



VOLUNTEER FIRE  
BRIGADES VICTORIA



Volunteer Fire Brigades Victoria

assisting CFA Brigades and Groups

with a timely application for VESEP funding.

# Application Help Pack – 2023/24

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### Application Help Pack 2023/24

Prepared by Volunteer Fire Brigades Victoria  
to assist CFA Brigades and Groups with a timely application for VESEP funding.

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## Introduction

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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 23<sup>rd</sup> 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 more than 2,150 projects totalling more than \$160 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 2023/24 application forms. Its intent was to gather the most important information available and put it all in one place. If Brigades or Groups would like a printed copy, please call the VFBV Office on 03 9886 1141 and VFBV would be happy to post you one.

Members can also contact their local VFBV State Councillors, District Council Executives 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/programs/vesep>

The side links displayed at the right of the CFA's landing page will give you access to information on Specialist Appliances, Tanker Information and Equipment Information.

## Application Details 2023/24

### Conditions of VESEP 2023/24 Grants

- ✔ You may apply for only ONE project in the 2023/24 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, Regional 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 2023/24?

Refer to CFA website - *Members Online > Home > Programs > Volunteer Emergency Services Equipment Program (VESEP)* and click to download:

- **VESEP CFA Program Guidelines for 2023/24 funding round.** See page 3 for priority 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	\$ 24,167
Grant Contribution	\$128,333
<b>TOTAL project cost</b>	<b>\$152,500</b>



#### VESEP Light Tanker Crew Cab

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

Brigade Contribution	\$ 31,667
Grant Contribution	\$223,333
<b>TOTAL project cost</b>	<b>\$255,000</b>



## Application Details 2023/24

**PLEASE NOTE:**

**Additions to the fleet are given a low priority.**

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 for the total vehicle cost.

Brigade Contribution	\$151,667
Grant Contribution	\$303,333
<b>TOTAL project cost</b>	<b>\$455,000</b>



**VESEP Medium Tanker**

**Replacement**

\$2 VESEP to \$1 brigade contribution towards cab chassis cost.

Brigade Contribution	\$ 61,000
Grant Contribution	\$394,000
<b>TOTAL project cost</b>	<b>\$455,000</b>



**VESEP Rehabilitation Unit**

**Isuzu NNR 45-150**

\$2 VESEP to \$1 brigade contribution

Brigade Contribution	\$ 44,167
Grant Contribution	\$ 88,333
<b>TOTAL project cost</b>	<b>\$132,500</b>



The appliance is a **Multi-Purpose 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 Multi-Purpose Vehicles**

**V1 – 4 x 4 short body Manual**

- Brigade Contribution \$ 81,667
- Grant Contribution \$163,333
- **TOTAL project cost \$245,000**

**V2 – 4 x 2 Short Body Manual**

- Brigade Contribution \$ 78,333
- Grant Contribution \$156,667
- **TOTAL project cost \$235,000**

**V3 – 4 x 2 Long Body Auto**

- Brigade Contribution \$ 81,667
- Grant Contribution \$163,333
- **TOTAL project cost \$245,000**

**Indicative Costs as at March 2023 (excludes GST)**

Cost escalation to point of build in 2023/24 up to 10% increase



## Application Details 2023/24

### Field Command Vehicles (standard build)

\$2 VESEP to \$1 brigade contribution  
To maximum VESEP contribution  
of \$150,000

XL Cab Chassis

Indicative Cost (ex GST)

- Brigade Contribution \$29,666
- Grant Contribution \$59,334
- **TOTAL project cost \$89,000**

**NB. FCV Vehicles under 8 years of age at the time of changeover 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 building permit.

