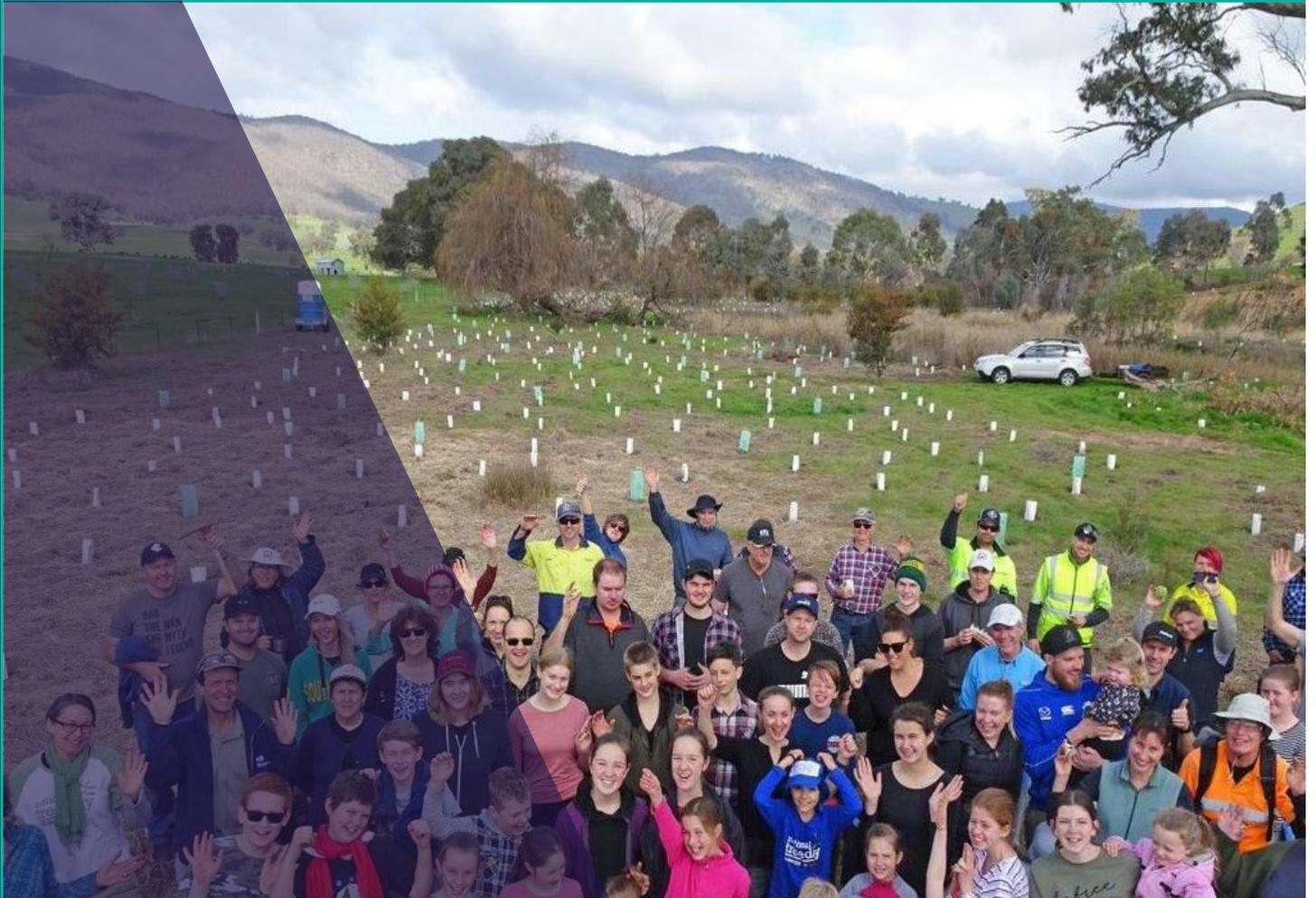


2021 Community Volunteer Action Grants

Guidelines



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Warning: Health and safety is paramount

You must put in place relevant Work Health Safety policies and procedures to ensure the safety of those undertaking grant activities.

