the application and provides assurance of funding for associated or ongoing costs. This includes confirmation that the application does not overlap with Emergency Services Levy or other relevant funding provisions and that the requested items meet any relevant guidelines or standards. Examples of relevant authorities can be Local Government Authority Chief Executive Officers, LGA Finance Manager CFSM (check title). It may be that different approvals are required for different aspects (for example, approval for ongoing maintenance and insurance versus operational compliance) prior to funding being awarded.

For applications without a signature on submission, a separate written confirmation or signed copy will be required prior to any funding being approved or provided.

NOTICE OF SUCCESSFUL APPLICANTS

Successful applicants will be announced as soon as practical after the judging is finalised, approximately from the week commencing 20 May 2024. The FPC will publish information about the successful applicants on the wa.gov.au website. This information may also feature on FPC social media profiles.

This information may include:

- name of your organisation;
- organisation location;
- description of the activity; and
- amount of grant funding awarded.

GRANT AGREEMENT

Grant recipients will be required to enter into a grant agreement with the FPC. The grant agreement has general terms and conditions and must be acknowledged by both parties before grant funds can be provided.

You will have 30 days from the date of a written offer to execute this grant agreement with the FPC. Under certain circumstances, we may extend this period.

You must not commence your activity until you execute a grant agreement with the FPC.

The grant agreement will state the grant amount paid to the recipient by the FPC, in the financial year in which the grant is paid.

The FPC will not exceed the maximum grant amount. If you incur extra costs, you must meet them yourself. If there is an underspend, excess funding must be returned to the FPC unless an alternative agreement for spending is reached between the two parties.

The FPC are not responsible for any expenditure you incur until a grant agreement is executed.

GRANT PAYMENT

The relevant documentation pertaining to activity expenditure must be received by the FPC before 3 June 2024, or the grant will be forfeited or held over to a future funding round.

Documentation can be provided by email to community.support@fpc.wa.gov.au.

Payment invoices must state the following:

- Grant ID number (provided to successful applicants) and Event/Project name
- Organisation ABN
- Organisation address
- Grant amount with GST listed separately
- Please address the payment invoice to: Forest Products Commission, Level 7, 233 Adelaide Terrace, Perth, WA 6000

If the above details are not included the delay may mean the grant is held over to a future funding round.

ACTIVITY REPORTING AND GRANT FUND ACQUITTAL PROCESS

Successful applicants will be required to submit a progress report to the FPC if the activity timeline exceeds six months.

You must submit an activity report to the FPC within 30 days of activity completion demonstrating you have completed outstanding obligations.

The report will include:

- progress against agreed project milestones;
- progress toward completion date; and
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the activity size and grant amount.

Successful applicants will also be required to submit a final report to the FPC within one month of the conclusion of the reported activity or purchase.

The report must include:

- A short, written report about the initiative and how it met the commitments made in the application.
- Photographs of either promotional activities/signage or other photos that can be used to showcase the grant expenditure (e.g. a photo of the fire crew with the new equipment or attending a training session).
- Evidence of the promotional commitments made (e.g. photos, links to social media or screenshots).

Reports can be provided by email to community.support@fpc.wa.gov.au.

ACKNOWLEDGEMENT OF FPC AND USE OF FPC ASSETS

Where appropriate, FPC acknowledgement is required in relation to the grant expenditure. This will vary depending on the grant and can be discussed when finalising grant arrangements.

The FPC must approve each use of government logos and artwork. Upon request, the FPC will provide the correct logos to use.

Reasonable requests may be made to promote the grant and associated expenditure on platforms such as social media and local media. This may include a request for photos linked to the grant expenditure. Details of the grant may also be used in other corporate materials prepared by the FPC. There may also be an opportunity for fixed

signage in or close to the proposed location of the funded item/s that acknowledges the support of the FPC. Reasonable support to facilitate this is expected, with associated costs incurred by the FPC where applicable.

Please tag the FPC in any social media promotion so we can like and share. Find us on Facebook, Instagram and LinkedIn #fcpWA @FCPWA. It is recommended that you liaise with the FPC Communications team to discuss your promotional ideas – add community support email.

HOW TO APPLY

Before applying you should read and understand these guidelines.

To apply, you must address all question in the application form, ensure eligibility, complete the assessment criteria and prepare the necessary supporting documentation to the application.

Applicants are to submit the completed form to the FPC including any supporting documentation and attachments that have been requested by the closing date.

You can only submit an application between the grant application open date and close date. The FPC cannot accept late applications.

Applications will be received by email to community.support@fpc.wa.gov.au.

GRANT PROGRAM TIMELINE

Expected timings for the 2024 grant program:

- Grant applications open: 26 February 2024
- Grant applications close: 22 April 2024
- Competitive assessment process: commences 23 April 2024. Further supporting details or clarification about individual applications may be required prior to the competitive assessment taking place.
- Grant recipients announced: week commencing 20 May 2024
- Final date for related expenditure documentation and invoices to FPC: 3 June 2024 (documentation received after this date will mean the grant is forfeited or held over to a future funding round)
- All grant funding provided by: 30 June 2024
- Activities or expenditure that occur after 1 July 2024 are to be carried out within 12 months of being awarded the grant.
- Activities are to be completed in full by 30 June 2025.

CONTACTS FOR MORE INFORMATION

The Communications and Engagement Team are available to assist you. If you have queries or would like further clarification on funding guidelines, please email community.support@fpc.wa.gov.au.

For specific advice in relation to fire management or potential grant funding, please contact Greg Hodgson, FPC Manager Fire Protection, on (08) 9725 5246 or at greg.hodgson@fpc.wa.gov.au.

These guidelines may be subject to change. Further grant rounds may be available in the future.