### Brigade Minor Works

\$2 VESEP to \$1 brigade contribution  
Total Project value to be less than \$120,000

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

- Brigade Contribution \$ 50,000
- Grant Contribution \$ 100,000
- **TOTAL project cost \$ 150,000**

All applications must be registered with the VESEP Land & Buildings Project Manager via email [VESEPProject@cfa.vic.gov.au](mailto:VESEPProject@cfa.vic.gov.au) by **1<sup>st</sup> June 2023**. Contact Matthew Mallett with any questions on [m.mallett@cfa.vic.gov.au](mailto:m.mallett@cfa.vic.gov.au) or 0408 055 163

# Tanker Costs – VESEP 2023/24



**Pricing - Indicative @ April 2023**

Funding Source	Ultra Light Tanker	Light Tanker Crew Cab	Medium Tanker Addition to Fleet	Medium Tanker Replacement Tanker
Brigade	\$24,167	\$31,667	\$151,667	\$61,000
Grant Contribution	\$128,333	\$ 223,333	\$303,333	\$394,000
<b>Total</b>	<b>\$152,500</b>	<b>\$ 255,000</b>	<b>\$455,000</b>	<b>\$455,000</b>

Cost escalation to point of build in 2023/24 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.**

**volunteer** 2  
**emergency** 0  
**services** 2  
**equipment** 3  
**program**

**You have 8 weeks from grant announcement to due date**  
**16<sup>th</sup> June 2023**

**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
- Alarm System
- Hot Water Service Installation
- Chairs & Trestle Tables
- Air Conditioner and Insulation Bats
- Mobile Hose Testing Trailer
- Lawnmower
- Pressure Washer
- Meeting room Upgrade
- 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
- External Station Lighting
- Roller Door Automation
- Data Projector
- Rescue Tools
- Laptop Software Printer
- Workshop Storage

**Countdown Calendar – Tick your way to success!**

24 April 2023	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Government announces 2023/24 VESEP program with the details of this current year’s priorities and categories in which funding will be made available.</li> <li>CFA Applications OPEN</li> </ul>
Are you well under way?	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group updates/prepares your <b>financial plan</b> or considers a <b>Special Access Grant</b> <ul style="list-style-type: none"> <li>current bank account/s balance/s</li> <li>5-year-plan for brigade expenditure – what are those funds planned outcome?</li> <li>5-year-plan for boosting brigade funds</li> </ul> </li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group discusses possible category it wishes to apply for</li> <li>Brigade/Group decides on the item it deems will significantly improve your operational readiness or member facilities.</li> <li>Brigade/Group obtains preliminary quotes</li> <li>Required endorsement from District AFCO &amp; DCO if applying for additions to fleet</li> </ul>
<b>COMMUNICATE YOUR PLANS</b>		
April and May 2023	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group continues discussion of plans with your Group and Catchment Officers</li> <li>Contacts the VESEP Minor Works Project Manager if applying for this category</li> <li>Seeks expert advice from the CFA Regional Asset Maintenance Manager</li> <li>Continues the discussion of the idea with your neighbouring Brigades</li> <li>Ensures that Brigades/Group application supports the Group Resource plan</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group discusses plans with Catchment Officers/ Commanders</li> <li>Brigades/Group seeks endorsement by Catchment Officer/ Commanders that your application supports the District Resource Plan</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group discuss plans with CFA Project Coordinator, Lisa Elliott, to ensure you are on the right track and to raise your profile ensuring than Lisa is aware of your application. Lisa’s contact details are 9262 8825 or <a href="mailto:lisa.elliott@cfa.vic.gov.au">lisa.elliott@cfa.vic.gov.au</a></li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group prepares supporting documents describing: <ul style="list-style-type: none"> <li>purpose and how it will assist with your operational readiness</li> <li>how it will assist your brigade/group amenities in support of your infrastructure needs</li> <li>how it will assist your neighbouring Brigades and stating their level of support</li> <li>how it will assist your local and wider community.</li> </ul> </li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group completes draft copy of CFA Application Forms A/B/Special Access</li> <li>Completes <i>Addition to the Fire Fighting Appliance Fleet Operational Justification</i> if required</li> </ul>
<b>FINE TUNE YOUR APPLICATION</b>		
1 <sup>st</sup> June 2023	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If applying for a grant for Minor Works, applications must be <b>pre-registered</b> with the VESEP Minor Works Project Manager, Land and Building Services via email <a href="mailto:VESEPProject@cfa.vic.gov.au">VESEPProject@cfa.vic.gov.au</a></li> </ul>
16 <sup>th</sup> June 2023	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group confirms quotes</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Brigade/Group discusses/confirms modifications with Group/Catchment Officer and District ACFO so all are aware of what is coming</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Closing date for applications to be forwarded to District ACFO</li> </ul>
<b>PROCESSING VESEP APPLICATIONS</b>		
June-August 2023		<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"> <li>Regional Deputy Chief Officers provide comments and send to CFA Project Coordinator</li> <li>CFA VESEP Steering Committee members approve projects. Decisions endorsed by Chief Officer</li> <li>EMV forwards agencies’ recommendations to Minister for Emergency Services</li> </ul>
Oct/November 2023		<ul style="list-style-type: none"> <li><b>Anticipated</b> Ministerial announcement after notifying local Members of Parliament.</li> <li>Successful Brigades receive written funding offer. Unsuccessful brigades advised.</li> </ul>



