

Risk assessment and budget table guidance

Risk assessment guidance

All project risks should be identified, managed and reviewed during the life of your project. These will be detailed in project plans that will be developed for any approved application. Risks are events that:

- are uncertain – the event may or may not occur
- will have an effect on project objectives if they happen
- are time bound – there is a period or horizon within which the risk event may happen
- have a range of consequences – the specific consequence that would result from a risk event occurring is generally unknown; there are typically several possible scenarios.

The application form requires that the **top four risks to the project are detailed** with a risk rating, mitigation measures and an updated risk rating (usually lower because of the mitigation measure).

Risk description (15 words)

What may happen and why could it happen? (e.g. *project is delayed because of cultural matters identified during construction*)

Risk Rating

These rate the potential harm to project outcomes. The rating is a combination of the likelihood of a risk eventuating and the consequence if it does.

- How likely is it that that could happen?
- How bad are the consequences if that happens?

		Consequence (harm)				
		Negligible	Minor	Moderate	Major	Extreme
Likelihood	Almost certain	Medium	Significant	High	High	High
	Likely	Medium	Medium	Significant	High	High
	Possible	Low	Medium	Medium	Significant	High
	Unlikely	Low	Low	Medium	Medium	Significant
	Rare	Low	Low	Low	Medium	Significant

Mitigation measure (25 words)

What can you do to reduce the impact of the risk or prevent the risk from happening? (e.g. *Desk-top cultural assessment and early engagement with xxxx Traditional Owners to ensure potential issues and concerns are known up-front*)

Updated risk rating

Work out the updated risk rating after the mitigating measure is applied. The rating can go down but, in some cases, it may stay the same.

Potential risks could be related to:

- Seed availability
- Unfavourable growing conditions
- Mortality of seedlings
- Extreme events fire, flood, storm
- Compliance with legislation
- Permits and approvals
- Off target/accidental removal of native vegetation
- OHS and manual handling
- Volunteer safety
- Site safety and environmental hazards
- Securing financial contribution
- Staff to manage and deliver project
- Presence of cultural heritage
- Support from Traditional Owners
- Damage to cultural heritage

Budget guidance

As detailed in the Grant Guidelines, applicants must contribute to the total project cost. The contribution can be financial or in-kind from the applicant organisation or can be sourced from co-funding partners, such as private or philanthropic organisations. The contribution cannot include any other Victorian Government grant funding. **The 8 broad budget activity categories to be used in your application budget are detailed below.** A more detailed budget breakdown can be included in the Project Plan for any approved application.

Project management
<ul style="list-style-type: none">E.g. Staff time to manage the project including coordination, communication, and general administration (no more than 10% of budget request)
Project delivery
<ul style="list-style-type: none">E.g. Managing the delivery of the project including things like site surveys, project planning, stakeholder management, Traditional Owner participation and procurementE.g. Fees, licences and permits
Seed collection/seed sourcing
<ul style="list-style-type: none">E.g. Seed collection, processing and storage (materials and time)
Seed production areas
<ul style="list-style-type: none">E.g. Site preparation (materials and time - fencing, herbicide, pest and weed treatment, soil preparation)E.g. Planting (materials and time - seed, plants, herbivore deterrent, guards, water etc.)E.g. Site maintenance (materials and time - pests, weeds, watering, guards, fences, replanting)
Assets and infrastructure (e.g. for seed collection, seed banks, nurseries)
<ul style="list-style-type: none">Assets and equipment – moveable e.g. loppersInfrastructure - not moveable e.g. greenhouse
Capacity building
<ul style="list-style-type: none">E.g. Engagement activities (training, meetings and workshops)E.g. Professional services (any contracts to others to develop materials or deliver workshops)
Research and development
<ul style="list-style-type: none">Including materials and time
Monitoring and evaluation
<ul style="list-style-type: none">Including staff time or contracts for monitoring

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