



VOLUNTEER FIRE
BRIGADES VICTORIA



Volunteer Fire Brigades Victoria

assisting CFA Brigades and Groups

with a timely application for VESEP funding.

Application Help Pack - 2020

Table of Contents

Application Help Pack 2020

Prepared by Volunteer Fire Brigades Victoria VFBV

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

1.	Table of Contents	p 2
2.	Introduction	p 3
3.	Application Details – <i>incl</i> Tanker Costs	p 4
4.	Application Ideas	p 7
5.	VESEP Countdown Calendar	p 8
6.	Sample Business / Financial Plan	p 9
7.	VESEP Special Access Grant Applications	p 10
8.	VFBV help with CFA VESEP Information webpages found on Brigades Online	p 11
9.	Application Supporting Document Sample	p 12
10.	Case Studies and Contact Details	p 13

Introduction

The Volunteer Emergency Services Equipment Program (VESEP) is an ongoing annual program funded by the Victorian Government, which provides equipment grants up to a maximum of \$150,000 ex GST.

The program is in its 20th year and first started as the CSESP Program (Community Safety Emergency Support Program) in 2000 and was designed in close consultation with VFBV and volunteers. The Program was intended to be a grant scheme for volunteers – designed by volunteers, with minimal administration from volunteers.

The Grant allows for \$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 volunteers peer review and a quick and timely approval and notifications process to the successful brigades and groups.

Key to its success is locally driven priority setting, endorsement by District Planning Committee's, operational support and endorsement by CFA Regional Management and a State Wide Steering Committee that reports directly to Government and the CFA Chief Officer and includes VFBV and volunteer representatives who work together to monitor the program and ensure the programs integrity and transparency.

Since its inception, the program has completed over 1,900 projects totalling more than \$130 million dollars. The program is an investment in maintaining and building volunteer capability and is designed to ease the pressures of having to fundraise for operational equipment, vehicles, specialist equipment and much needed improvements to amenities.

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 pack offers practical suggestions and complements CFA's Guidelines and the 2020/21 Application forms. Its intent was to gather the most important information available and put it all in one place. If Brigades would like a printed copy, please call the VFBV Office on 03 9886 1141 and VFBV would be happy to post you a copy.

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!

CFA Information and forms are located at:

<https://www.members.cfa.vic.gov.au/mycfa/Show?pagelD=bovVehicleAbout>

The Side Links displayed at the right of that page will give you access to information on Specialist Appliances, Tanker Information and Equipment Information.

Application Details 2020 - 2021

Conditions of VESEP 2020 - 2021 Grants

- ✔ You may apply for only ONE project in the 2020/21 round
- ✔ All Funding applications to be endorsed and prioritised by the respective DPC and be consistent with the District/Regional Infrastructure Plans.
- ✔ Any additions to the brigade owned fleet require approval of the local ACFO, DCO and the Chief Officer.
- ✔ CFA will maintain approved tankers and specialist appliances to level one maintenance.
- ✔ Projects commenced on or before Ministerial approval will not be eligible for VESEP funding.
- ✔ It is the responsibility of the Brigade/Group to replace assets acquired.

WHAT IS NOT FUNDED?

Core CFA budget requirements

Ongoing expenditure such as maintenance

Projects currently in progress

Project overspends

Where do I find information regarding what is funded under VESEP 2020 – 2021?

Refer to CFA website - *Brigades Online > Brigade > Property & Equipment > Brigade Owned*

Vehicles > Current VESEP Details and click to download:

- VESEP CFA Program Guidelines for 2020/21 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
- VESEP Approved Vehicle Specification and Costs

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

Endorsed Projects: must be operationally justified

If a brigade is purchasing an **additional vehicle to the fleet** the application will need to be endorsed by your local ACFO and DCO.

