

Frequently Asked Questions

2021 Aboriginal Community Caring for Country Grants

What are the aims of the 2021 Aboriginal Community Caring for Country Grants?

The Aboriginal Community Caring for Country grants aim to:

- Support Traditional Owners' rights on Country and drive Aboriginal self-determination so that aspirations for land, water and culture are realised
- Recognise and include Aboriginal values and traditional ecological knowledge in the management of Country
- Provide opportunities for Aboriginal communities to access Country and biodiversity for community, cultural and economic development
- Build capability and skills to care for Country including understanding how to manage local native plants and animals
- Support Aboriginal communities achieve healthy Country and people

And through these actions address threats to biodiversity, improve and expand habitat and help native species and ecosystems become more resilient to climate change impacts.

When do and the grants close?

Applications close 12pm, Thursday 22 April 2021.

Who can apply?

The 2021 Aboriginal Community Caring for Country Grants support Aboriginal communities and organisations to access and care for Country.

- Any Victorian Traditional Owner or Aboriginal community group with an interest in caring for Country to achieve healthy Country and healthy people.
- Incorporated Victorian Traditional Owner and Aboriginal Victorian organisations.

Applicant groups must either be:

- a not-for-profit organisation registered with the Australian Charities and Not for Profit Commission at the time of the application, or
- an incorporated body either registered through Consumer Affairs Victoria or an incorporated association under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006.

Frequently Asked Questions

What projects and activities can be funded through these grants?

Projects should be led by eligible Victorian Traditional Owner and Aboriginal community groups or organisations.

Projects should support Traditional Owners' aspirations for Country and Aboriginal self-determination and provide opportunities for Aboriginal communities to access and connect with Country, undertake training to build capability and skills to deliver caring for Country activities within the following scope:

- Activities that enable learning and sharing of Aboriginal values and traditional ecological knowledge within Aboriginal communities to better understand and care for Country
- On-ground activities that aim to care for Country
- Cultural activities that support Aboriginal communities to connect with Country
- Activities that support Aboriginal training and employment outcomes related to caring for Country

What is Biodiversity on-ground action?

Biodiversity on-ground action is an investment program led by the Victorian Government that aims to improve Victoria's biodiversity. The objectives of the program include:

- Better protection and management of biodiversity resources, including threatened species and habitats to increase the resilience of species in the face of systemic issues such as climate change
- Increased public engagement in the protection of biodiversity
- More partnerships between agencies, organisations and the community to reduce threats to native flora and fauna
- Implementation of innovative and crowd sourced solutions to support biodiversity conservation and engagement

How much funding is available?

The total funding available for these grants is \$350,000.

Grants are available to successful applicants through two grant streams with a minimum application of \$4,000.

Stream 1 – Connecting Aboriginal Communities with Knowledge to Care for Country – up to \$25,000

Stream 2 – Delivering Caring for Country – up to \$50,000

How do I apply?

All applications must be submitted through Grants Online. No hard copy options are available to apply.

[Stream 1 – Connecting Aboriginal Communities with Knowledge to Care for Country](#)

[Stream 2 - Delivering Caring for Country](#)

Frequently Asked Questions

What support is available for applying online?

If you have technical issues with Grants Online please email grantsinfo@delwp.vic.gov.au or call the DELWP Customer Contact Centre on 136 186.

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](#).

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

No, Grants Online does not accept late applications.

What should I include in my project plan?

You will be asked to submit a project plan outlining what your project will deliver and how it will support your Aboriginal community to understand and care for Country. Project plans will need to include:

- a description of what you wish to achieve (or change) by doing the project.
- a description of each activity that will be undertaken in the project, what issues your hope to address and the activity(s) you will undertake to address the issue.
- a description of how the project supports your group and its self-determination.
- a list of risks that your project considers and how you will address them including written consent from the relevant land managers (public or private) to undertake the activity, and any other appropriate permissions to undertake the activity as required,
- an itemised budget that explains what the different costs are for, and
- an estimate of number of community members and their likely hours of participation.

What activities will NOT be funded?

For information about activities that will NOT be funded, check the Guidelines.

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

Frequently Asked Questions

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.

Where can I get more information to develop a project for the Aboriginal Community Caring for Country Grants?

Consider if you would like advice to help develop your project.

There are a number of organisations that could assist you with advice on western science to achieve improvements to biodiversity. However, this is not essential.

For further advice, go to:

- Department of Environment, Land, Water and Planning for works on crown land and local biodiversity advice, call 136 186 or contact your local office.
- Parks Victoria for parks and reserves, call 131 963 or your local Park contact.
- Catchment Management Authorities for works on waterways.
- Local Council planning staff for council owned land.
- Water Authorities for water supply catchment areas.
- Your local Landcare or environmental volunteering group

Do I need to contribute towards my projects 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.

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:

$$\text{Volunteer contribution} = \text{Number of volunteers} \times \text{Hours worked per day} \times \text{Number of days} \times \$40$$

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.

Should I include GST in my application budget?

If you are **registered for GST**, where applicable we will pay the grant amount plus GST. The budget provided in your application should be exclusive of GST.

If you **are not registered for GST**, please ensure that the budget provided in your application covers your costs (e.g. include the impact of any GST on your purchases).