## Sample Business Plan

Providing a simple A4 document allows transparency and indicates how the brigade funds are 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

<b>Brigade/Group Name:</b>		<b>Brigade No:</b>	<b>Date:</b>
<b>District:</b>		<b>Region:</b>	
<b>Bank account name &amp; number</b>			
<b>Account balance</b>	<i>as per current date:</i>	\$	
	<i>as per 30/06/2022:</i>	\$	
	<i>difference</i>		\$
<b>Last three year's financial summary</b>			
	Receipts	Expenses	Profit or Loss
2021 – 2022	\$	\$	\$
2020 – 2021	\$	\$	\$
2019 – 2020	\$	\$	\$
<b>How are you planning to use the funds?</b>			
<i>e.g. chainsaw, wet weather gear, toilet, new engine bay, FCV, kitchen</i>			
<b>Anticipated cost of project/s</b>			
1.		\$	
2.		\$	
3.		\$	
<b>Fundraising methods planned</b>			
<i>e.g. seek targeted donations from community; wood raffles x 3, VESEP grant; operate parking for local market; provide BBQ lunches &amp; morning teas for local market/rodeo; hold a rock 'n roll dance.</i>			
<b>Signed</b>			
<b>Captain</b>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<b>Secretary</b>	<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 or 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 and 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 or 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 or 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 are 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 have been involved in over the last three years.
- Provide a copy of Brigade or Group Audit Financial Reports over the last three years.
- Obtain the endorsement of your Assistant Chief Fire Officer and Regional 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  
All application forms are available for download from the VFBV website*

## Handy links to help with your application

Log onto MEMBERS ONLINE then start here...

<https://www.members.cfa.vic.gov.au/programs/vesep>

**CFA: Members Online / Brigades/Operational / Brigades / Volunteer Emergency Services Equipment Program (VESEP) / Current VESEP Details**

*...then, to obtain appropriate document with details of item you are seeking,  
from the panel on the right select:*

### EQUIPMENT INFORMATION

Search this webpage  
if you are looking for:

#### Amenities and Minor Works

- VESEP Minor Works
- VESEP Volunteer Amenities
- VESEP Generator

#### Fire & Incident Management

- VESEP Field Hygiene Unit

#### Firefighting Equipment

- VESEP Big Fill Trailer Single
- VESEP Big Fill Trailer Tandem
- VESEP General Purpose Trailer
- VESEP PPC Chainsaw Operations
- VESEP Hose Testing Trailer
- VESEP Thermal Imaging Camera

### TANKER INFORMATION

Search this webpage  
if you are 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 Costs

- VESEP 2023/24 Tanker Costs

#### Ultra Light Tanker

- VESEP Ultra Light Tanker
- VESEP Ultra Light Tanker Detailed Specification

### SPECIALIST APPLIANCES

Search this webpage  
if you are looking for:

#### BA Support Unit

- VESEP BA Support Vehicle

#### Big Fill

- VESEP Big Fill
- VESEP Big Fill Specification

#### Field Command Vehicles

- VESEP Field Command Vehicle CFA Standard Build

#### Multi-Purpose Vehicles

- VESEP Multi-Purpose Vehicle

#### Rehabilitation Vehicles

- VESEP Rehabilitation Unit
- VESEP Rehabilitation Unit Detailed Specification

### CURRENT DETAILS

Search this webpage if you are looking for:

- VESEP Chief Officers Opening Letter
- VESEP 2023/24 Program Guidelines
- VESEP Application Form – Amenities & Minor Works
- VESEP Application Form – Operational Equipment and Vehicles
- VESEP Brochure
- VESEP Media Release

### GENERAL INFORMATION

Search this webpage  
if you are looking for:

- VESEP Addition to the Fire Fighting Appliance Fleet
- VESEP Brigade Special Access Form
- VESEP DPC Special Access Grant Application Form

<https://www.members.cfa.vic.gov.au/programs/vesep>

## VESEP Application Supporting Documents

- 1. Brigade letter on Brigade letterhead to accompany your application** to District Headquarters regarding your 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, *Special Access grant* application.
- Support from neighbouring Brigades and Groups.
- Support from Catchment Officer

Yours Sincerely

- 2. Completed VESEP 2023/24 Application form A or B** (2 page available in Word format) and if necessary, completed *Addition to the Fire Fighting Appliance Fleet Operational Justification* form.
- 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 grant* application.
- 6. Supporting Documents you provide re your Brigade/Group.**

*Provide a few details/or a statement for each point*

- Name of Brigade/Group and item sought.
- A few details about the Brigade
  - Group
  - Municipal Council
  - Vegetation types
  - Fire risks
  - Traffic – if congestion is an issue
  - Victorian Risk Register rating – if applicable
- How the equipment, vehicle, or 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 page 4*)

- Needs assessment
- Risk assessment
- Ability to crew and operate – further details.
- Benefit to community/catchment.
- Capacity to fund
- Core responsibility factors
- Enhance Operational Readiness

## 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

The Case Studies can be found on the [VFBV website \(https://tinyurl.com/vesep-casestudy\)](https://tinyurl.com/vesep-casestudy)

## VFBV VESEP Support Contact Details

**VFBV Application Help Pack** Download at [www.vfbv.com.au/vesep.php](http://www.vfbv.com.au/vesep.php)  
A paper copy is available on request. Call VFBV Office 03 9886 1141

**Email Support** [vesep@vfbv.com.au](mailto:vesep@vfbv.com.au)

### VFBV Support Officer Support

North East Region	Peter Sharman	0428 751 652
North West Region	Max Blackmore	0409 119 477
South East Region	Colin Booth	0456 554 593
South West Region	Jason Willis	0409 109 447
West Region	John Lloyd	0407 334 685

## CFA VESEP Support Contact Details

### Members Online

Members Online / Brigades/Operational / Brigades / Volunteer  
Emergency Services Equipment Program (VESEP) / Current VESEP Details  
<https://www.members.cfa.vic.gov.au/programs/vesep>

**Lisa Elliott**  
Acting VESEP Project Coordinator

Ph: 03 9262 8825  
0408 817 918  
[lisa.elliott@cfa.vic.gov.au](mailto:lisa.elliott@cfa.vic.gov.au)

### Phone / Email Support

**Matthew Mallett**  
VESEP Minor Works Acting Project  
Manager

Ph: 03 9262 8973  
0408 055 163  
[m.mallett@cfa.vic.gov.au](mailto:m.mallett@cfa.vic.gov.au)

### Assistant Chief Fire Officer (ACFO)

Contact your District Office

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## Attachment & Appendix Contents

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In addition to this Application Help Pack, VFBV have put together some additional downloads available from [www.vfbv.com.au/vesep.php](http://www.vfbv.com.au/vesep.php)

### Attachment 1

Special Access Grant Application Forms

### Attachment 2

2023/24 CFA Program Guidelines

### Attachment 3

CFA Application Forms

### Appendix

CFA Information Sheets