Community Skills Development Grants

for volunteer community-based environment groups & networks

Guidelines

Applications close 5pm Thursday 12 October 2017

Celebrating **30 YEARS**

Landcare in Victoria since 1986

VICTORIA State Government | Environment, Land, Water and Planning

Contents

Minister's Foreword

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Landcare In Victoria is celebrating the 30th year since its inception in 1986. Landcare, along with the work of many other groups, is built on the ethic of community caring for the land and environment.

The Victorian Government will continue to support our volunteer community-based environment groups and networks to help them do what they do best.

Recognising this valuable work, the government also acknowledges the need to continue to develop skills and capability across leaders and volunteers as the foundation to enable on-ground actions. To support this the Andrews Labor government is offering support through the **Community Skills Development Grants**.

The Community Skills Development Grants are open and available to all volunteer community-based environment groups and networks who meet the guidelines and I encourage you to consider applying.

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This support will strengthen the many volunteer community-based environment groups and networks across Victoria.

The grants will encourage the volunteer sector to increase social inclusion and strengthen community participation in environmental and local management practices.

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I look forward to seeing the benefits this funding for many years to come.

Hon. Lily D'Ambrosio MP

Minister for Energy, Environment and Climate Change

Minister for Suburban Development

What are the Community Skills Development Grants?

The Victorian Government is providing $600,000 in 2017/18 for Community Skills Development Grants.

Victorian volunteer community-based environment groups and networks that are involved in the delivery of on-ground environmental works can apply the Community Skills Development Grants.

The Community Skills Development Grants provide an opportunity for groups and networks to access funding for training to support their planning, engagement, communication, leadership, innovation, knowledge sharing, and capacity building activities.

What are the objectives of the grants?

The Community Skills Development Grants aim to enable groups and networks to strengthen their capacity, develop their skills, and operate more effectively, through:

- Supporting learning, development and training opportunities, and
- Encouraging knowledge sharing and skills development.

How much funding is available?

A total of $600,000 will be shared across the two funding streams outlined in Table 1 below.

Application & funding options

There are two funding streams for the Community Skills Development Grants.

Stream 1 (Individual Group Grants) – individual groups can apply for up to $5,000 for up to three training or skills development activities.

Stream 2 (Network or Partnership Grants) – networks or partner organisations can apply for up to $20,000 for up to five training or skills development activities.

Table 1. Application & Funding Options

Application Options	Amount	Who is eligible
Stream 1: **Individual Group Grants**	**Up to $5,000**	Individual groups wanting to undertake training, skills development, and capacity building activities. Projects may deliver up to three training or skills development activities for one group. In addition, individual group members may undertake training and then train other members of the group, i.e. as 'train the trainers'.
Stream 2: **Network or Partnership Grants**	**Up to $20,000**	Networks or partnerships of networks and groups (i.e. a minimum of five partner organisations) who wish to partner across network and group boundaries to deliver up to five training, skills development and capacity building activities by: - Providing a diversity of training or skills development topics, - Enabling a large number of people to avail themselves of training or skills development activities, - Sharing access to training providers, and - Achieving economies of scale. Projects may include up to five training or skills development activities to a large number of participants, across a wide geographic area.

Network or partnership skills development activities can occur across wide geographic areas

TIP: under Stream 2 networks are encouraged to partner with other networks and groups to collaboratively plan their training, skills development and capacity building activities (across network and group boundaries) to enable shared access to trainers and resources, and to achieve economies of scale.

How to apply?

Applications are to be submitted through SmartyGrants, an online grant application system.

We recommend applicants sign up to SmartyGrants using a generic group or network email address, if your group or network has one. Applications can only be accessed by one set of login details in SmartyGrants.

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We encourage applicants to start applications as early as possible.

The two different funding streams for the Community Skills Development Grants each use different application forms in SmartyGrants.

To apply click on the relevant application link for:

Stream 1 application form https://delwp.smartygrants.com.au/s1communitydevelopment

Stream 2 application form https://delwp.smartygrants.com.au/s2communitydevelopment

When do applications close?

