



Frequently Asked Questions

2021 Community Volunteer Action Grants

What are the aims of the Community Volunteer Action Grants?

The Community Volunteer Action Grants support communities and community organisations to protect and enhance their natural environment. The Community Volunteer Action Grants aim to achieve:

- Thriving and connected groups and networks - boosting environmental volunteer participation, particularly in engaging new and diverse audiences, on private and public land.
- Biodiversity on-ground action and stewardship - addressing threats to biodiversity through the delivery of conservation projects on public and private land.

These grants are part of our [Biodiversity on-ground action program](#).

How much funding is available?

Up to a total of \$2.87 million funding is available for 2021 across two streams.

Stream 1 – Strengthening Environmental Volunteering – up to \$30,000 each

Stream 2 – Biodiversity On-ground Action and Stewardship – up to \$50,000 each

There are two streams, can I apply for both?

Yes. Groups can submit more than one application for either, or both streams, but must demonstrate that the projects are distinctly separate and occur on different sites.

Applications for Stream 1 and 2 must be submitted separately.

How do I apply?

All applications must be submitted through Grants Online:

[Stream 1 – Strengthening Environmental Volunteering](#)

[Stream 2 – Biodiversity On-ground Action and Stewardship](#)

No hard copy options are available to apply.



Frequently Asked Questions

What strategies or plans does my project need to refer to?

Victorians Volunteering for Nature – Environmental Volunteering Plan is a coordinated approach to environmental volunteering that supports and fosters a sustainable, modern, effective and valued environmental sector in Victoria. The plan has pillars to guide the work you design.

Protecting Victoria's Environment – Biodiversity 2037 is the Victorian State Government's policy response to addressing the decline in biodiversity. The plan presents a long-term vision for Victoria's biodiversity supported by two goals: 1. Victorians Value Nature, and 2. Victoria's natural environment is healthy.

What is a Focus Landscape?

Focus Landscapes are areas that will achieve the most outcomes for biodiversity as a result of environmental action.

These were identified through the 2020 Biodiversity Response Planning process involving key agencies, Traditional Owner and Aboriginal Victorians, not-for-profit and local government representatives.

Fact Sheets are available that describe each Focus Landscape, including the species or communities that occur there, their threats, and actions to address the threats that will achieve the most outcomes for biodiversity in that landscape. Use the Fact Sheets to help design your project.

[Biodiversity Response Planning Focus Landscapes Interactive Map and Fact Sheets](#)

Can I include a project area that isn't a Focus Landscape?

Yes. Applicants from both Stream 1 and Stream 2 can apply for projects based on locations outside of [Biodiversity Response Planning Focus Landscapes](#).

For Stream 2 – Biodiversity On-ground Action and Stewardship, project applications that are located within the Focus Landscapes are preferred.

What activities can I get funding for?

For information about the specific activities that will be funded, please read pages 6 and 7 of the Guidelines.

What activities will NOT be funded?

For information about activities that will NOT be funded, please read page 7 and 8 of the Guidelines.

How many applications can I submit?

Groups may submit more than one application but must demonstrate that the projects are distinctly separate and occur on different sites.

Projects must be 'stand-alone' in that they can be delivered separately from other projects or activities that are already funded by other programs.



Frequently Asked Questions

How do I get approval to work on Parks Victoria or DELWP managed public land?

Department of Environment, Land, Water and Planning managed land

Seek advice and approval from the Program Manager, Public Land Administration in your region (call 136 186 to be directed to the relevant regional Public Land Administration staff).

Parks Victoria managed land

Seek advice and approval from regional Parks Victoria staff. All applications require Parks Victoria approval. If you are unsure of the most appropriate Parks Victoria regional contact, email Leesa Riley, Statewide Volunteer Coordinator (leesa.riley@parks.vic.gov.au). While waiting for Parks Victoria approval a group can develop their application.

What are the application expectations?

Successful applications will:

- Clearly and logically explain what outcomes (i.e. the changes) the project will deliver
- Identify the focus of the project, and the relevant issues or threats that affect the biodiversity of the project's location.
- Describe the proposed actions the project will undertake to address the issues and threats to provide positive changes for the biodiversity asset or group, i.e. what outcomes (changes) the project will achieve
- Outline a strong governance structure for delivery of the project, including key partners, contractors, and interest groups who are integral to the delivery of the project
- Involve key project partners including community organisations where this will add value and more effectively deliver the outcomes sought
- Consider the specific risks to the successful delivery of the project, and describe how you intend to manage and/or mitigate these
- Demonstrate best practice for the project's delivery (consider Workplace Health and Safety)
- Clearly demonstrate public benefit (if working on private land)
- Demonstrate links with key strategic plans such as Protecting Victoria's Environment - Biodiversity 2037 and Victorians Volunteering for Nature – Environmental Volunteering Plan
- Preferably submit projects occurring on Biodiversity Response Planning Focus Landscapes (relevant for Stream 2 only)

Do I need to contribute towards my project's budget?