You must comply with any government measures and requirements in relation to coronavirus (COVID-19). Stay up to date at dohs.vic.gov.au/coronavirus

Acknowledgements

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to Care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensure the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

DELWP supports the aim of Pupangarli Marnmarnepu to supports Traditional Owners' rights on Country so that their aspirations for land, water and culture are realised, and build better relationships between the wider community and Aboriginal and Torres Strait Islander peoples for the benefit of all Australians. It is important that staff and stakeholders understand and respect the significance of recognising the Traditional Owners of the land.

Photo credit

The cover photo is from the 2017 Community Volunteer Action Grant funding. Photo credit: Glen Johnson, Buranduda Landcare Group.

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Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Contact Centre on 136 186, email customer.service@delwp.vic.gov.au, or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.

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2021 Community Volunteer Action Grants

About the program

Victoria is fortunate to have an incredible array of plants and animals that make our biodiversity beautiful and unique. However, many species face significant threats from introduced predators, diminishing and fragmented habitats, and a rapidly changing climate.

The Community Volunteer Action Grants support communities and community organisations to protect and enhance their natural environment. The grant program is funded by the Victorian Government's Sustainability Fund which seeks to build community capacity, support community adaptation, and improve ecosystem resilience to climate change.

The Community Volunteer Action Grants program supports the two key goals of *Protecting Victoria's Environment – Biodiversity 2037*, the Victorian Government's commitment to protecting the future of Victoria's biodiversity, and *Victorians Volunteering for Nature - Environmental Volunteering Plan* a coordinated and revitalised approach to environmental volunteering across the State.

The Community Volunteer Action Grants aim to achieve:

- Strengthened Environmental Volunteering - boost environmental volunteer participation, particularly in engaging new and diverse audiences, on private and public land.
- Biodiversity On-ground Action and Stewardship - address threats to biodiversity through the delivery of conservation projects on public and private land.

The program includes targeted grant streams to enable action by Victorian communities, organisations and volunteers to address threats to biodiversity at different scales and locations. Other 2021 funding opportunities open to a wide range of community groups and include:

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

You can learn more about these grants at environment.vic.gov.au/grants.

Objectives of grants

There are two streams of grants available in 2021, that aim to achieve the following:

Stream 1 - Strengthening Environmental Volunteering

- Support existing groups and projects to build capacity in expanding and diversifying volunteer bases and increase their inclusivity.
- Provide opportunities to advance underrepresented groups (such as culturally diverse communities, people with disabilities, and families) to participate and connect to nature or take part in environmental volunteering.
- Adapt existing volunteering offerings to develop new and different approaches to engaging in environmental volunteering e.g. flexible, casual, event-based, or short-term volunteers.

Stream 2 - Biodiversity On-ground Action and Stewardship

- Conserve, rehabilitate, restore and protect Victoria's native flora, fauna and vegetation communities, and address threats to biodiversity values.
- Adapt existing volunteering offerings to attract more, new and under-represented volunteers.
- Support communities to better understand and manage native species and vegetation communities and habitats.

Available funding

Funding of \$2.87 million is available for Community Volunteer Action Grants in 2021. There are two streams with differing funding amounts available.

