



**National Bushfire Mitigation Program
2016-2017
Guidelines for Applicants**

Introduction

The National Bushfire Mitigation Program (NBMP) is a partnership between the Western Australian (WA) and Commonwealth Governments' aimed at enhancing bushfire risk mitigation throughout the state.

The Department of Fire and Emergency Services (DFES) is responsible for distributing funds in WA via an open competitive grants process.

Objectives

The NBMP will provide funding for bushfire works, measures and related activities, focusing on the four (4) priority outcomes of the Commonwealth as well as WAs three (3) identified priorities:

Commonwealth Priorities	
1.	Reduce fuel loads by creating effective land management strategies
2.	Construction or maintenance of fire trails and associated measures
3.	Implementation of cost-effective activities that reduce the impact of severe bushfires, and promote community resilience
4.	Generation of scientific information (including hazard mapping) to develop best-practice strategies
WA Priorities	
1.	Implementation of cost-effective activities
2.	Clear link to bushfire mitigation outcomes
3.	Completion of, or progress towards completion of, a Bushfire Risk Management Plan (BRMP)

NBMP 2016-2017

DFES is calling for applications of up to \$50,000* (ex. GST), from eligible organisations with suitable projects.

*If applicants wish to request funding for more than \$50,000 they are required to contact DFES before applying. In cases of joint-ventures, an increased maximum grant may be considered. Projects awarded more than \$50,000 will have greater reporting and accountability requirements, and each will be considered on a case-by-case basis.

It is important you read these guidelines and the sample funding agreement prior to submitting your application. The funding agreement will provide all information pertaining to performance reporting, acquittal requirements and obligations by the recipient. It is recommended that you contact DFES to discuss your application prior to submission.

Enquiries and information

Website	www.dfes.wa.gov.au
Email	nbmp@dfes.wa.gov.au
Phone	08 9395 9836

Who can apply:

- ✓ State / Local Government authorities
- ✓ Agencies involved in Emergency Management
- ✓ Organisation's included in a *Westplan* OR applying in conjunction with an entity who is included
- ✓ An incorporated entity OR entities applying under the auspice of an incorporated agency
- ✓ Organisation's willing to sign a Funding Agreement (refer Sample Funding Agreement)

Minimum Eligibility Requirements

Eligibility criteria:

- ✓ A total project budget of at least \$10,000
- ✓ Requesting NBMP funding between \$5,000 and \$50,000*
- ✓ Alignment with at least one state and one national priority outcome
- ✓ An associated risk management plan in place for the project
- ✓ Project has realistic timeframes and milestones
- ✓ Project has endorsement by the Chief Executive Officer (or equivalent)
- ✓ Project will be sustainable once completed
- ✓ Project will deliver outcomes for the community, and not commercial advantage

What won't be funded:

- x Applications requesting more than 50% of total project costs
- x Projects that have already commenced
- x Anything that is considered a core activity for the organisation (for example upgrade /purchase of capital infrastructure, asset purchase / replacement, maintenance)
- x Projects that may qualify for funding under other State Government agency grants

Other Considerations

Consideration will be given to applicants with evidence of collaboration and/or liaison with other appropriate and relevant agencies.

Communication

Information about the NBMP funding will be available on the DFES website during the NBMP funding round. This will be regularly updated with any Frequently Asked Questions, to ensure all potential applicants receive consistent and identical information. In line with the communications plan, any contact between potential applicants and DFES will be registered.

A communications plan has been developed in alignment with the *Privacy Act 1988* and includes complaints, conflict of interest and appeals. DFES will seek feedback on the grants process once the NBMP has been completed.

Successful projects will be listed on the DFES website following acceptance of the grant. Please stipulate in your application if the project is sensitive and should not be publicly advertised in this way.

Financial information

The NBMP contribution towards your project must not account for more than 50% of the total project cost. Allocation of funds are at the discretion of the Grants Committee. Projects must be completed by 15 December 2017.

As part of the application process, a financial budget must be submitted outlining all projected income and expenditure. The applicant's portion of the total project costs may include:

- ✓ Agency contributions
 - Cash
 - In-kind
- ✓ Other investors

Any in-kind component will be closely examined to ensure all inclusions are accurate and claimable. In-kind inclusions must be expressed in monetary terms, and cannot be claimed for ongoing running costs or core activities. It is expected that all in-kind contributions will be determined at industry-standard rates. Proof of any funds secured from other investors will be required as part of the application.

