This help pack is designed to supplement your CFA VESEP material with easy to follow assistance. VFBV provides this service to help you with your application.

VFBV | VOLUNTEER FIRE BRIGADES VICTORIA

Application Help Pack 2017

VOLUNTEER FIRE BRIGADES VICTORIA
assisting CFA Brigades and Groups with a timely application for VESEP funding

VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM 2017

VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM 2017/18

CFA

EMV EMERGENCY MANAGEMENT VICTORIA

State Government Victoria

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APPLICATION HELP PACK 2017 - 2018

Prepared by Volunteer Fire Brigades Victoria (VFBV)

to assist CFA Brigades and Groups
with a timely application for VESEP funding

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INTRODUCTION

Volunteer Fire Brigades Victoria (VFBV)

"VFBV appreciates the Government's recognition of the professionalism and essential services provided by Victoria's emergency management volunteers. The VESEP program is a great government investment in maintaining and building volunteer capability, from Victoria's most remote communities to its largest cities, with CFA volunteer Brigades protecting 60% of Melbourne's suburbs, regional cities and all of country Victoria" affirmed VFBV CEO, Andrew Ford.

"VESEP provides grants for operational items that the applicants believe will best benefit their local community. That makes it a real winner with local volunteer Brigades, who can apply for replacement or additional operational vehicles, specialist equipment and improvements to amenities – all practical stuff that volunteers can use to make their communities safer."

The program launched in the year 2000, which back then was called the CSESP Program (Community Safety Emergency Support Program) recognises the valuable role the brigade's community makes in ever supporting their brigade financially and socially. It alleviates the full responsibility of the cost of a much-needed item falling on the brigade and their community.

The program was designed in close consultation with VFBV and volunteers and achieved the goal of having an annual grants program for volunteers - designed by volunteers, with a low paperwork requirement, $2 in grant money for every $1 of local contribution for sustainability and local buy-in, local driven priorities with annual strategic state initiatives, robust district/region and state volunteer peer review and a quick and timely approval and notification process to the successful brigades and groups.

Since its inception, the program has completed over 1,400 projects totalling more than $105 million dollars.

VFBV encourages all CFA Brigades, Groups, District Councils and Championship Committees to make use of this VFBV Application Help Pack to assist them in their applications.

This year **there are some changes to the program**, namely: Additions to the fire fighting fleet; a standard "off the shelf" Field Command Vehicle (FCV); Ultra Light Tankers on a Toyota Land Cruiser cab chassis; a standard 20 and 30 kVA Static generator; Minor Works with Brigades consulting with Minor Works Manager.

This pack offers practical suggestions and complements CFA's Guidelines and the 2017/2018 Application forms. If Brigades would like a supplementary copy, please call the VFBV Office on 9886 1141

Members can also contact their local VFBV State Councillors and/or VFBV Support Officers for any additional information or assistance with their applications.

We wish you well with your application and thank you for your untiring service to Victoria!

Strong Volunteerism, Embraced to Build Community Resilience for a Safer Victoria

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VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM

APPLICATION DETAILS 2017 /18

Conditions of VESEP 2017/18 grants

- You may apply for only **ONE** project in 2017/18
- The Chief Officer will be responsible for management of program
- All funding applications to be endorsed & prioritised by respective DPCs and be consistent with District/Region Infrastructure Plans
- Any additions to the brigade owned fleet require approval of local Operations Manager, ACO and CO
- CFA will maintain approved tankers and specialist appliances to level 1 maintenance
- Projects commenced on or before Ministerial approval will not be eligible for VESEP funding.
- It's the responsibility of Brigade/Group to replace assets acquired

What is NOT funded?

- *Core budget requirements*
- *Ongoing expenditure such as maintenance*
- *Projects currently in progress*
- *Project overspend*

Where do I find information regarding what is funded in the 2017/18 VESEP grants?