No, applicants do not need to contribute direct funding to a project.

However, an application that demonstrates in-kind contribution provides greater value for money. Contribution can be in various forms and include time, expertise, equipment, donated materials or funds.

Frequently Asked Questions

How do I calculate the value of our volunteer contribution?

Volunteer contributions (time) of activity is costed as \$40 per person per hour of in-kind contribution.

You can calculate the dollar value for all voluntary activities for a project using the following equation:

Volunteer contribution = Number of **volunteers** x **Hours** worked per day x Number of **days** x **\$40**

Example: 35 volunteers who plant trees over two events of five hours each: 35 volunteers x 5 hours per day x 2 days x \$40 = \$14,000 in volunteer time contributions.

Do I have to include GST in my budget table in the application?

If you are not registered for GST, you should include the total cost of your expenses including GST where applicable. Further information is available in the Guidelines.

Can we apply if we received funds in previous grant programs?

Previous applicants are invited to apply. Please note that non-completion of projects and overdue reports from previous funding rounds (2016-2018) will be considered as part of the assessment.

Can I submit an application, or required information, after the closing date?

No, Grants Online does not accept late applications.

Can I change my application after I've submitted it?

Generally, no. You will not be able to change or update your application after submission.

If you find any errors after submission while the program is still open for application, you can copy and paste information to a new application and with any changes you want to make and submit a new application prior to the closing date.

Email grantsinfo@delwp.vic.gov.au to request the deletion of the application not required, by including the application number and date of submission as part of the subject for the email.

No changes can be made or will be accepted after the closing date. Applications must be submitted by 12pm, Thursday 1 April 2021.

I'm having trouble with Grants Online - where do I go for help?

If you require technical assistance submitting your application online contact the DELWP Customer Contact Centre on 136 186 during business hours or email grantsinfo@delwp.vic.gov.au.

How do I create a map for sites to attach to my application?

Please refer to [How to provide a map for your grant application](#).

Frequently Asked Questions

How will our application be assessed?

Applications will be assessed by a panel of DELWP staff based on the criteria of the two grant streams outlined in the Guidelines

- Overall value for money
- How well risks to the project's delivery have been considered and managed
- Previous history, such as non-completion of projects and overdue reports, may also be considered as part of assessment

Can I discuss our application with the assessment panel (before or after we submit)?

No. The assessment panel will not discuss projects or applications with individual applicants.

Feedback on unsuccessful applications will be provided if requested.

Will some activities or locations be preferred or weighted?

Yes. Projects submitted under Stream 2 that are located within the Focus Landscapes are preferable.

What happen after applications close?

Key Milestones	Major Task / timeline
Assessment & decision making	Review applications eligibility. Assess applications against assessment criteria and record scores for each project. Rank project scores from highest to lowest. Recommend successful projects for approval. Allow 6-8 weeks depending on quantity and complexity of applications received.
Announcements	Allow 3-4 weeks. Notify applicant in writing.
Project Commencement	Notify applicant of the outcome of application (soft start).
Funding Agreement	Allow 3-4 weeks. Establish funding agreement with successful applicants.
Grants payment	Upon the execution of agreement by both parties.
Project completion	By 30 June 2022
Project report & Financial acquittal	Withing 45 days of project completion. By 15 August 2022



Frequently Asked Questions

What other funding opportunities are available in 2021?

There are several other grant opportunities available for Victoria's communities, organisations and volunteers to address threats to biodiversity at different scales. These include:

- Port Phillip Bay Fund
- Aboriginal Community Caring for Country Grants
- Victorian Junior Landcare and Biodiversity Grants
- Victorian Landcare Grants

You can find out about these grants at environment.vic.gov.au/grants

Can I apply for other grants mentioned in the Guidelines as well?

Yes. Eligible groups and organisations can apply for funding from different sources at the same time, but your organisation can't seek funding for activities (or components) that are already funded through another organisation, program or fund source.

Your project can build on the success of past or existing projects but must be new work.

For example, if you apply for the same project in multiple grant rounds and you are successful in one program, then you must withdraw your application from the remaining grant programs.