The Chief Officer will have the final approval over all additions to the fleet

VESEP Ultra Light Tanker (ULT)

Toyota Landcruiser

\$2 VESEP to \$1 brigade contribution
cab chassis body funded by grant

Brigade Contribution	\$ 21,667
Grant Contribution	\$120,833
TOTAL project cost	\$142,500



VESEP Light Tanker Crew Cab

\$2 VESEP to \$1 brigade contribution
cab chassis body funded by grant

Brigade Contribution	\$ 29,167
Grant Contribution	\$193,333
TOTAL project cost	\$222,500



Application Details 2020 - 2021

If a brigade is purchasing an additional vehicle to the fleet the application will need to be endorsed by your local ACFO and DCO.

The Chief Officer will have the final approval over all additions to the fleet.

VESEP Medium Tanker
Addition to the fleet
\$2 VESEP to \$1 brigade contribution
cab chassis body funded by grant

Brigade Contribution	\$126,667
Grant Contribution	\$253,333
TOTAL project cost	\$380,000



VESEP Medium Tanker
Replacement
\$2 VESEP to \$1 brigade contribution
cab chassis body funded by grant

Brigade Contribution	\$ 58,333
Grant Contribution	\$321,667
TOTAL project cost	\$380,000



VESEP Rehabilitation Unit
Isuzu NNR 45-150
\$2 VESEP to \$1 brigade contribution
cab chassis body funded by grant

- Brigade Contribution \$ 40,000
- Grant Contribution \$80,000
- **TOTAL project cost \$120,000**



The appliance is a **Multipurpose Vehicle**. The rear of the appliance can be configured to suit a brigades specific needs.

Examples;
Remote Area Lighting.
Staging Area Equipment.
Training Equipment.
Thermal Imaging Equipment.

VESEP Multipurpose Vehicles
V1 – 4 x 4 short body Manual

- Brigade Contribution \$ 77,500
- Grant Contribution \$150,000
- **TOTAL project cost \$227,500**



V2 – 4 x 2 Short Body Manual

- Brigade Contribution \$ 75,000
- Grant Contribution \$150,000
- **TOTAL project cost \$125,000**



V3 – 4 x 2 Long Body Auto

- Brigade Contribution \$ 74,167
- Grant Contribution \$148,333
- **TOTAL project cost \$222,500**



Indicative Costs as at August 2020 (excludes GST)
Cost escalation to point of build in 2021 up to 10% increase

Application Details 2020 - 2021

Field Command Vehicles (standard build)
\$2 VESEP to \$1 brigade contribution
To maximum VESEP contribution of \$150,000

Indicative Cost (exGST)

- Brigade Contribution \$26,667
- Grant Contribution \$53,333
- **TOTAL project cost \$80,000**

NB. FCV Vehicles under 5 years old will not be considered for replacement under the program.



Volunteer Amenities Improvements
\$2 VESEP to \$1 brigade contribution
To maximum VESEP contribution of \$5,000

Kitchen Refurbishments, Fridge, Air conditioner, Hot Water Services, Carpet, Furniture, Tables & Chairs

- Brigade Contribution \$1,667
- Grant Contribution \$3,333
- **TOTAL project cost \$5,000**

Needs to be non-structural, not requiring a permit.

Brigade Minor Works
\$2 VESEP to \$1 brigade contribution
Total Project value to be less than \$100,000

Enhance CFA Member amenities and safety. Motorization of Motor Room Doors, Installation of garage/Shed, Station refurbishment, PPC Storage.

- Brigade Contribution \$33,333
- Grant Contribution \$66,667
- **TOTAL project cost \$100,000**

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 Georgia Fine g.fine@cfa.vic.gov.au

Tanker Costs – VESEP 2020/21



Pricing - Indicative @ August 2020

Funding Source	ULT Landcruiser	Light Tanker Crew Cab	Medium Tanker Addition to Fleet	Medium Tanker Replacement Tanker
Brigade	\$ 21,667	\$ 29,167	\$ 126,667	\$ 58,333
Grant Contribution	\$ 120,833	\$ 193,333	\$ 253,333	\$ 321,667
Total	\$ 142,500	\$ 222,500	\$ 380,000	\$ 380,000

Cost escalation to point of build in 2021/22 allow up to 10% increase.
Options available on some appliances at Brigade cost

Application Ideas from Previous Successful Grants

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



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

VESEP **volunteer emergency services equipment program 2020**

**You have 11 weeks from grant announcement to due date
16th November, 2020**

Application Ideas:

- Trailer & Generator
- Data Projector
- FCV
- Kitchen Upgrade
- Ultra Light Tanker
- Extension to Motor Room
- Thermal Imaging Camera
- Lighting Equipment
- Motorized Security Gates
- Turnout Room
- Car fridge
- Station Extension
- Remote Area Lighting
- Carpark Asphaltting
- Hot Water Service Installation
- Alarm System
- Mobile Hose Testing Trailer
- Chairs & Trestle Tables
- Meeting room Upgrade
- Air Conditioner and Insulation Bats
- Automated External Defibrillator
- Lawnmower
- Pressure Washer
- Water Tank and Pump
- Notebook & Tripod
- 2.4c Medium Tanker
- Chainsaw Chaps
- Concrete Apron
- Protek Nozzle Branches
- TV/DVD and Noticeboard
- Upgrade Comms Room and Office
- Turnout Gear Racks
- Rehabilitation Unit
- Water Filter
- Meeting Room Furniture
- Big Fill
- Roller Door Automation
- Data Projector
- Water Filter
- Laptop Software Printer
- External Station Lighting
- Workshop Storage
- Rescue Tools
- Ultra Light Tanker

Countdown Calendar – Tick your way to success!

25 th August 2020	<input type="checkbox"/>	<ul style="list-style-type: none"> Government announces 2020/21 VESEP program with the details of this current year's priorities and categories in which funding will be made available.
28 th August 2020	<input type="checkbox"/>	<ul style="list-style-type: none"> CFA applications open
Are you well under way?	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group updates/prepares your financial plan / considers a Special Access Grant <ul style="list-style-type: none"> 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, incl. asking financial support from Group
	<input type="checkbox"/>	<ul style="list-style-type: none"> 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 District AFCO and DCO if applying for additions to fleet
COMMUNICATE YOUR PLANS		
August, September & October 2020	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group continues discussion of plans with your Group and 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
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group discusses plans with Catchment Officers/ Commanders Brigade/Group seeks endorsement by Catchment Officer/ Commanders that your application supports the District Resource Plan
	<input type="checkbox"/>	<ul style="list-style-type: none"> 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, <i>VESEP Project Coordinator</i> Ph: 9262 8630 Email: d.frost@cfa.vic.gov.au
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group prepares supporting documents describing <ul style="list-style-type: none"> purpose and 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
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group completes draft copy of CFA Application Forms A/B/Special Access Completes Addition to the Fire Fighting Appliance Fleet Operational Justification
FINE TUNE YOUR APPLICATION		
by 16 th November 2020	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group confirms quotes
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/Group discusses/ confirms modifications with Group / Catchment Officer / District AFCO so all are well aware of what is coming
	<input type="checkbox"/>	<ul style="list-style-type: none"> Closing date for applications to be forwarded to District AFCO Brigade submits application by 16th November 2020
PROCESSING VESEP APPLICATIONS		
November & December 2020, January & February 2021		<p>DPCs meet to prioritise District's applications - <i>that's why you talked about it with Group!</i></p> <ul style="list-style-type: none"> Deputy 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
February 2021		<ul style="list-style-type: none"> Anticipated Ministerial announcement after notifying local Members of Parliament Successful Brigades receive written funding offer. Unsuccessful brigades advised.

Sample Business Plan

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

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

SAMPLE BASIC BUSINESS / FINANCIAL PLAN

Brigade Name:		Brigade No:	Date:
District:		Region:	
Bank account name & number			
Account balance	<i>as per current date:</i>	\$	
	<i>as per 30/06/2020:</i>	\$	
	<i>difference</i>		\$
Last three year's financial summary			
	Receipts	Expenses	Profit or Loss
2019 – 2020	\$	\$	\$
2018 – 2019	\$	\$	\$
2017 – 2018	\$	\$	\$
How are you planning to use the funds?			
<i>e.g. chainsaw, wet weather gear, toilet, new engine bay, FCV, kitchen</i>			
Anticipated cost of project/s			
1.		\$	
2.		\$	
3.		\$	
Fundraising methods planned			
<i>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.</i>			
Signed			
Captain	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Secretary	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Special Access Grant Application Guidelines

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 Special Access 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 special access 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 **Special Access Criteria** detailed on the Special Access Grant Application form:

- Talk to your District Catchment Officer / Assistant Chief Fire Officer about your situation and your plans to seek their justification of your special access application.
- Describe and document why you're unable to make the full brigade contribution.
- List any purchases over \$1,000 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 Assistant Chief Fire Officer & Deputy Chief Officer.

