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FIRE INFRASTRUCTURE GRANT SCHEME - APPLICATION PROJECT BRIEF

Refer to the **Fire Infrastructure Grant Scheme Guideline** (FIGS Guideline) for further information, prior to completing the Application project brief.



The following project brief must be completed in full and submitted, with the required attachments, to the Manager Community Safety (MCS) at the CFA Region Office that is aligned to the municipal district no later than the **1 November**. CFA will notify municipal council contact of the decision relating to their application by **31 January**. Either grant approved for the following financial year or not approved (due to prioritisation in a strategic and risk- based State-wide context).

MUNICIPAL COUNCIL		
ADDRESS		
PRIMARY COUNCIL CONTACT DETAILS	Name:	
	Position title:	
	Phone:	Email:
SECONDARY COUNCIL CONTACT DETAILS	Name:	
	Position title:	
	Phone:	Email:

Please circle the appropriate response

IS THIS AN APPLICATION FOR NEW FUNDING	YES	NO
IS THIS AN APPLICATION FOR A PREVIOUSLY UNAPPROVED PROJECT	YES	NO

PROJECT DETAILS

Please mark the appropriate project category with an 'X'

FIRE ACCESS ROAD CONSTRUCTION	
FIRE ACCESS ROAD MAINTENANCE	
STATIC WATER SUPPLY	
OTHER (please describe)	

LOCATION OF WORKS

ADDRESS	
GIS 6 DIGIT GRID REFERENCE - COORDINATES	



Attach - map(s) showing the precise location and extent of the project [required]



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TIMEFRAME FOR WORKS TO BE COMPLETED	
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PROJECT SUMMARY

Detail the scope of works and justification (risk/hazard being treated and benefits).

- Describe locality risk profile that may include;
 - Topography and fuel types
 - Fire history in the area (and what is the likelihood of a significant event)
 - Areas of human settlement that may be impacted under severe fire weather conditions.
- Describe the need and how the project will address this need. Demonstrating how the project will deliver efficiencies for brigade incident response and/or community safety. Therefore, support mitigation of fire risk within the municipal district.

[Add additional page if required - 'Project Summary continued']



Attach - Any other information as deemed applicable by the MFPO or relevant municipal representative to support the application. E.g. a map showing VFRR-B data layer relating to human settlements; site photos; etc.

MEMPC APPROVAL

Please circle the appropriate response

APPROVED BY THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC) or	YES	NO
APPROVED BY THE MUNICIPAL FIRE MANAGEMENT PLANNING SUB-COMMITTEE (MFMPSC) where one is established.	YES	NO
DATE OF APPROVAL		



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STAKEHOLDER CONSULTATION AND CONSENTS

Please mark with an 'X' where consultation has taken place or 'N/A' if not applicable.

CFA REGION - MANAGER COMMUNITY SAFETY (MCS) and ASSISTANT CHIEF FIRE OFFICER (ACFO)		(further comment – if required)
CFA GROUP OFFICER(S) and BRIGADE(S)		
LAND MANAGERS/OWNERS		
DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING (DELWP)		
OTHERS (please specify - list below)		

IS THE LOCATION OF THE PROJECT WHOLLY ON MUNICIPAL COUNCIL OWNED LAND	YES	NO
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Attach - Land managers/owners written consent(s) for works to be undertaken [required where the project will enter land or be located on land other than municipal owned land]

PROJECT COSTS

Contribution is based on categories, ratios and maximum grant amount prescribed in the FIGS Guideline; or variation to contribution model based on pre-application discussion with the MCS (rural councils ONLY).

TOTAL COST (excluding GST)	\$
CFA CONTRIBUTION (excluding GST)	\$
MUNICIPAL COUNCIL CONTRIBUTION (excluding GST)	\$
GST APPLICABLE TO THIS PROJECT	\$
TOTAL COST OF PROJECT (including GST)	\$

VARIATION TO CONTRIBUTION REQUEST (applicable to rural councils ONLY; and reflected in the above contribution cost breakdown)	YES	NO
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QUOTATION

Itemised quotation(s) approved by the municipal council has been sourced from the following listed providers (company, contractor or council) to undertake all works for the project.

Note: One (1) quotation may be provided for total cost of works up to \$49,999.00 (incl. GST) and three (3) quotations where total cost of works is over \$50,000.00 (incl. GST).



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Please list names of providers and mark preferred option with an 'X'

1.	
2.	
3.	



Attach - Itemised quotation(s) from the above listed provider(s) [required]

ENDORSEMENT

I, the undersigned certifies that all details provided are true and correct and understand that any false information in relation to the described project may jeopardise funding where approved.

SIGNED..... DATE

NAME.....

PHONE..... EMAIL

POSITION TITLE*.....

* MFPO or the municipal representative who prepared the application and/or has the authority and responsibility for project management.

I, the undersigned approve the submission of this FIGS Application project brief and commitment for project implementation and allocation of municipal funds (if applicable), which may or may not be subject to grant approval.

SIGNED..... DATE

NAME.....

PHONE..... EMAIL

POSITION TITLE**.....

**Chief Executive Officer or appropriate authorising Manager

REFERENCE NO:	
<CFA OFFICE USE ONLY>	