

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 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.

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.

Applications close 5.00pm WST Monday 29 April 2024

Complete the grant application form and submit to the FPC, attaching or enclosing any additional requested documentation by email to community.support@fpc.wa.gov.au. **Please note: Handwritten applications will not be accepted.**

SECTION 1 – ORGANISATION AND APPLICANT DETAILS

Name of organisation:
Type of organisation (select one): <input type="checkbox"/> Volunteer Bush Fire Brigade <input type="checkbox"/> Local Government Authority <input type="checkbox"/> Not-for-profit and registered community group or club Note: 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.
Organisation address:
Grant applicant contact name:
Contact position title:
Contact phone:
Contact email:

SECTION 2 – ELIGIBILITY

Is your organisation located within the FPC fire priority area? (Refer to the Fire Management Grant Vicinity map.)

- YES NO

Mark the priority area your organisation is located or service:

- High priority area
- Medium priority area
- Low priority area
- Very low priority area / outside of the priority areas

SECTION 3 – GRANT TYPE

Select the type of grant you are applying for (select one):

- Equipment and supplies for firefighting, personal protective equipment (PPE) and related activities.
- Funding up to \$10,000 per application available.
- Training activities with a focus on enhancing bush firefighting capabilities.
- Funding up to \$5,000 per application available.
- 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.
- Funding up to \$2,500 per application available.



SECTION 4 – SUMMARY OF ACTIVITY

Provide a summary of activity including the activity location and timeframes. (Up to 500 words.)

Total funding request sought through grant application:
(Total provided in AU \$ ex GST.)



SECTION 5 – GRANT ASSESSMENT CRITERIA

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.



SECTION 6 – ACTIVITY BUDGET/EXPENDITURE

1. Provide a budget or expenditure outline to demonstrate how the grant funds will be used. A table has been provided below to support your response.

Item	Activity timeframe DD/MM/YYYY	Cost (ex GST)	Supporting documentation supplied Y/N



	TOTAL		

SECTION 7 – ACTIVITY MILESTONES

2. Outline the activity milestones relating to timeframes and expenditure. A table has been provided below to provide your response.

Milestone step	Action	Completion date

Any additional comments to support your application?

SECTION 8 – GRANT GUIDELINES

Guidelines referring to this grant program are available as a separate document. It is recommended you refer to the guidelines before submitting your grant application.

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 close date.

You can only submit an application between the grant application open date and close date. The FPC will not process late or incomplete applications.

Applications must be submitted by emailing them to community.support@fpc.wa.gov.au.

The grant program will follow the following process:

- The grant opportunity opens and the FPC will publish the grant guidelines.
- The FPC will receive completed grant application submissions.
- Eligible applications will be assessed against the assessment criteria including an overall consideration of grant value and a competitive process to select those applications that are funded.
- Applicants will be advised of the outcome of the application.
- The FPC will enter into a grant agreement with successful applicants.
- The grant activity set out in the grant agreement will be undertaken.
- Reporting on activity will be provided to the FPC.

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
- 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.

A grant agreement between the successful applicant and the FPC will outline the obligations in relation to acknowledgement, expenditure processes, grant evaluation and reporting.

Have you, the grant applicant on behalf of your organisation read the grant guidelines?

YES

NO

SECTION 9 – AUTHORISATION

<p>I,</p> <p>the applicant, certify that I have been authorised <i>by</i></p> <p>to submit this application on behalf of the above organisation. I confirm that the information contained herein is true and correct to the best of my knowledge and belief. On behalf of the organisation, I confirm I have read and understood and agree to abide by the Community Fire Protection Grant Program Guidelines. I understand that any decision by the Forest Products Commission (FPC) is final and will not be challenged by the organisation. I acknowledge on behalf of the organisation that if this application is successful, the provision of grant monies to the organisation by the FPC is conditional upon the organisation signing a Grant Agreement with the FPC, governing provision of funds.</p>	
Applicant name:	
Applicant position title:	
Organisation:	
Signature:	Date signed:

Relevant authority

<p>I,</p> <p>the relevant authority, endorse that the information herein is true and correct to the best of my knowledge and belief. I confirm I have read and understood and agree to abide by the Community Fire Protection Grant Program Guidelines. I endorse this application provides assurance of funding for associated ongoing costs where required. I acknowledge that if this application is successful, the provision of grant monies to the organisation by the FPC is conditional upon the organisation signing a Grant Agreement with the FPC, governing provision of funds. The proposed activity is directly linked to at least one of the expenditure requirements: 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 or event costs such as catering, venue hire and supplies. I understand that any decision by the Forest Products Commission (FPC) is final and will not be challenged by the organisation.</p>	
Relevant authority name:	
Relevant authority position title:	
Organisation represented:	
Signature:	Date signed:

Please email your completed application form to community.support@fpc.wa.gov.au before the due date. Applications submitted after the close date will not be considered.