Applications open on Friday 8 September 2017 and close on at **5pm on Thursday 12 October 2017**.

Late applications will not be accepted. Note - the SmartyGrants system will automatically close at 5pm on Thursday 12 October 2017.

Project completion & reporting dates?

Projects must be completed by **31 December 2018** and project reports must be submitted by **15 February 2019**.

Who can apply?

Grants are open to all Victorian volunteer community-based environment groups and networks. This includes, but is not limited to, Landcare groups/networks, Coastcare groups/networks, Conservation Management Networks, and 'Friends of' groups.

Applicants must either be:

• An incorporated association registered through Consumer Affairs Victoria, or

• Incorporated through an incorporated association, e.g. Landcare Victoria Incorporated, or

• Registered as a not-for-profit organisation with the Australian Charities and Not for Profit Commission.

Applicant groups/networks must also hold insurance sufficient to safeguard the volunteers and participants involved in the funded activities, including personal accident insurance, and $10 million public liability insurance cover.

Catchment Management Authorities, Parks Victoria, local governments, State government agencies can be an auspice, but are NOT eligible as an applicant.

Commercial entities and for-profit organisations, Commonwealth government agencies and individuals are NOT eligible to be either an applicant or an auspice.

Do we need an auspice?

Applicant organisations who do not have adequate insurance or are not incorporated or registered as a not-for profit, will need to partner with another organisation, known as an auspice, to act as a project sponsor organisation. Applicant organisations will need approval from the auspice organisation before applying for a Community Skills Development Grant, as that organisation will be legally responsible for delivery and administering the grant on behalf of the applicant.

If your application is successful, the auspice organisation will be required to sign the funding agreement and manage the grant funding.

An auspice organisation must:

• Be either incorporated or registered as a not-for-profit with the Australian Charities and Not for Profit Commission

• Hold personal accident insurance and a minimum of $10 million public liability insurance cover

• Approve of the project and be willing to take responsibility for the management and safety of the volunteers and participants involved in the funded activities

• Sign the funding agreement and receive the grant payment

• Be responsible for the delivery and reporting on the project.

Potential auspice organisations may include:

• Local governments

• State government agencies, e.g. Parks Victoria

• Catchment Management Authorities

• Statutory authorities

• Umbrella not-for-profit associations, e.g. Landcare Victoria Incorporated, or community networks in your area.

Applicant organisations who meet all the eligibility criteria on their own do not need an auspice.

What can be funded?

Grants for applications in both funding streams will support the categories of eligible activities listed in Table 2. Note - this is not a comprehensive list and other activities may also be considered.

Table 2. Eligible Activities

Eligible training and skills development activities include, but are not limited to:
Communication & promotion training (e.g. writing media releases, developing promotional materials)
Workshop on the benefits of collaboration and developing partnerships (e.g. advantages of networks)
Employment & human resources training (e.g. recruiting staff, personnel management, employer responsibilities & staff entitlements etc.)
First aid/refresher training
Fundraising & writing grant applications workshop (e.g. securing project funds)
Governance training
GPS/mapping training
Leadership & succession planning workshop
Monitoring & reporting workshop (e.g. how to create a monitoring plan, how to use citizen science)
Training in the planning & delivery of community events
Project development & planning workshop
Workshop on how to recruit new members & volunteers (e.g. engage more young people in Landcare)
Strategic planning & action planning workshop (e.g. for a group, network or partnership)
Social media training (e.g. Facebook, Twitter etc.)

What applications will need to include?

Your application will need to include:
- identification of the training or skills development needs or gaps and evidence of support for the proposed activities (e.g. documentation in a group/network plan or a record of a group/network discussion/action at a meeting)
- objective(s) of the training or skills development activities
- title(s) of the training or skills development activities
- name(s) of the training provider(s) and their quote(s) for delivery of the activities
- detailed budget for delivery of each activity within a project.