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.



Frequently Asked Questions

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.

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

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 will be considered as part of the assessment.

What are the eligibility requirements for applicants?

Applicant groups must either be:

- a not-for-profit organisation registered with the Australian Charities and Not for Profit Commission at the time of the application, or
- an incorporated body either registered through Consumer Affairs Victoria or an incorporated association under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006.

What is incorporation?

Incorporation recognises a community group as a legal entity separate from its members. This provides some cover against a group's debts and liabilities for individuals operating as office bearers. A community group can incorporate through:

- Associations Incorporation Reform Act 2012
- Corporations (Aboriginal and Torres Strait Islander) Act 2006
- Crown Land (Reserves) Act 1978

Groups can also be covered as a member group of an incorporated association such as Landcare Victoria Incorporated.

What is public liability insurance?

Public liability insurance protects your business against claims resulting from accidents or injuries that occur as result of your business activities, as well as accidental damage to property owned or controlled by someone else.

Why would I need an auspisor (sponsor)?

If an Aboriginal community group does not meet the eligibility requirements for the Aboriginal Community Caring for Country Grants, it will require an auspicoring organisation to "sponsor" and manage the project. The auspicor will



Frequently Asked Questions

sign the contract, receive payment and be responsible for reporting and acquittal of the project.

What is the role of an auspikor?

An auspikor is accountable for the project on behalf of the Aboriginal community group. This includes:

- Agreeing to and signing the funding agreement, receiving payment for project work and meeting reporting and project delivery requirements.
- Legal responsibility for community members working with them, including day to day support and health and safety.
- Covering all participants in the project including volunteers and have at least \$10 million in Public Liability insurance.

Who can be an auspikor?

An auspikor (sponsor) must:

- hold insurance to safeguard community members involved in the funded activities, including public liability insurance of at least \$10million 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.

Potential auspicing organisations includes: Corporations; Aboriginal businesses; Catchment Management Authorities; Water authorities and other state government authorities, such as Melbourne Water and Parks Victoria; umbrella not-for-profit associations, such as Landcare Victoria Inc, Local Government and other volunteer-based community groups and networks.

What are the application expectations?

Successful applications will:

- Clearly and logically explain what outcomes (i.e. the changes), the project will deliver and how the proposed activities are the best means to achieve this
- 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
- Clearly demonstrate public benefit (if working on private land)



Frequently Asked Questions

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.

What happens after applications close?

Projects will be assessed by an independent panel.

You will be advised of the outcome of your application in writing after the assessment process is complete. 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, you will have 6 weeks from being notified to submit the signed funding agreement, and any other documentation outlined in the letter of offer. If the documentation is not submitted within this timeframe, DELWP reserves the right to reallocate the funding.

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.

Please email to grantsinfo@delwp.vic.gov.au to request the deletion of the application not required, by including the application number and date of submission in the Subject for the email.

No changes can be made or will be accepted after the closing date.

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.

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.

Frequently Asked Questions

How will our application be assessed?

An independent assessment panel will assess applications based on the assessment criteria of your chosen stream described in the Guidelines.

Stream 1:

Stream 1 Assessment Criteria	Value	Description
Aboriginal Self-determination	30%	Extent to which Aboriginal communities are leading the project design and delivery based on aspirations for Country and alignment with Country Plans.
Aboriginal Community Outcomes	30%	Extent to which community participate in project to better understand Aboriginal values and traditional ecological knowledge, and build capability and skills to care for Country.
Caring for Country outcomes	20%	Extent to which project outcomes will contribute to maintaining and improving the overall health of Country, including protecting native plants and animals.
Risk Management	10%	Extent to which application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks.
Budget	10%	Extent to which the project represents good value for money by delivering multiple outcomes, realistic costs and clear, transparent justification of items for activities and in-kind contribution.

Stream 2:

Stream 1 Assessment Criteria	Value	Description
Aboriginal Self-determination	30%	Extent to which Aboriginal communities are leading the project design and delivery based on aspirations for Country and alignment with Country Plans.
Aboriginal Community Outcomes	20%	Extent to which community participate in project to better understand Aboriginal values and traditional ecological knowledge, and build capability and skills to care for Country.
Caring for Country outcomes	30%	Extent to which project outcomes will contribute to maintaining and improving the overall health of Country, including protecting native plants and animals.
Risk Management	10%	Extent to which application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks.
Budget	10%	Extent to which the project represents good value for money by delivering multiple outcomes, realistic costs and clear, transparent justification of items for activities and in-kind contribution.

The assessment panel will also consider:

- 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.



Frequently Asked Questions

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.

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.

If our project is successful, when will we receive payment?

Successful recipients will need to enter into a contract with DELWP. A single upfront payment (including for multi-year projects) will be made when all paperwork has been completed and submitted to DELWP. There are no further payments.

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

What other funding opportunities will be available in 2021?

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

- Port Phillip Bay Fund
- Community Volunteer Action Grants
- Victorian Junior Landcare and Biodiversity Grants
- Victorian Landcare Grants

You can find out about these grants through 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.

Who can I contact for support with any questions about these grants?

Please contact Jackson Chatfield on 0419 504 451 or enviro.grants@delwp.vic.gov.au.