Refer to CFA website - *Brigades Online > Brigade > Property & Equipment > Brigade Owned Vehicles > Current VESEP Details* and click to download**:**

- **VESEP CFA Program Guidelines for 2017/18 funding round.** See page 3 for priority given to categories
- **VESEP CFA Application Form Part A: *Vehicles and Operational Equipment Application***
- **VESEP CFA Application Form Part B: *Volunteer Amenities and Minor Works Application***
- **the 2017/18 VESEP Brochure and Minister's Message**

Alternatively, documents can be found on VFBV website by following VESEP article on web home page.

ENDORSED PROJECTS: must be operationally justified

5.1 TANKERS

N.B. Tankers less than 20 years of age will not be considered for replacement under the program

VESEP Light Tanker Crew Cab

$2 VESEP to $1 Brigade -cab chassis
Body- *Funded by grant contribution*

Brigade contribution $ 30,000
Grant contribution $200,000
Total project cost $230,000

VESEP Ultra Light Tanker Toyota Land Cruiser

$2 VESEP to $1 Brigade - cab chassis
Body- *Funded by grant contribution*

Brigade contribution $ 21,500
Grant contribution $113,500
Total project cost $135,000

Detailed Stowage Document provided

If a Brigade is purchasing an additional vehicle to the fleet the application will need the endorsement of your local Operations Manager & Assistant Chief Officer. The Chief Officer will have final approval over all additions to the fleet.

VESEP Big Fill

$2 VESEP to $1 Brigade - cab chassis
Body- *Funded by grant contribution*

Cab chassis:
Brigade contribution $ 21,167
Grant contribution $123,833
Total project cost $145,000
excludes GST

Refer to VESEP Big Fill pdf for detailed specifications provided.

VESEP Medium Tanker replacement tanker:
$2 VESEP to $1 Brigade - cab chassis
Body: Funded by grant contribution

Brigade contribution $ 50,000
Grant contribution $310,000
Total project cost $360,000

VESEP Addition to Fleet
$2 VESEP to $1 Brigade -total cost of vehicle

Brigade contribution $120,000
Grant contribution $310,000
Total project cost $360,000

5.2 SPECIALIST APPLIANCES

$2 VESEP to $1 Brigade -to maximum VESEP contribution of $100,000

VESEP Multipurpose Vehicles

The appliance is a multi-purpose vehicle licensed to carry five (5) crew, including the driver. The rear of the appliance can be configured to suit Brigade's specific requirements. Appliance to be stowed with equipment to secure and clean up after an incident.

APPLICATION DETAILS 2017/18 *continued*

5.3 OPERATIONAL EQUIPMENT (inc FCVs)

$2 VESEP to $1 Brigade

-to maximum $100,000 VESEP

N.B. FCV Vehicles under five (5) years of age will not be considered for replacement under the program

Equipment examples may include:

Remote Area Lighting | Staging Area Equipment | Thermal Imaging Equipment | Hose testing Trailer | Positive Pressure Fans | Training Equipment | Hose Branches

All applications will be considered on their respective merits.

Field Command Vehicles

$2 VESEP to $1 Brigade funding $100,000 max.VESEP contribution excluding GST

Applications must be supported by GVM weight calculation pro forma if not CFA standard build.

GVM upgrades not considered.

Items *NOT* available include:

Helmet Torches | Radios | Breathing Apparatus | Major Capital Works >$80K | PFIT Kits | Turn Out Systems | GVM upgrades on FCVs

5.4 VOLUNTEER AMENITIES IMPROVEMENTS *$5,000 max.*

$2 VESEP to $1 Brigade

Brigade contribution $1,667
Grant contribution $3,333
Total project cost $5,000

Needs to be non- structural, not requiring a permit

Kitchen refurbishments | Air conditioning | Hot water services | Carpet | Furniture | Insulation | Landscaping

5.5 BRIGADE MINOR WORKS

which will enhance CFA member amenities and safety.

