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## Attachment 1

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### Special Access Grant

Forms are also available to download from the CFA website

<https://www.members.cfa.vic.gov.au/programs/vesep>

1.	Brigade Special Access Grant Application Form	p 2
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# Volunteer Emergency Services Equipment Program 2024

## VESEP Special Access Grant

Brigade/Group Name \_\_\_\_\_ Brigade/Group No: \_\_\_\_\_  
 District: \_\_\_\_\_ Region: \_\_\_\_\_  
 Proposed Project \_\_\_\_\_ Date:                    /    /

This form is to be completed with operational staff in the District and submitted along with the VESEP application.

### Project Costs:

Brigade/Group Contribution (if any)	\$ _____
Extended Credit Application (if applicable)	\$ _____
Special Access Grant	\$ _____
VESEP Funds:	\$ _____
Total Project Cost:	\$ _____

Brigade/Group Contribution + Extended Credit Application (if applicable)  
 = Brigade Contribution

Special Access Grant + VESEP Grant  
 = VESEP Contribution

### Reasons for Special Access Grants

1. District's justification for special assistance including explanation of brigade's /groups inability to fund their contribution.

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2. Details of any purchases over \$1,000 the last three years.

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3. Details of fund-raising initiatives undertaken over the last three years.

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4. Copies of brigade Audit Financial Reports over the last three years attached.  Yes

### Recommendation and Endorsement

#### Assistant Chief Fire Officer

Name: ..... Signature ..... Date:    /    /

#### Deputy Chief Officer Endorsement

Name: ..... Signature ..... Date:    /    /

### Special Access Grant Criteria:

The CFA VESEP Statewide Steering Committee is aware that for reason of remoteness and small communities many Brigades / Groups are unable to raise the necessary contribution for a VESEP project. For this reason, the Committee welcomes applications to assist brigades and groups in acquiring replacement or new equipment, upgrading brigade amenities or to undertake minor upgrades to their station.

The Criteria for Special Assistance Grants are:

1. Is the proposed project operationally justified?
  
2. Vehicles:  
Is the existing tanker greater than 20 years old?  
Is the proposed vehicle considered to be high priority?  
Is the existing Field Command Vehicle greater than 8 years old?
  
3. Equipment, Volunteer Amenities or Minor Works  
Is the item of equipment or station improvement critical for the Brigade /Groups operation?
  
4. The brigade /group is unable to fund the required brigade contribution.

Brigades /Groups are to indicate their nominated contribution amount, if any, for a project.

### Checklist of Information & Documents:

- Districts justification for special assistance grant
- Reasons for brigade's inability to fund brigade total contribution
- Details of any purchases over the last three years
- Details of fund-raising initiatives undertaken over the last three years
- Details of brigade Audit Financial Reports over the last three years
- Endorsement from Assistant Chief Fire Officer & Deputy Chief Officer