

All West Australians Reducing Emergencies Program 2020-21

Guidelines for Applicants

Program

The All West Australians Reducing Emergencies (AWARE) program focuses on enhancing Western Australia's Emergency Management arrangements by investing in capacity building and preparedness activities at a local level.

The current program sets out to distribute \$230,000 to local governments via competitive grants to projects that build emergency management capability at the local level. This may include:

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 be completed 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 both field and desktop settings

Assisting 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

Who can apply?

Local governments:

- ✓ with projects that meet the minimum eligibility requirements (refer the [2020-21 Quick Eligibility Check](#))
- ✓ willing to sign a Grant Agreement (refer [Sample Grant Agreement](#))
- ✓ that have no non-compliant NDRP or AWARE grants
- ✓ with non-compliant LEMAs are restricted to projects to develop contemporary and updated LEMA

Local governments are encouraged to collaborate and submit joint applications.

How much can I apply for?

Local level risk assessments can request a maximum of \$4,000. All other applications must be requesting a minimum of \$2,500 and a maximum of \$30,000 (no GST applied). All applications must include a realistic and detailed budget, with evidence of spend to be provided as part of the final acquittal.

What is not eligible?

- X Non-local government organisations
- X Projects commencing before the execution of the Grant Agreement or before 1 January 2021
- X Projects that do not have a project risk assessment
- X Capital or asset purchases
- X Projects that require ongoing funding to be sustainable, or are better funded by alternate programs
- X Projects that would be better delivered by another agency
- X Projects that will deliver commercial advantage.

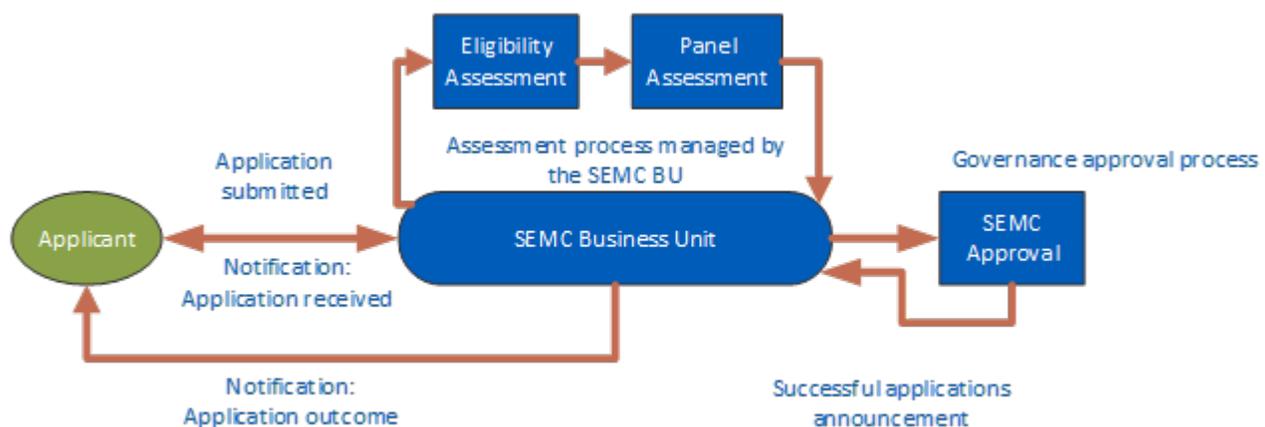
What do I need to demonstrate?

Applicants must answer all questions in the application, demonstrating suitable project outcomes and how the project will enhance emergency management capacity or preparedness at a local level.

Assessment

Applications must be received by 12pm (midday) Friday 11 December 2020 to be considered. Each application will receive a unique reference number. Applications will be assessed on their merit against the pre-determined selection criteria (refer below). Applicants with non-compliant AWARE or NDRP grants may not be eligible.

The assessment process is:



The AWARE grant is administered in accordance with the State Emergency Management Committee (SEMC) Business Unit's Grant Governance Framework to ensure transparent and accountable management, including the assessment process and dealing with Conflict of Interest. The [Frequently asked Questions](#) section will be updated with any generic questions raised by potential applicants not already captured.

Primary contacts will be advised of the outcome in email format within five (5) working days of the SEMC approval. Do not commence your project under the assumption you will be successful.

Selection criteria

Each application will be assessed using the 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, allowing a determination of most to least preferred. The selection criterion 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:

- ✓ Validity and achievability of the project: Weighting score 10
- ✓ Benefit of the project: Weighting score 20
- ✓ Value of the project: Weighting score 20

Successful projects

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

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

Where to get the application form

Application forms can be accessed on the SEMC website: www.semc.wa.gov.au/funding/aware. Remember to save your document prior to entering any data, as any information entered before-hand will not be saved.

Submitting your application

Download the application form from the website, save and complete it. Send the completed application to aware@dfes.wa.gov.au. You must save the document before you start entering information. You do not need to print and scan the document – please send the completed PDF.

Further information

Please refer to the SEMC website: www.semc.wa.gov.au/funding/aware for information regarding the grant. The AWARE Frequently Asked Questions section on the website may also provide some answers.

For further information, email aware@dfes.wa.gov.au or call 9395 9998

Your application MUST be received by no later than 12pm (midday) Friday 11 December 2020