



All West Australians Reducing Emergencies (AWARE) Program 2022-23

GUIDELINES

Opening date	29 April 2022
Closing date and time	12 pm (midday) 10 June 2022
Total grant funding	\$200,000
Funding per project	<ul style="list-style-type: none">• \$2,500 – \$30,000 (no GST applied) per application• \$4,000 maximum for local level risk assessment projects
Enquiries	semc.grants@dfes.wa.gov.au or call 9395 9888

All West Australians Reducing Emergencies (AWARE) Program 2022-23

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

The 2022-23 AWARE program will distribute \$200,000 to local governments via competitive grants to projects that build emergency management capability.

Who can apply?

Local governments.

Local governments are encouraged to collaborate and submit joint applications.

Project categories

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
 - \$4,000 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

Eligibility Checklist

The Eligibility Checklist below outlines all 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 meet the minimum eligibility requirements set out in the AWARE Guidelines and Eligibility Checklist
- is a local government within Western Australia
- is willing to sign and comply with the AWARE Funding Agreement (refer [Sample AWARE Funding Agreement](#))
- does not have a more appropriate funding source
- would not be better delivered by another agency
- does not have any current non-compliant SEMC or DFES-funded projects such as Natural Disaster Resilience Program (NDRP), National Bushfire Mitigation Program (NBMP), National Disaster Risk Reduction (NDRR), or All West Australians Reducing Emergencies (AWARE) grants
- has the capacity to deliver this project
- has undertaken a project risk assessment for the delivery of this project

SECTION 2

My project:

- aligns with at least one of the five project categories from the AWARE Guidelines (page 2) or Application Form (page 4) located on the [SEMC website](#)
- builds emergency management capacity or preparedness at a local level
- will not commence before the AWARE Funding Agreement is signed, or before 1 November 2022.
- will become sustainable once completed (will not require ongoing AWARE funding)

SECTION 3

My application:

- requests funding between \$2,500 and \$30,000 (local level risk assessment maximum \$4,000) – no GST applied
- is not requesting funds for a capital or asset purchase, or an upgrade or maintenance
- has realistic and credible outcomes, outputs, timeframes, milestones and budget
- delivers community outcomes and does not provide a commercial advantage
- has endorsement from the Chief Executive Officer or equivalent accountable authority

Budgets

- For AWARE funding, no GST is applied.
- Applicants must submit a realistic and detailed budget, with evidence of spend to be provided as part of the final acquittal.
- All contributions listed must be justifiable and actual spends will need to be evidenced throughout the project.
- In-kind contribution must be expressed in monetary terms (\$) and directly relate to the project.
- In-kind contributions can be included in the total project budget but must not cover business as usual activities.

Please note: Business as usual activities should **not** be included in any component of the budget.

What are in-kind contributions?

In-kind contributions are non-cash inputs that are given an equivalent cash value. The in-kind contributions to a project can only be for costs directly associated with an approved project and cannot be used for core business or business-as-usual activities.

How much can I apply for?

- Local level risk assessments can request a maximum of \$4,000 (no GST is applied).
- All other applications must be requesting a minimum of \$2,500 and a maximum of \$30,000 (no GST is applied).

What do I need to demonstrate?

Applicants must answer all questions in the AWARE Application Form available on the [SEMC website](#), demonstrating suitable project outcomes and how the project will enhance emergency management capacity or preparedness at a local level.

Assessment

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

1. Applications received by due time/date and notification of reference number issued.
2. Eligibility assessment completed by the SEMC Business Unit.
3. Merit selection assessment by the Assessment Panel.
4. Recommended projects submitted to SEMC for approval.
5. Recommended projects submitted to the Minister for Emergency Services for final approval.
6. Notification of assessment outcome provided to applicants.

Please note: do not commence your project without confirmation that you have been successful and have signed the AWARE Funding Agreement.

Selection criteria

Applications will be assessed using predetermined selection criteria, with projects ranked from highest to lowest priority. An 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 have been deemed to have been met.

Assessment of the selection criteria is weighted. Selection criteria are grouped into the following weighting categories:

Weighting Categories	Weighting Score
Validity of the project	10
Benefit of the project	20
Value of the project	20

Successful projects

If you are advised your application is successful, the following process will occur:

1. AWARE Funding Agreement signed
2. AWARE grant funding awarded
3. Project commences and quarterly progress reports submitted until project completion
4. Project concludes and final report submitted and accepted

How to apply

- Complete an Application Form, available from the [SEMC website](#)
- Email the completed Application Form to semc.grants@dfes.wa.gov.au by **midday 12 pm 10 June 2022**.
- A confirmation email with your unique application reference number will be sent within three (3) days of your application submission.

Ineligible Applications

- Applications received after the closing date and time will not be accepted.
- No extensions will be granted.
- Incomplete applications and submissions will not be accepted.
- Applications not executed by an authorised representative will not be accepted.

Assistance for Applicants

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

For assistance, contact the SEMC Business Unit on semc.grants@dfes.wa.gov.au or call **9395 9888**.