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

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

Key Dates	Applications close	12pm, Thursday 1 April 2021
	Successful applicants notified	June 2021
	Agreements signed	By 30 June 2021
	Job Safety Plan submitted	September 2021
	Project completed	Thursday 30 June 2022
	Final report due	Thursday 5 August 2022
Projects must be delivered within 12 months (between 1 July 2021 and 30 June 2022). Project extensions will not be granted.		
Project location	Public and/or private land in Victoria. Applications must include written consent of the landowner.	
	<p>Stream 2 – Biodiversity On-ground Action and Stewardship Grants</p> <p>Projects that link to a location or threatened species/community management plan, Biodiversity 2037 targets, Strategic Management Prospects analysis or Biodiversity Response Planning (BRP) Focus Landscapes (refer to fact sheets and statewide map) are welcome.</p> <p>Biodiversity Response Planning in 2020 has resulted in the identification of Focus Landscapes, which are places that are likely to give the greatest biodiversity benefit. Fact Sheets have been developed to describe each Focus Landscape, the species or communities that occur there, the threats and the actions to address threats.</p> <ul style="list-style-type: none"> • Focus Landscapes Interactive Map • Biodiversity Response Planning Fact Sheets 	
Who can apply?	<p>Eligible groups and organisations with a focus on biodiversity conservation and working with community groups and organisations are eligible to apply for funding. Groups include:</p> <ul style="list-style-type: none"> • Not-for-profit conservation organisations • Environmental, naturalist groups or volunteer associations • Friends of, Conservation management, Landcare and Coastcare groups and networks (urban and rural) • Public land committees of management • Traditional Owner groups and Aboriginal Victorian associations, trusts, co-operatives • Educational and research organisations such as schools and universities • Community Service Organisations • Local government (Stream 1 only). 	
What are the eligibility criteria?	<p>To be eligible for funding applicants must:</p> <ul style="list-style-type: none"> • be an incorporated association registered through Consumer Affairs Victoria; or • be incorporated through an umbrella group, such as Landcare Victoria Incorporated; or • be registered as a not-for-profit organisation with the Australian Charities and Not for Profit Commission (ACNC), and • hold sufficient insurance to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least \$10 million and personal accident insurance. <p>Insurance</p> <p>Public liability insurance cover is acceptable through Landcare Victoria Incorporated, the Victorian Managed Insurance Authority (VMIA) arrangements for committees of management or State Government funded Community Service Organisations such as Traditional Owner groups and associations.</p>	

Ineligible applicants	<ul style="list-style-type: none"> • Commercial entities and for-profit organisations, trusts • Commonwealth government departments • State government departments • Private individuals • Industry bodies • Recipients of grants with outstanding project completion reports 2016-2018.
Do we need an auspice (sponsor)?	<p>If your group does not meet the eligibility criteria, you will need to partner with an organisation who meets these requirements.</p> <p>An auspice (sponsor) must:</p> <ul style="list-style-type: none"> • hold insurance to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least \$10 million and personal accident insurance; • be either incorporated, a State Government body or registered as a not-for-profit with ACNC; • agree to sign the contract with the department, receive the grant payment and to be responsible for project delivery and reporting; and • agree to take responsibility for the management and safety of the group's volunteers and participants. <p>Please note: You must provide a letter or email from your auspice (sponsor), that confirms they agree to act as your auspice, as part of your application.</p> <p>Potential auspicing organisations include: Catchment Management Authorities; water authorities; umbrella community networks and not-for-profit associations, such as Landcare Victoria Incorporated; local government, statutory authorities and Parks Victoria.</p>
Budget and GST	<p>If you are <u>not</u> registered for GST</p> <ul style="list-style-type: none"> • you should include the <u>total</u> cost of your expenses <u>including GST</u> where applicable. • ensure that the budget in your application covers your total costs (eg. include the impact of any GST on your purchases) so you are not out of pocket. • for example, if Contractors have quoted \$11,000 including GST, then request the full \$11,000. <p>If you <u>are</u> registered for GST</p> <ul style="list-style-type: none"> • you should <u>not</u> include GST in your budget expenses • if you are registered for GST, where applicable we will pay the grant amount plus GST. The budget provided in your application should be <u>exclusive of GST</u>. • for example, if Contractors have quoted \$11,000 including GST, then you will request only \$10,000. <p>We encourage applicants to provide quotes from contractors to support their application.</p>
Eligible items	<p>The program will support the following categories of expenditure in a project, noting that this is not an exhaustive list.</p> <ul style="list-style-type: none"> • Advertising, printing/design, postage. • Assessment and monitoring of wildlife and plants, such as citizen science. • Capital items & equipment – <i>items must become a registered asset of the entity and have a lifespan beyond one year. Where possible, hire, borrow or share assets between groups rather than purchase for one-off projects.</i> • Contractors - <i>must demonstrate that this is work that your group is unable to carry out due to specialised skills, equipment and safety considerations, be appropriately licensed, insured and trained, follow best practice and any label and legal requirements. Any contractor that is</i>