Contact your District Catchment Officer/Assistant Chief Fire Officer if you want to progress a **VESEP Special Access Application**

*CFA provided a copy with the VESEP mail-out to your Brigade / Group
It's available also on in the VFBV VESEP pack*

Handy Links to help with your application

Log onto 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 are seeking,
from the panel on the left select:*

EQUIPMENT INFORMATION

Search this webpage if your
looking for:

Amenities and Minor Works

- VESEP Minor Works
- VESEP Volunteer Amenities
- VESEP Generator

Fire & Incident Management

- VESEP FCV – common vehicle weight table
- VESEP GVM weight pro forma
- VESEP FCV Brigade Built Version
- VESEP FCV Standard Build

Firefighting Equipment

- VESEP Big Fill Trailer Tandem
- VESEP General Purpose Trailer
- VESEP Remote Area Lighting
- VESEP Thermal Imaging Camera

TANKER INFORMATION

Search this webpage if your
looking for:

Light Tanker

- VESEP Light Tanker Crew Cab
- VESEP Light Tanker Crew Cab Detailed Specifications.

Medium Tanker

- VESEP Medium Tanker
- VESEP Medium Tanker Specification

Tanker

- VESEP 2019/20 Tanker Costs

Ultra Light Tanker

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

SPECIALIST APPLIANCES

Search this webpage if your
looking for:

Big Fill

- VESEP Big Fill Specification
- VESEP Big Fill

Multi Purpose Vehicles

- VESEP Multipurpose Vehicle
- VESEP Field Hygiene Unit

<https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=bovVehicleAbout>

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:

- *Financial situation/ statement/ business plan/ hardship application.*
- *Support from Neighbouring Brigades and Groups.*
- *Support from Catchment Officer*

Yours Sincerely

- 2. Completed VESEP 2020/21 Application form A and 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
- 5. Copy of Brigade Financial Plan** *indicating where the brigade monies are being directed and if necessary, include your Special Access Application.*
- 6. 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 application
- 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 neighbouring Brigade

Selection Criteria – provide a few details for each point (*see CFA guidelines p3-4*)

- Needs assessment
- Risk assessment
- Ability to crew & operate – further details
- Benefit to community/catchment.
- Does the item fall within Brigade/Group core responsibilities?
- How the Project will enhance your operational readiness/service delivery

Case Studies

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

- In each of the five VESEP Categories
- By providing recommended tips and handy hints.
- What the Brigade or Group thought made their application successful

www.vfbv.com.au/vesep.php

VFBV VESEP Support Contact Details

VFBV Application Help Pack Download 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

VFBV Support Officer North East	Michelle Ryan	0409 109 447
VFBV Support Officer South East	Colin Booth	0456 554 593
VFBV Support Officer South West	Peter Sharman	0428 751 652
VFBV Support Officer North West	Glenn Mercer	0409 119 477
VFBV Support Officer West	Chris Dent	0407 334 685

CFA VESEP Support Contact Details

Brigades Online	Brigade/property & Equipment/Brigade Owned Vehicles/Current VESEP Details (then choose the appropriate section for your project: Tanker Information or Equipment Information or Specialist Appliances. http://cfaonline.cfa.vic.gov.au/mycfa/Show?pageld=bovVehicleAbout	
Phone Support	Dianne Frost CFA VESEP Co-ordinator PO Box 701 Burwood East, VIC 3149	Ph: 03 9262 8630 d.frost@cfa.vic.gov.au
	Georgia Fine Exec. Manager Land & Buildings VESEP Minor Works Project Mgr	g.fine@cfa.vic.gov.au
Assistant Chief Fire Officer (ACFO)	Check with your District Office	