Total project value to be less than $80,000

$2 VESEP to $1 Brigade

Brigade contribution $26,667
Grant contribution $53,333
Total project cost $80,000

Examples may include

Motorization of motor room doors
|Installation of garage / shed
Station refurbishment
Static generators
Extension to station
Car park sealing | PPC Storage

No projects greater than $80K

A position *VESEP Minor Works Project Manager – Land & Buildings* has been established to advise brigades considering minor works projects and to coordinate all Planning and Building Permit approval.

Register with Bruce Rowley 5833 2425 b.rowley@cfa.vic.gov.au

Discuss grant application with your Catchment Officer & Asset Project Officer

Tanker Costs – VESEP 2017/18

CFA

Pricing - *Indicative @ April 2017*

Funding Source	ULT Landcruiser Prototype	Light Tanker Crew Cab	Medium Tanker Addition to Fleet	Medium Tanker Replacement Tanker
Brigade	$ 21,500	$ 30,000	$120,000	$ 50,000
Grant Contribution	$ 113,500	$200,000	$240,000	$310,000
Total	$135,000	$230,000	$360,000	$ 360,000

Cost equalisation to point of build in 2017/18 allow up to 10% increase
Options available on some appliances at Brigade cost

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APPLICATION IDEAS FROM PREVIOUS SUCCESSFUL GRANTS

If you need inspiration the list below may assist you determining what would most help your Brigade/ Group/ District Council or Championship Committee.

PROJECT IDEAS			
Trailer & Generator	Water Tank & Pump	Install Hot Water unit	Cooktop & Electric Oven
Pressure Washer	Cabinets	Roller Shutter Door	Rehabilitation Unit
Notebook & Tripod	Concrete Apron	Data Projector	Hot Boxes
Chairs & Trestle Tables	Extension	Alarm System	Pergola
Meeting Room Fitout	Dishwasher & fridge	Brushcutter	Supply & Fit Storage Cabinet
Generator	Install Kitchenette	Oven & installation	Upgrade Training Room
Laptop, Software & Printer			Extension to Motor Room
Hot Water Service & Installation			Split System Air Conditioner
Electrical Connection to Storage Shed			Dishwasher, TV/DVD and Noticeboard
Cooker & Water Filter			Automated External Defibrillator
Upgrade Comms Room & Office			Draughting Pump Pit
Air Conditioner & Insulation Batts			Upgrade kitchen, toilets & Mtg Rm
Asphalting Carpark			Construct Turnout Area
Remote Area Lighting			Meeting Room Furniture
Floor Coverings			Motorised Security Gate
Lighting Equipment			Automation of roller door
Water Tank & Fittings			Workshop Storage
Replacement of Lino			Landscaping
Installation of Shower, Screen Doors			Hose Drying Rack & Lighting
Engel Car Fridge			Racks for Turnout Gear
Kitchen Upgrade			Canvas Hose
Cupboards, Drawers, Benchtop & chairs			Station Extension
Air Conditioner			Quad fog nozzles
Rescue Tools			Cooker & Water Filter
Lawnmower & Brushcutter			Telstra Mobile Smart Antenna
1.2.4D Crew Cab Light Tanker			Thermal Imaging Camera
2.4C Medium Tanker -			Mussel/Vortex control
Ultra Light Tanker			Quick Fill Pump
Quick Fill Trailer Upgrade	Protek Nozzle Branches		Telstra cell fire telephone repeater
Meeting Room Chairs	Big Fill		Hydraulic RAM
Mussel Foot valve & Chaps	Mobile Std Fire Hose Pressure		Lightbar & Siren
Collar Tank with Trailer & Pump	Field Command Vehicle - Toyota Landcruiser		Field Command Vehicle - Ford Ranger

With VESEP grants, the key to success is preparing early - your application and your support.

You have 6 weeks from grant announcement to due date 16 / 05 / 2017

VESEP Endorsed Projects

This year's 5 categories:

- **Tankers**
- **Specialist Appliances**
- **Operational Equipment / FCV**
- **Volunteer Amenities <$5K**
- **Minor Works <$80K**

What does your Brigade or Group need?