engaged must have a COVID-safe plan in place.

- Educational signage.
- Engagement or training event.
- Technical specialist advice i.e. for the protection of cultural heritage.
- Fencing.
- Hire of equipment - *related to projects on-ground components.*
- Materials - *e.g. fencing, plants, mulch, weed management chemicals, etc.*
- Native vegetation protection and restoration - *Indigenous tube stock or smaller cell plants and seeds are eligible. Refer to local revegetation guidelines.*
- Personal protective equipment.
- Project management or coordination.
- Pest animal control.
- Rubbish removal/reduction from habitat.
- Terrestrial feature - *seek expert advice on building nest boxes suitable for the species you are targeting. Record locations of nest boxes and monitor boxes to ensure that they are not taken over by feral bees and non-target species.*
- Threatened species activities - *this work must be undertaken under expert supervision, and where applicable, must be in line with requirements for the species identified through plans and under permit.*
- Venue hire and other event costs (includes catering).
- Waterway and wetland restoration - *you may require Works on Waterways approval from the Catchment Management Authority and other relevant approvals before undertaking your activities and recognise that this may take time to process.*
- Weed control - *work must be carried out by appropriately licensed, insured and trained persons and must follow best practice, label and legal requirements.*

There are no caps or limits for eligible items. **Value for money** will be considered as part of the assessment process.

When developing budgets, you should ensure that activity items (such as equipment, materials and contractor charges) are fully costed. Refer to the Terms and Conditions of the Victorian Common Funding Agreement [Victorian Common Funding Agreement forms and templates | Victorian Government](#) for more information.

Ineligible items

Funding will **NOT** be provided for the following items:

- Activities (or components) 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.
- Activities to manage/control cats or Indian mynahs which are not declared pest species.
- Activities associated with native vegetation offset sites to meet a condition of a permit, contract or investment program.
- Clearing of native vegetation, unless it is a declared environmental weed in your area. In this instance, a permit for removal of vegetation may still be required.
- Computers, laptops and smartphones.
- Development of recreational facilities, beautification, purely artistic projects or focussed on improving amenity.
- Erosion control structures.
- Fencing of title boundaries.
- High risk activities involving the use of firearms, tranquilisers, traps or explosives (excluding the use of confinement traps allowed under permit and expert supervision for monitoring