GST

When developing budgets, you should ensure that the cost of the activities is fully costed, including GST. The funding total detailed in the application should include GST, where GST is included in costing.

If your organisation's application is successful, it will NOT receive GST in addition to the total funds requested in its application. As the Community Skills Development Grants are not a taxable supply, the

payment of a grant by the Department of Environment, Land, Water and Planning (DELWP) does not incur GST on top of the grant (i.e. it is GST free), regardless of the GST status of the recipient organisation.

Can we apply for more than one project?

Under Stream 1 a group may submit only one project application for up to **three** training or skills development activities.

Under Stream 2 a group may also submit, as a partner organisation, only one project application.

One group may submit two projects in total, i.e. one application in each of the two Streams. If this occurs, then each of two applications submitted (one under Stream 1 and one under Stream 2) by a group must be for separate activities and clearly different from the other application submitted by the same group.

Under Stream 2 network(s) or partner organisations may submit only one application, which may include up to **five** training or skills development activities, across a wide geographic area.

Examples of projects for Stream 1- Individual Group Grants

- *$2,000 project for one training or skills development activity for a group of 10 participants.*
- *$4,850 project for a two-day training workshop on different topics delivered to one group of 20 participants.*
- *$1,800 project for two people to attend leadership training or recruitment and succession planning workshop. The two people may then train other members of the group (as 'train the trainers'), or develop materials for the group, based on what they have learnt.*

Examples of projects for Stream 2 - Network or Partnership Grants

- *$8,600 project for four training or skills development activities, with 20 participants per activity across two network areas.*
- *$17,800 application for five training or skills development activities, comprising 14 sessions, involving 180 participants, and that are delivered across a region.*

Establishing a network's priorities   Photo by Geoff Park

What will not be funded?

Projects will not be funded if:

- they are dependent on another project getting funded, or
- they are scaled versions of the same project submitted in both funding streams, or
- the same project has been submitted in both funding streams.

These grants are specifically designed to fund training and skills development for groups and networks to enable groups and networks to strengthen their capacity, develop their skills, and operate more effectively.

Note - on-ground technical skills training and delivery of on-ground projects will not be funded through the Community Skills Development Grants. On-ground activities are eligible for funding through other sources of funding, e.g. Victorian Landcare Grants and DELWP's Community Volunteer Action Grants.

Table 3 below outlines examples of what will not be funded by the Community Skills Development Grants.

Table 3. Ineligible Activities

Examples of activities that will not be funded
Building upgrades
Contractor salaries (except for a training provider)
Existing overhead costs
Existing operational expenses
Payment of insurance
Plan preparation by a consultant, e.g. strategic, action or project plan
Purchase of capital equipment/equipment costs
Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol
On-ground works
Staff salaries
Travel & accommodation expenses of participants
Website design or development
Whole farm plan, property management plan, or farm chemical users courses

Training providers

Where practical a qualified trainer or registered training provider should be used to deliver the training or skills development activities. Alternatively, the activities could be purchased 'off-the shelf' (e.g. first aid training delivered by St Johns Ambulance), or customised to the needs of a group, network or partnership.

Training providers may include, but are not limited to professional facilitators, consultants (e.g. communication specialists), technical and further education institutes (TAFE), adult education and tertiary institutions, industry programs, or training business centres.

For further advice and guidance on training and development providers in your area contact the Regional Landcare Coordinator at your Catchment Management Authority or your regional Department of Land, Water and Planning staff, who may be able to help.

For specific questions please contact the Grants Information Line on 1300 366 356.

Links to Plans

The Community Skills Development Grants link to the objectives and recommendations in several Victorian Government plans, and will:

- help implement recommendations in the *Victorian Landcare Program Review Action Plan* (2016), including providing support to address on-going challenges for Landcare, such as the involvement of young people, and strengthening innovation and knowledge sharing;
- help groups and networks to deliver objectives in Victoria's new biodiversity plan, *Protecting Victoria's Environment – Biodiversity 2037* (2017); and
- further strengthen community capacity to respond to the challenges of climate change and participate in initiatives outlined in *Victoria's Climate Change Adaptation Plan: 2017-2020* (2017).