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COUNTDOWN CALENDAR - TICK YOUR WAY TO SUCCESS!

PREPARE PREPARE PREPARE FOR YOUR VESEP APPLICATION		
May 9th	☑	• Government announces 2017/18 VESEP program with the details of this current year's priorities and categories in which funding will be made available.
Are you well under way?	❑ ❑ ❑	• Brigade/ Group updates/prepares your **financial plan** / considers **a Hardship Application** ○ current bank account/s balance/s ○ 5 year plan for brigade expenditure - what are those funds planned outcome? ○ 5 year plan for boosting brigade funds, inc. asking financial support from Group
	❑ ❑ ❑ ❑	• Brigade/ Group discusses possible category it wishes to apply for • Brigade/ Group decides on the item it deems will significantly improve your operational readiness or member facilities. • Brigade/ Group obtains preliminary quotes • Obtains required endorsement from OM & ACO if wanting additions to fleet
COMMUNICATE COMMUNICATE COMMUNICATE YOUR PLANS		
May – June	❑ ❑ ❑ ❑ ❑	• Brigade/ Group continues discussion of plans with your Group & Catchment Officers • Contacts the VESEP Minor Works Project Manager if applying for this category • Seeks expert advice from the CFA Regional Asset Maintenance Manager • Continues the discussion of the idea with your neighbouring Brigades • Ensures that Brigade/ Group application supports the Group Resource plan
	❑ ❑	• Brigade/ Group discusses plans with Catchment Officers/ Operations Officers • Brigade/ Group seeks endorsement by Catchment Officer/ Operations Officer that your application supports the District Resource Plan
	❑	• Brigade/ Group discuss plans with CFA Project Co-ordinator, Diane Frost, to ensure you're on the right track and to raise your profile ensuring that Dianne is aware of your application. Diane Frost, *VESEP Project Coordinator* Ph: 9262 8630 Email: d.frost@cfa.vic.gov.au
	❑ ❑❑ ❑ ❑ ❑	• Brigade/ Group prepares supporting documents describing ○ purpose & ○ how it will assist with your operational readiness ○ how it will assist your Brigade/ Group amenities in support of your infrastructure needs ○ how it will assist your neighbouring Brigades and stating their level of support ○ how it will assist your local and wider community
	❑/❑ ❑	• Brigade/ Group completes draft copy of CFA Application Forms A / B/ Hardship • Completes Addition to the Fire Fighting Appliance Fleet Operational Justification
FINE TUNE FINE TUNE FINE TUNE YOUR APPLICATION		
June	❑	• Brigade/ Group confirms quotes
	❑	• Brigade/ Group discusses/ confirms modifications with Group / Operations Officer/ Operations Manager so all are well aware of what is coming
June 16th	❑	• Closing date for applications to be forwarded to Operations Manager • Brigade submits application by 16th June
PROCESSING OF APPLICATIONS		
June 23rd August		DPCs have met to prioritise District's applications - *that's why you talked about it with Group!* • Assistant Chief Officers provide comments and send to CFA Project Coordinator • CFA VESEP Steering Committee members approve projects. Decisions endorsed by Chief Officer • EMV forwards agencies' recommendations to Minister for Emergency Services
Mid-September		• Anticipated Ministerial announcement after notifying local Members of Parliament • Successful Brigades receive written funding offer. Unsuccessful brigades advised.

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SAMPLE BUSINESS PLAN 2017

***NB:* Each CFA District will most probably have a local pro-forma. Please check with your Regional Finance & Administration Manager to ask for a copy of their Business Plan form.**

Providing a simple A4 page document allows transparency and indicates how the Brigade funds are managed and targeted towards new projects. It protects funds raised to replace brigade items.