	<p>projects).</p> <ul style="list-style-type: none"> • Infrastructure or engineering works for example boardwalk, nursery greenhouse Note: tracks may be considered where they are not for amenity or recreational purposes. • Insurance. • Non-indigenous or advanced plants. • Purchase or use of barbed wire fencing. • Purchase of goods or services for competitions, prizes, giveaways, vouchers or alcohol. • Projects not relating to protection or enhancement of Victorian biodiversity and natural environment. • Positions (such as facilitators, staff or project management costs) that are already funded through other investment. • Where a cost-share arrangement is inherent in a project, groups cannot apply for activities that should be delivered as the cost-share contribution. For example, you cannot request funds for weed control on a planting project where you were required to undertake the weed control as your contribution.
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<p>Co-contribution</p>	<p>Do groups need to contribute to their project’s budget?</p> <p>Applicants do not need to contribute direct funding to a project. However, an application that demonstrates in-kind contribution provides greater value for money.</p> <p>Contribution can be in various forms and include time, expertise, equipment, donated materials or funds and projects should demonstrate so how it supports community members actively participate in biodiversity conservation.</p> <p>How do I calculate the value of our volunteer contribution?</p> <p>Volunteer contributions (time) of activity is costed as \$40 per person per hour of in-kind contribution. You will need to estimate:</p> <ul style="list-style-type: none"> • Number of volunteers participating at event/s • Number of event days • Hours volunteered per day.
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<p>How to apply?</p>	<p>Submit applications online using the DELWP Grants Online portal. Use the links below to start your application.</p> <ol style="list-style-type: none"> 1. <u>Strengthening Environmental Volunteering</u> 2. <u>Biodiversity On-ground Action and Stewardship</u> <p>You will need to register for an account before commencing your application. When you start your application in Grants Online you will receive an application number.</p> <p>Your application can only be accessed by one set of login details. We recommend signing up to Grants Online with a generic group/organisation email, if you have one.</p> <p>Remember to save your draft application as you work on it, until you are ready to submit it.</p> <p>To access existing drafts or submitted applications go to <u>https://delwp1.force.com/</u></p> <p>Late and incomplete applications will not be considered.</p> <p>If you require technical assistance submitting your application online email <u>grantsinfo@delwp.vic.gov.au</u> or call the DELWP Customer Contact Centre on 136 186 during normal business hours.</p> <p>Please quote your application number and ‘Community Volunteer Action Grants’ in your communications with DELWP.</p>
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<p>What supporting documents do I need to</p>	<p>Please supply the following documents with your application:</p> <ul style="list-style-type: none"> • Written support from the relevant land manager to undertake work or activity on their land.
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provide?

- Budget details using the application templates:
Stream 1 - Budget and Activities template
Stream 2 - Budget and Activities template
- A PDF map generated using MapShare of proposed work area – location, names and project area (hectares) (**Stream 2** applicants only).
- Insurances - a copy of your public liability insurance certificate of currency (if required)
- A list of indigenous plants (if required).
- Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 5MB. Only one file can be uploaded for each upload type in the application form. If you have more than one file to upload (for example, multiple landholder support letters), zip these into a file and then upload the file.

If you have documents to submit that cannot be attached to your online application you can email them to enviro.grants@delwp.vic.gov.au, quoting your application number.

Attach all documents to one email, zipping the files if required. All supporting material must be received by the application deadline.

Creating maps

Stream 1 applicants are **NOT** required to submit a map.

Stream 2 applicants will **NEED** to provide a map of their proposed project to complete their application.

You can use MapShare to map the location of the project and generate an attachment for your application.

Things to check early**Permits and approvals**

Check early what permits and approvals you may need, and factor additional time and costs into your project.

Identify the public and private land managers for all project sites and discuss the project with them. Give them adequate time to consider your project. You are responsible for obtaining written consent to include with your application.

Auspikor

If your group needs an auspikor, you will need to provide written confirmation (letter or email) before contracts are issued, that they agree to act as your auspikor.

Things to check when planning**Parks Victoria contractor agreements**

Work on Parks Victoria land which engages a contractor will require entry into a three-way partnership agreement, known as C-220 Project External Funding Form.

Contact Parks Victoria on 131 963 for more information.

Research or science permits

If activities require scientific or expert involvement, obtain advice before including the activity in your application. This could include seeking advice on genetics, planting for specific species, waterways work, research permits, including fauna surveys and citizen science projects.

Contact Arthur Rylah Institute on 03 9450 8600 or via email research.ARI@delwp.vic.gov.au.

Native vegetation and planning

Native vegetation are plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses. Native vegetation provides habitat for plants and animals and delivers a range of ecosystem services that make land more productive and contribute to human well-being.