These grants will help deliver the above-mentioned plans by providing an opportunity for groups and networks to access funding to undertake training, develop their skills, build capacity, and enhance their knowledge sharing and innovation.

More information

For further information and for help in completing your application contact the DELWP's Grants Information Line on 1300 366 356 (between 8:30am and 5:00pm Monday to Friday), or refer to the DELWP website **https://www.environment.vic.gov.au/grants**

Appendix 1: What happens after applications close?

Assessment criteria

Applications will be assessed by an independent assessment panel. Eligible applications will be assessed on how well they address the assessment criteria listed below. Each stream has a separate set of assessment criteria that the assessment panel will use to assess projects.

Stream 1 – Individual Group Grants

Table 4. Assessment Criteria Stream 1

Criteria	Value	Description
Training or skills development needs	20%	The group has training or skills development needs or gaps that will addressed through the activities to be delivered.
Participation	20%	The number of people who participate in and receive benefit from the training or skills development activities the group delivers.
Benefit to group	20%	The benefits to the group from the training and skills development activities to be delivered. The extent to which the training or skills development activities help build a group's capacity, skills, knowledge, and/or enable behaviour change.
Support from Landcare staff	20%	The extent to which the group receives support from a paid staff member (e.g. local Landcare facilitator, coordinator, project officer etc). Note - higher priority will be accorded to those groups that receive little or no direct support from a Landcare staff member.
Budget	20%	The budget demonstrates that the application represents good value for money, including realistic costs and a clear justification for the activities to be delivered.

Stream 2 – Network or Partnership Grants

Table 5. Assessment Criteria Stream 2

Criteria	Value	Description
Collaborative approach to address training or skills development needs	20%	A collaborative approach has been adopted to determine the network(s) or partner organisations training or skills development needs or gaps, as well as in the planning and delivery of the activities. Members of the network(s) or partner organisations support the project (i.e. number of partner organisations).
Participation	20%	The number of people who participate in and receive benefit from the training or skills development to be delivered by the network(s) or partner organisations.
Benefit to network(s) or partner organisations	20%	The benefits of the training and skills development activities for the network(s) or partner organisations. The extent to which the training or skills development activities will build the network(s) or partner organisations' capacity, skills, knowledge, and/or enable behaviour change.
Support from Landcare staff	20%	The extent to which the network(s) or partner organisations receive support from a paid staff member (e.g. local Landcare facilitator/coordinator, project officer etc). Note - higher priority will be accorded to those networks and partner organisations that receive little or no support from a Landcare staff member.
Budget	20%	The budget demonstrates that the application represents good value for money, including realistic costs and clear justification of activities.

Assessment process

In addition to the assessment criteria, previous history, such as non-completion of projects and overdue reports may be taken into account by the assessment panel as part of the assessment process.

The assessment panel will also consider the spread of projects across Victoria, with a priority to support as many projects as possible.

The assessment panel may decide to recommend partial funding of some projects.

You will be advised of the outcome of your application in writing after the assessment process is completed. All decisions are final and are not subject to further review. However, applicants who are not granted funding are welcome to ask for feedback on their application.

If successful when will we receive funding?

If your organisation is successful then you will have four weeks after being notified to submit your organisation's signed funding agreement, and any other documentation outlined in the letter of offer. If the documentation is not submitted within this timeframe, the funding may be reallocated to other projects.

Successful applicants will receive one upfront payment once all paperwork has been completed and submitted to DELWP - there are no progress payments. If you have an auspice, they will receive the payment on your behalf.

Funding conditions

Successful applicants and auspicing organisations (if an auspice is used) are required to:

- enter into a funding agreement with DELWP. Information about the Victorian Common Funding Agreement that will be used can be found at**: http://www.dhs.vic.gov.au/for-business-andcommunity/not-for-profit-organisations/common-funding-agreement**
- be responsible for meeting contractual obligations to deliver the project by **31 December 2018**
- submit project reports by the **15 February 2019**.
- adhere to all relevant legislation including Occupational Health and Safety requirements
- acknowledge the Victorian Government funding in publications and promotions.