SAMPLE BASIC BUSINESS / FINANCIAL PLAN

Brigade Name:	**Brigade No:**	**Date:**
District:	**Region:**	

Bank account name & number			
Account balance	*as per current date:*	$	
	as per 30/06/2016:	$	
	difference		$

Last three year's financial summary			
	Receipts	Expenses	Profit or Loss
2016 - 2017	$	$	$
2015 - 2016	$	$	$
2014 - 2015	$	$	$

How are you planning to use the funds?	
e.g. chainsaw, wet weather gear, toilet, new engine bay, FCV, kitchen	
Anticipated cost of project/s	
1.	$
2.	$
3.	$

Fundraising methods planned		
e.g. seek targeted donations from community; wood raffles x 3, VESEP grant; operate parking for local market; provide BBQ lunches & morning teas for local market/rodeo; hold a rock 'n roll dance.		

Signed			
Captain	*Name*	*Signature*	*Date*
Secretary	*Name*	*Signature*	*Date*

A Word version of this document is available at www.vfbv.com.au/vesep.php

SAMPLE

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HARDSHIP APPLICATION GUIDELINES 2017

Not enough money to contribute to a VESEP application
but your Brigade / Group really needs the VESEP funding to contribute towards the total cost of a critical item of equipment or station improvement?

Need **financial assistance** with a VESEP application?

NO WORRIES!

Recognising that many Brigades/Groups are unable to raise the necessary contribution for a VESEP project, the CFA VESEP Steering Committee has come to your assistance. They have made allowance for a Hardship Grant.

In other words, Brigades/Groups not flushed with funds can nominate how much they can contribute, if anything at all, towards the project, and request a hardship grant to help with the remainder of the Brigade/Group contribution.

HOW DOES IT WORK?

You can receive financial assistance towards your project item if you meet the **Hardship Criteria** detailed on the Hardship Application form:

- Talk to your District Operational Staff about your situation and your plans to seek their justification of your hardship application.
- Describe & document why you're unable to make the full brigade contribution.
- List any purchases over $1000 you made over the last three years.
- Detail what fundraising activities you've been involved in over the last three years.
- Provide a copy of Brigade / Group Audit Financial Reports over the last three years.
- Obtain the endorsement of your Operations Manager & Assistant Chief Officer.

Contact your District Operational Staff if you want to progress and complete a **VESEP Hardship Application**

CFA provided a copy with the VESEP mail-out to your Brigade / Group

It's available also on the VFBV VESEP page

VFBV HELP WITH CFA VESEP WEB PAGES

LOG IN TO BRIGADES ONLINE THEN START HERE ....

http://cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=bovVehicleAbout
CFA: Brigades Online / Brigade / Property and Equipment /Brigade Owned Vehicles / Current VESEP Details
.... Then, to obtain appropriate document with details of item you're seeking, from the panel on left select:

EQUIPMENT INFORMATI

search this web page if looking for

Amenities & Minor Works
- VESEP - Minor Works
- VESEP - Volunteer Amenities
- VESEP Generator – *x4 pages*

Fire & Incident Management
- VESEP FCV - Common Vehicle Weights Table
- VESEP GVM Weight Proforma
- VESEP - Field Command Vehicle – Brigade Build Version
- VESEP - Field Command Vehicle – Standard Build

Firefighting Equipment
- VESEP Big Fill Trailer
- VESEP General Purpose Trailer
- VESEP - Remote Area Lighting System
- VESEP - Thermal Imaging Camera

TANKER INFORMATION

search this web page if looking for

Light Tanker
- VESEP - Light Tanker- Crew Cab
- VESEP - Light Tanker- Crew Cab Detailed Specification

Medium Tanker
- VESEP - Medium Tanker
- VESEP - Medium Tanker Specification

Tanker Costs
- VESEP – 2017/18 -Tanker Costs

Ultra Light Tanker
- VESEP - Ultra Light Tanker (Landcruiser Prototype)
- VESEP - Ultra Light Tanker Detailed Specification