For plant species information relative to your area you could use the following information:
Bioregions and EVC benchmarks

In Victoria, a permit is usually required to remove, destroy or lop native vegetation. These regulations are known as the native vegetation removal regulations and are primarily implemented through local council planning schemes. When planning your projects, please

consider the following information: [Native vegetation removal](#)

Health safety and COVID-19

Your projects must be undertaken in accordance with the latest public health measures, including:

- Before undertaking any activity, please contact your program manager or land manager and adhere to any program specific safety requirements
- Ensure any contractor your group engages has a COVIDSafe plan in place. Request a copy of the plan and keep it on file.
- Collect an attendance record on site with name and phone numbers of all volunteers
- Follow the maximum participation numbers

Adhere to wearing fitted face masks, physical distancing and good hygiene practices as per [DHHS guidelines](#).

How many applications can we submit?

Groups may submit more than one application but must demonstrate that projects in each application target distinctly separate sites.

Projects must be clearly different and project activities must not overlap.

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

Assessing applications

Applications will be assessed by a panel based on the criteria outlined below. Applications must meet a passable standard in each criterion to be considered for funding.

Non-completion of projects and overdue reports from previous funding rounds (2016-2018) will be considered as part of the assessment.

When will I be notified?

All applicants will be notified of the result following the completion of the assessment process. Please be patient as it can take some time to assess and seek approvals before groups can be notified.

Successful projects will also be announced and published on the DELWP website. We encourage unsuccessful applicants to seek for feedback on their application.

If our project is successful, when will we be paid?

Successful recipients will need to enter into a contract with DELWP.

A single upfront payment will be made when all paperwork has been completed and submitted to DELWP. There are no further payments.

If you have an auspicor, then they will receive the contract and payment on your behalf.

Stream 1 - Strengthening Environmental Volunteering

Objectives

Build community capacity and support community adaptation to climate change through actions that:

- Support existing groups and projects to build capacity in expanding and diversifying volunteer bases and increase their inclusivity.
- Provide opportunities to advance under-represented groups (such as culturally diverse communities, people with disabilities, and families) to participate and connect to nature or take part in environmental volunteering.
- Adapt existing volunteering offerings to develop new and different approaches to engaging in environmental volunteering e.g. flexible, casual, event-based, or short-term volunteers.

Project must focus on *Protecting Victoria's Environment - Biodiversity 2037*, *Victorians Volunteering for Nature - Environmental Volunteering Plan*, *Victoria's Climate Change Adaptation Plan*, *Recycling Victoria Policy*, and local environment management plans.

Assessment Criteria – Stream 1

Assessment Criteria	Weighting	Assessment Criteria Description
Biodiversity and Environment outcomes	40%	Extent to which the project demonstrates achieving outcomes to policies and plans for example <i>Biodiversity 2037</i> , <i>Victoria's Climate Change Adaptation Plan</i> , <i>Recycling Victoria Policy</i> , local environment management plans.
Community volunteer outcomes	30%	Extent that the project helps to strengthen volunteering for biodiversity and environment conservation, including demonstrating links to implementing the <i>Victorians Volunteering for Nature - Environmental Volunteering Plan</i> .
Innovation	10%	Extent to which the project demonstrates a willingness to explore and improve accessibility and delivery to strengthen biodiversity conservation volunteering.
Risk management	10%	Extent to which application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks. The extent to which the project can be self sustaining, expanded or continued in the future, or promotes a sustainable model, and will be maintained once the grant has been expended for example where a 5 to 10-year management plan agreement is in place.
Budget	10%	Extent to which the project represents good value for money by delivering multiple outcomes, high public and biodiversity benefit, realistic costs and clear, transparent justification of items for activities and in-kind contribution.

Stream 2 – Biodiversity On-ground Action and Stewardship

Objectives

Build community capacity and support community adaptation to climate change through actions that:

- Conserve, rehabilitate, restore and protect Victoria’s native flora, fauna and vegetation communities, and address threats to biodiversity values.
- Adapt existing volunteering opportunities to attract more, new and under-represented volunteers.
- Support communities to better understand and manage native species and vegetation communities and habitats.