If successful, organisations will usually receive two payments of 50%, triggered by the completion of milestones. Complete financial terms and conditions can be seen in the sample funding agreement.

Assessment Process

Eligible applications will be assessed by Grants Committee, made up of a minimum of four independent, senior representatives from state government and hazard management agencies.

All applications will be assessed against the same criteria with the same process for each criterion. Conflict of Interest, transparency measures and communication registers will be in place to ensure the transparency and robustness of the grant process.

Selection Criteria

All funding applications will initially be assessed against the stated eligibility criteria. Those that meet these minimum requirements will be assessed against the selection criteria. Each criterion will be evaluated according to Commonwealth and State priorities.

Projects will be prioritised from 1 (highest) to 5 according to the following criteria:

1. Implementation of effective and sustainable land management activities resulting in strategic fuel reduction, and/or the construction and maintenance of fire trails and associated access measures, adjacent to high risk communities and in accordance with a completed Bushfire Risk Management Plan (BRMP). Further information available: [Guidelines for preparing a Bushfire Risk Management Plan](#)
2. As above for areas in which a BRMP has not been completed but the following principles are met:
 - a. Substantial progress has been made towards the completion of a BRMP; the location has demonstrably been identified as a high priority for the completion of a BRMP.
 - b. For lands managed by public authorities, a relevant management plan approved by that public authority is in place.
3. Works such as bushfire hazard mapping, the development of bushfire mitigation strategies and community resilience activities to progress a BRMP towards completion.
4. Community resilience activities, without any implementation of on-ground works and/or connection to completing a BRMP.
5. The generation of scientific information, without any implementation of on-ground works and/or connection to completing a BRMP.

Assessment of projects against the above hierarchy of priorities will also consider whether projects will:

- A. Deliver outcomes that are additional to what would occur in the absence of funding
- B. Achieve outcomes within program timeframes
- C. Be cost-effective

The application form contains questions relating to each of the above criteria, and provides additional details about the information required. Applicants are able to update their application (for example if there are errors), if the changes are received before the closing time and date. Any replacement applications must be clearly marked.

Evaluation Process

The process for evaluation is:

1. Application submitted
2. Applications close
3. Eligibility check
4. Projects forwarded to Grants Committee
5. Grants Committee review and make recommendations to Steering Committee
6. Steering Committee reviews and approves (or otherwise) and makes recommendations to State Minister
7. State Minister reviews and approves (or otherwise) and makes recommendations to Commonwealth Minister
8. Commonwealth Minister reviews and approves (or otherwise) and makes joint release with WA
9. Applicants notified of outcome

All primary contacts will be advised of the outcome in email within two (2) working days of the joint release (where practicable). Both successful and unsuccessful applicants will be notified of results.

Successful Project Process

1. Applicant receives notification of success
2. Applicant accepts funding, terms and conditions
3. Funding Agreement signed
4. Project commences
5. Initial claim submitted
6. Progress report/s submitted
7. Project concludes and final report submitted
8. Final claim submitted
9. Project closes

Successful applicants will have four (4) weeks to sign and return the funding agreement. Following this acceptance the successful applicant will be required to submit quarterly reports until the completion of their project.

Obtaining the application

Application forms can be downloaded from the DFES website: www.dfes.wa.gov.au. Please contact the DFES office (contact details on page 1) if you need the application package sent to you.

Submitting your application

Online

Access the [APPLICATION FORM](#) and complete (the application can be saved throughout this process). Print, sign and scan the Declaration form, and together with your application, send to nbmp@dfes.wa.gov.au

Post

Complete the application and declaration form and sign. Send the application and any attachments to:

Department of Fire and Emergency Services
Attention: A/Superintendent, Emergency Management and Hazard
Planning GPO Box P1174
PERTH WA 6844

If you send your application via mail, it is recommended you notify DFES.

You will be advised once your application has been received by DFES and given a unique reference number.

If your application was received after the closing date or time you will be notified of your ineligibility.

Please ensure you have sent both the application and declaration form as part of your submission.

Regardless of the manner of submission, your application and declaration MUST be received by DFES no later than 4 pm Friday 1 April 2016