What reporting will be required?

You will need to provide a report on completion of the project. Reporting will be completed online using SmartyGrants, and the reporting template will open a few months before the report is due.

The report will need to include:

- how you spent the grant
- what you achieved with the funding
- data that you collected during the project. Note - data may be made publicly available
- what you learnt while completing the project
- how the project will support the group, network or partnership into the future.

Privacy

Information about your project, including the title, a summary of the project, the amount of funding received and your group or organisation's name will be made publicly available.

Any personal information about you or a third party in your application will only be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at http://www.DELWP.vic.gov.au/privacy.

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Disclaimer

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Cover photograph: by Geoff Park

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Projects will not be funded if:

- they are dependent on another project getting funded, or
- they are scaled versions of the same project submitted in both funding streams, or
- the same project has been submitted in both funding streams.

These grants are specifically designed to fund training and skills development for groups and networks to enable groups and networks to strengthen their capacity, develop their skills, and operate more effectively.

Note - on-ground technical skills training and delivery of on-ground projects will not be funded through the Community Skills Development Grants. On-ground activities are eligible for funding through other sources of funding, e.g. Victorian Landcare Grants and DELWP's Community Volunteer Action Grants.

Table 3 below outlines examples of what will not be funded by the Community Skills Development Grants.

Table 3. Ineligible Activities

Examples of activities that will not be funded
Building upgrades
Contractor salaries (except for a training provider)
Existing overhead costs
Existing operational expenses
Payment of insurance
Plan preparation by a consultant, e.g. strategic, action or project plan
Purchase of capital equipment/equipment costs
Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol
On-ground works
Staff salaries
Travel & accommodation expenses of participants
Website design or development
Whole farm plan, property management plan, or farm chemical users courses

Training providers

Where practical a qualified trainer or registered training provider should be used to deliver the training or skills development activities. Alternatively, the activities could be purchased 'off-the shelf' (e.g. first aid training delivered by St Johns Ambulance), or customised to the needs of a group, network or partnership.

Training providers may include, but are not limited to professional facilitators, consultants (e.g. communication specialists), technical and further education institutes (TAFE), adult education and tertiary institutions, industry programs, or training business centres.

For further advice and guidance on training and development providers in your area contact the Regional Landcare Coordinator at your Catchment Management Authority or your regional Department of Land, Water and Planning staff, who may be able to help.

For specific questions please contact the Grants Information Line on 1300 366 356.

Links to Plans

The Community Skills Development Grants link to the objectives and recommendations in several Victorian Government plans, and will:

- help implement recommendations in the *Victorian Landcare Program Review Action Plan* (2016), including providing support to address on-going challenges for Landcare, such as the involvement of young people, and strengthening innovation and knowledge sharing;

- help groups and networks to deliver objectives in Victoria's new biodiversity plan, *Protecting Victoria's Environment – Biodiversity 2037* (2017); and

- further strengthen community capacity to respond to the challenges of climate change and participate in initiatives outlined in *Victoria's Climate Change Adaptation Plan: 2017-2020* (2017).

These grants will help deliver the above-mentioned plans by providing an opportunity for groups and networks to access funding to undertake training, develop their skills, build capacity, and enhance their knowledge sharing and innovation.

More information

For further information and for help in completing your application contact the DELWP's Grants Information Line on 1300 366 356 (between 8:30am and 5:00pm Monday to Friday), or refer to the DELWP website **https://www.environment.vic.gov.au/grants**

Appendix 1: What happens after applications close?

Assessment criteria

Applications will be assessed by an independent assessment panel. Eligible applications will be assessed on how well they address the assessment criteria listed below. Each stream has a separate set of assessment criteria that the assessment panel will use to assess projects.