Project maps depicting project boundaries located in Focus Landscapes as identified through the Biodiversity Response Planning process in 2020 are preferable.

Assessment Criteria

Assessment Criteria	Weighting	Assessment Criteria Description
Biodiversity outcomes	40%	Extent that the project will conserve, protect, rehabilitate and enhance Victoria’s biodiversity including species, community (habitat) or ecosystem in order to contribute to conservation of a range of species, community or ecosystem, even under climate change. Linking to local park, forest or reserve management plan as well as Biodiversity Response Planning Focus Landscapes and Strategic Management Prospects.
BRP focus landscapes	20%	Extent to which the project demonstrates links to a plan or priority including <i>Protecting Victoria’s Environment - Biodiversity 2037</i> , Biodiversity Response Planning Focus Landscapes, or Strategic Management Prospect priorities.
Community outcomes	20%	Extent to which the project involves community or volunteers on-ground action, engagement, to improve accessibility, knowledge and capacity to support biodiversity.
Risk management	10%	Application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks. The extent to which the project can be self-sustaining, expanded or continued in the future, or promotes a sustainable model, and will be maintained once the grant has been expended for example where a 5 to 10-year management plan agreement is in place.
Budget	10%	Extent to which the project represents good value for money by delivering multiple outcomes, high public and biodiversity benefit, realistic costs and clear, transparent justification of items for activities and in-kind contribution

Terms and Conditions

Conditions of funding

Successful applicants and auspitors (if an auspitor is used) are required to:

- have appropriate land manager / landowner approvals and relevant permits,
- enter into a funding agreement with DELWP (Information about the [Victorian Common Funding Agreement](#)),
- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date,
- adhere to all relevant legislation including Occupational Health and Safety requirements, and child safe standards,
- acknowledge the Victorian Government funding in publications and promotions, and
- work with DELWP to identify and promote major project milestones and completion.

Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful applicants without an ABN will need to provide a completed Australian Taxation Office form 'Statement by a Supplier' so that no withholding tax is required from the grant payment.

Monitoring and Reporting

Grant recipients are required to comply with monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, photos, videos, case study, site inspection, completion reports and acquittal documentation, and will link to outcomes in [Protecting Victoria's Environment – Biodiversity 2037](#) and [Victorians Volunteering for Nature - Environmental Volunteering Plan](#).

On completion of a project the group will need to submit a final report to acquit the funds and demonstrate the outcomes of the project. Recipients will have four weeks from their project end delivery date to submit their final report.

Photos of Projects

DELWP may use the photos and materials you provide as part of your reporting, to publicise funded projects, and may retain the photos for future possible use in other communications materials. Please refer to the standard terms and conditions of the [Participant Photography Consent Form](#).

Videos of Projects

DELWP may use the videos you provide as part of your reporting, to publicise funded projects, and may retain the videos for future possible use in other communications materials. Please refer to the standard terms and conditions of the [Participant Video Consent Form](#).

Acknowledging the Victorian Government for their support

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines will form part of the funding agreement. Please read the [Acknowledgment and Publicity Guidelines for Victorian Government Funding Support](#).

Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Privacy Collection Statement

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws.

The information you provide will be used to:

- assess your application for grant funding 2021/22 including to check for previous funding compliance issues;
- announce successful applicants in media releases by describing the work you will undertake as part of your grant from the department;
- publish a list of successful applicants including local government area and amount funded on the DELWP website and/or social media pages; and
- contact you regarding program updates and to notify you of future funding.

The information you provide will be made available to the Minister for Energy, Environment and Climate Change delegates including ministerial office staff and DELWP employees in the assessment and compliance stages as well as internal communications staff for publishing on the DELWP website and social media pages.