SPECIALIST APPLIANCES

search this web page if looking for

Big Fill
- VESEP - Big Fill Detailed Specification
- VESEP - Big Fill

Multi-purpose Vehicles
- VESEP – Multipurpose Vehicle

VESEP APPLICATION- SUPPORTING DOCUMENTS

1. **Brigade letter on Brigade letterhead to accompany your application**
   to District HQ re Application for *your project item*

Sample contents of letter:
With our application is the supporting documentation required.
In addition we submit a few other details:
1. Financial situation/ statement/ Business Plan / Hardship Application
2. Support from Neighbouring Brigades & Group
3. Support from Catchment Officer

Yours sincerely

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2. **Completed VESEP 2017/18 Application Form A or B** *(1 page available in Word format)* and if necessary, completed **Addition to the Fire Fighting Appliance Fleet Operational Justification**
3. **Quotation** - copy of quote from *supplier* indicating all inclusions, but excluding GST
4. **Copy of most recent Bank Statements**
6. **Copy of Brigade Financial Plan** *indicating where the brigade monies are being directed and if necessary,* include your **Hardship Application.**
7. **Supporting Documents you provide re your Brigade/Group**
   - *provide a few details / or a statement for each point*
   - Name of Brigade / Group & item sought
   - A few details about the Brigade
     - Group
     - Shire
     - Vegetation types
     - Fire risks
     - Traffic - if congestion is an issue
     - Victorian Risk Register rating - if applicable
   - How the equipment/vehicle/project would be helpful in light of all this information.

Brigade Information - *provide a few details for each point*
- How will your brigade consistently crew and operate vehicles and/or equipment?
- Will the vehicle be housed in the fire station?
- Does the vehicle meet the Regional Strategic Resourcing Plan?
- Brigade Turnouts per year?
- Time distance from next neighbouring Brigade

Selection Criteria - *provide a few details for each point (See "CFA Guidelines" pg 3-4)*
- Needs assessment
- Risk assessment
- Ability to crew & operate- further details
- Benefit to community / catchment
- Does item fall within Brigade/Group core responsibilities?
- How the project will enhance your operational readiness/ service delivery

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CASE STUDIES

The VFBV website will continue publishing and rolling out new Case Studies from Brigades and Groups who were recipients of previous VESEP grants

The Case Studies are provided by volunteer members to provide inspiration and support

- in each of the five VESEP Categories
- by providing recommended tips / handy hints
- What the Brigade or Group thought made their application successful

Check out www.vfbv.com.au/vesep.php on a regular basis to read how others succeeded with their application

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VFBV VESEP SUPPORT CONTACT DETAILS

VFBV Application Help Pack	Downloadable at www.vfbv.com.au/vesep.php A paper copy is available on request. Call VFBV Office 9886 1141
Email support	vesep@vfbv.com.au
Phone support	VFBV Support Officer *North East:* Angela Joy 0409 109 447 VFBV Support Officer *South East:* Mark Dryden 0428 767 258 VFBV Support Officer *South West* Peter Sharman 0428 751 652 VFBV Support Officer *West:* Mary Anne Egan 0428 937 210 VFBV Support Officer *North West:* Glenn Mercer 0409 119 477

CFA VESEP CONTACT DETAILS

Brigades Online	Brigade/ Property & Equipment/Brigade Owned Vehicles/ Current VESEP Details *then choose appropriate section for your project:* Tanker Information *or* Equipment Information *or* Specialist Appliances http://cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=bovVehicleAbout
Phone support	Dianne Frost, CFA VESEP Project Coordinator PO Box 701 Burwood East Vic 3149 Ph: 03 9262 8630 Email: d.frost@cfa.vic.gov.au
Your Operations Manager	or Operations Officer Check with your CFA District Office
Minor Works Facilitator	Bruce Rowley VESEP Minor Works Project Manager - Land and Buildings PO Box 701 Burwood East Vic 3149 Ph: 03 5833 2425 0419 578 654 Email: b.rowley@cfa.vic.gov.au