Stream 1 – Individual Group Grants

Table 4. Assessment Criteria Stream 1

Criteria	Value	Description
Training or skills development needs	20%	The group has training or skills development needs or gaps that will addressed through the activities to be delivered.
Participation	20%	The number of people who participate in and receive benefit from the training or skills development activities the group delivers.
Benefit to group	20%	The benefits to the group from the training and skills development activities to be delivered. The extent to which the training or skills development activities help build a group's capacity, skills, knowledge, and/or enable behaviour change.
Support from Landcare staff	20%	The extent to which the group receives support from a paid staff member (e.g. local Landcare facilitator, coordinator, project officer etc). Note - higher priority will be accorded to those groups that receive little or no direct support from a Landcare staff member.
Budget	20%	The budget demonstrates that the application represents good value for money, including realistic costs and a clear justification for the activities to be delivered.

Stream 2 – Network or Partnership Grants

Table 5. Assessment Criteria Stream 2

Criteria	Value	Description
Collaborative approach to address training or skills development needs	20%	A collaborative approach has been adopted to determine the network(s) or partner organisations training or skills development needs or gaps, as well as in the planning and delivery of the activities. Members of the network(s) or partner organisations support the project (i.e. number of partner organisations).
Participation	20%	The number of people who participate in and receive benefit from the training or skills development to be delivered by the network(s) or partner organisations.
Benefit to network(s) or partner organisations	20%	The benefits of the training and skills development activities for the network(s) or partner organisations. The extent to which the training or skills development activities will build the network(s) or partner organisations' capacity, skills, knowledge, and/or enable behaviour change.
Support from Landcare staff	20%	The extent to which the network(s) or partner organisations receive support from a paid staff member (e.g. local Landcare facilitator/coordinator, project officer etc). Note - higher priority will be accorded to those networks and partner organisations that receive little or no support from a Landcare staff member.
Budget	20%	The budget demonstrates that the application represents good value for money, including realistic costs and clear justification of activities.

Assessment process

In addition to the assessment criteria, previous history, such as non-completion of projects and overdue reports may be taken into account by the assessment panel as part of the assessment process.

The assessment panel will also consider the spread of projects across Victoria, with a priority to support as many projects as possible.

The assessment panel may decide to recommend partial funding of some projects.

You will be advised of the outcome of your application in writing after the assessment process is completed. All decisions are final and are not subject to further review. However, applicants who are not granted funding are welcome to ask for feedback on their application.

If successful when will we receive funding?

If your organisation is successful then you will have four weeks after being notified to submit your organisation's signed funding agreement, and any other documentation outlined in the letter of offer. If the documentation is not submitted within this timeframe, the funding may be reallocated to other projects.

Successful applicants will receive one upfront payment once all paperwork has been completed and submitted to DELWP - there are no progress payments. If you have an auspice, they will receive the payment on your behalf.

Funding conditions

Successful applicants and auspicing organisations (if an auspice is used) are required to:

- enter into a funding agreement with DELWP. Information about the Victorian Common Funding Agreement that will be used can be found at**: http://www.dhs.vic.gov.au/for-business-andcommunity/not-for-profit-organisations/common-funding-agreement**
- be responsible for meeting contractual obligations to deliver the project by **31 December 2018**
- submit project reports by the **15 February 2019**.
- adhere to all relevant legislation including Occupational Health and Safety requirements
- acknowledge the Victorian Government funding in publications and promotions.

What reporting will be required?

You will need to provide a report on completion of the project. Reporting will be completed online using SmartyGrants, and the reporting template will open a few months before the report is due.

The report will need to include:

- how you spent the grant
- what you achieved with the funding
- data that you collected during the project. Note - data may be made publicly available
- what you learnt while completing the project
- how the project will support the group, network or partnership into the future.

Privacy

Information about your project, including the title, a summary of the project, the amount of funding received and your group or organisation's name will be made publicly available.

Any personal information about you or a third party in your application will only be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at http://www.DELWP.vic.gov.au/privacy.

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