If you need to request confidentiality, please contact enviro.grants@delwp.vic.gov.au quoting your application number and reason for requesting confidentiality.

More information about the [DELWP Privacy Policy](#).

Strategic Documents

Protecting Victoria's Environment - Biodiversity 2037

Protecting Victoria's Environment – Biodiversity 2037 is the Victorian State Government's policy response to addressing the decline in biodiversity. The Biodiversity 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.

Specific targets have been developed to deliver on these goals, and 20 priorities have been identified to guide actions. Conservation actions delivered through the plan will be more strategic, deliver better value for money and will be underpinned by the best available science to ensure efforts deliver the most benefit for the most species.

A collaborative *Monitoring, Evaluation and Reporting Framework* has been developed to track the progress of achieving the Plan's goals and targets.

Victorians Volunteering For Nature – Environmental Volunteering Plan

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.

Volunteering Naturally 2020

Volunteering Naturally 2020 is a collection and collation of data about active environmental volunteer groups in Victoria. This includes their geographic location, and where possible, the number of volunteers and/or volunteer hours contributed captured through financial year reporting data.

Useful Resources

Biodiversity Response Planning

Stream 2 applicants are encouraged to submit projects that occur on Biodiversity Response Planning Focus Landscapes, identified in 2020. Biodiversity response planning is an area-based planning approach to biodiversity conservation in Victoria.

Use the [map](#) to locate your project in or near a Focus Landscape. Focus Landscapes are areas that will achieve the most outcomes for biodiversity as a result of environmental action.

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.

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

Tools to support biodiversity decisions - Strategic Management Prospects

NaturePrint's [Strategic Management Prospects](#) (SMP) tool is designed to help biodiversity managers consider and compare which actions to do where in order to:

- Deliver the Biodiversity Plan's goals and targets and to try to prevent more species from becoming threatened, we need our management efforts to achieve the most benefits for the most species.
- Achieve the most positive change for biodiversity, it is important to choose activities based on the greatest benefit to the most species at the least cost.

Incorporation through Consumer Affairs Victoria

To find your group's incorporation number, and for information about incorporating, please visit the [Consumer Affairs Victoria](#) website.

Child Safe Standards

For information about Child Safe Standards, please visit the [Department of Health and Human Services](#) website.

Land manager consent to undertake works

Applicants will need to demonstrate that the site land managers, both public and private, support the project being carried out on the land they manage. A short letter or email from your land manager will need to be attached to your application. Formal approval is not required at the application stage.

For advice about land manager consent, please refer to the relevant contacts below:

- [DELWP for crown land on 136 186, or your DELWP local office](#)
- [Parks Victoria for parks and reserves on 131 963 or your local Parks Victoria office](#)
- [Local government planning staff for council-owned land](#)
- [Melbourne Water, for water supply catchment areas](#)

Occupational Health and Safety

For information about Occupational Health and Safety, please visit the [Victorian Landcare Gateway website](#).

Citizen science project planning

For support resources and sites relating to citizen science, visit the [SWIFFT website](#).

More information

If you have questions about these grants, email enviro.grants@delwp.vic.gov.au.

For technical support with Grants Online, email grantsinfo@delwp.vic.gov.au or call the DELWP Customer Contact Centre on 136 186 and quote your application number.

There are a number of organisations that can assist you to ensure that your project is feasible and that it will achieve improvements to biodiversity.

For further advice, go to:

- **Department of Environment, Land, Water and Planning (DELWP)** biodiversity officer advice on Biodiversity Response Planning Focus Landscapes or for works on crown land, call 136 186 or contact your local DELWP office.
- **Parks Victoria** for parks and reserves, call 131 963 or your local Park Contact. Refer above for further information about approvals.
- **Catchment Management Authorities** for regional priorities and works on designated waterways.
- **Local Council** planning staff for council owned land.
- **Water Authorities** for water supply catchment areas.

