



Justice

## EMERGENCY VOLUNTEER SUPPORT SCHEME

### PROGRAM GUIDE

**For projects commencing from 1 November 2019**

**Applications open:** Monday 20 May 2019

**Applications close:** Midday on Tuesday 16 July 2019

The Emergency Volunteer Support Scheme (EVSS) provides funding for projects which contribute to the priorities of the National Strategy for Disaster Resilience. The strategy recognises that a strong emergency management volunteer sector has a positive impact on the resilience of a community following a natural disaster.

The EVSS is funded by the New South Wales and Commonwealth Governments through the National Partnership Agreement on Natural Disaster Resilience.

EVSS supports projects that enhance the recruitment, retention and capability of emergency management volunteer agencies. Priority is given to project activities such as recruitment campaigns, leadership training and developing the practical skills of volunteers.

Applications should be undertaken in accordance with the strategic objectives of each specific volunteer agency as well as existing policies and procedures that are relevant to the proposed outcomes of the application.

Projects should be completed within 12 months.

EVSS has a limited budget and not all applications can be funded.

#### **Who can apply**

- Government and non-government agencies with a defined role in NSW Emergency Management Plans
- Members of the Australian Emergency Management Volunteer Forum (AEMVF), with emergency management responsibilities in NSW

Requests from NSW Rural Fire Service, NSW State Emergency Service and Marine Rescue NSW local units are to be submitted via the relevant parent agency (contacts below).

Local units of other organisations may apply directly if they are legally incorporated, otherwise the application must be submitted by the parent agency.

#### **Selection Criteria:**

Applications must meet the following criteria:

1. One or more of the priorities of the [National Emergency Management Volunteer Action Plan 2012](#):
  - Volunteer training
  - Leadership training to support emergency management volunteers
  - Alternate learning approaches for emergency management volunteers
  - Support for emergency management volunteering
  - Community awareness of the role and value of emergency management volunteers
  - Youth and culturally and linguistically diverse participation in emergency management volunteering
  - Support to strengthen the focus on emergency management volunteer attraction, support and retention.
2. Support the work of volunteers in emergency management through recruitment, retention or training activities, or for the purchase of equipment to support these activities.
3. Outline the capacity and capability to deliver the project with:
  - a budget that demonstrates value for money and effective use of project funds to achieve outputs and outcomes
  - robust tasks and milestones that are achievable within project timelines, using appropriate resources.
4. Include a project evaluation plan (not required for equipment only applications).

Requests to purchase training room equipment such as projectors, tables and chairs will be considered but rated a lower priority than requests for funding for recruitment, retention and training activities.

### **Activities not funded**

**Day to day activities** - such as the maintenance of assets, websites and IT platforms, or the purchase of operational equipment such as vehicles, vehicle expenses, boats, operational trailers, GPS devices, sheds, office equipment, uniforms, personal protective equipment, or floor and window coverings.

**Capital works and improvements** - such as the construction of new training facilities or expansion of existing training facilities, including covered training areas, fire cells, rainwater tanks, any associated site preparation works and ordinary running costs: building and asset maintenance, repairs and refurbishments.

**Exercises** - Funding for emergency management, and search and rescue exercises is available through the State Emergency Management Committee (SEMC) Exercise Sub-Committee Working Group. For information on exercises refer to the Office of Emergency Management, Emergency NSW Exercise webpage - <https://www.emergency.nsw.gov.au/Pages/emergency-management/Training-and-Capability/Emergency-exercises.aspx>.

**Conferences** - hosting or attendance at conferences where the output is not related to the recruitment, retention or skill enhancement of volunteers.

**Retrospective activities** - work already undertaken or that will commence before the funding decision is made.

**Recurrent funding** - activities that require ongoing program funding.

**Commercial benefit** - activities that provide a financial or other benefit to a private entity, or produce commercial outputs

## Budget example

The budget must be detailed and accurately reflect the intended project outputs and outcomes.

BUDGET ITEM	BUDGET DESCRIPTION	\$ (excluding GST)
Travel	Return airfares Dubbo to Sydney for 2 people to attend workshop	500
	Accommodation for 2 people for 1 night to attend workshop @ \$150 per night	300
Training Equipment	10 stackable chairs @\$30 each	300
	1 whiteboard	100
	80cm TV including wall bracket	830

## Additional Information

If planning to develop a training program please first find out if there are any existing programs or resources that can be purchased or adapted for your group.

When planning the project allow adequate time for recruitment, tendering or other start up activities. Large projects tend to take two to three months for this activity.

The project starting date i.e. when you begin to spend the funding, should be within three months of the commencement date advertised in the funding round.

Staff to undertake the project may be included in the project budget.

If necessary, information supporting the application may be attached. If it is a large report please include only the relevant sections.

Your application must include the contact details of a Project Sponsor/Endorser who has the appropriate delegation in your organisation to apply for funding.

Late applications are not accepted.

AGENCY	AGENCY CONTACT
NSW Rural Fire Service (02) 8741 5493	Grants and Coordination Programmes bushfiregrantprogrammes@rfs.nsw.gov.au

AGENCY	AGENCY CONTACT
<b>NSW State Emergency Service</b> (02) 4251 6755	Terri Langendam Grants Program Support Officer grants@ses.nsw.gov.au
<b>Marine Rescue NSW</b> (02) 8071 4843	Mat Smith Grants and Sponsorship Manager mat.smith@marinerescuensw.com.au

## Funding Decisions

The Office of Emergency Management staff makes an initial assessment of applications against the funding criteria. Clarification may be sought from applicants and supporting documents requested. Confidential advice may be sought from independent experts. An advisory panel assesses the applications and makes recommendations to the Minister.

Applicants receive written advice of the decision. A list of the approved projects is published on the Department of Justice, Office of Emergency Management, Emergency NSW website at <https://www.emergency.nsw.gov.au/Pages/emergency-management/Funding-Programs/Natural-Disaster-Resilience-Program.aspx>

## Conditions of Funding

Successful applicants enter into a funding agreement based on the information contained in the application, including any additional information provided. Grant recipients will provide quarterly progress reports and a final report of the project.

Funding is paid in two or three instalments, depending on the project value. Any unspent monies must be returned to the Office of Emergency Management.

## Further Assistance

[National Strategy for Disaster Resilience](#)

[National Emergency Management Volunteer Action Plan 2012](#)

All enquiries - Office of Emergency Management Grants Unit on (02) 9212 9200 or email [evss@justice.nsw.gov.au](mailto:evss@justice.nsw.gov.au)

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