

Biodiversity On-ground Action

Guidelines for Community & Volunteer Action Grants



2017

Photo credit

Cover photo: 'Pinkerton Link Project' which received funding as part of the Threatened Species Protection Initiative and Round 1 of the Community Volunteer Action Grants. The project was delivered by Pinkerton Landcare & Environment Group Inc. and Conservation Volunteers Australia. The project is helping to create a habitat corridor.

Page 8, Photo 1: Western blue-tongued lizard (*Tiliqua occipitalis*) at Wyperfeld NP. Photo by Nick Clemann, DELWP.

Page 8, Photo 2: Removal of woody weeds along the Quarry Road Reserve in Woodend. Photo by DELWP.

© The State of Victoria Department of Environment, Land, Water and Planning 2017



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

ISBN 978-1-76047-474-4 - Online (pdf / word) format

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, 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.

Contents

Minister's Foreword	2
Biodiversity On-ground Action - Community & Volunteer Action Grants	3
What is Biodiversity On-ground Action?	3
What are the objectives of the Community & Volunteer Action Grants?	3
How much funding is available this year?	4
When do applications open and close?	4
Who can apply?	4
Insurance	5
Incorporation or charitable status	5
Do I need an auspisor?	5
Who cannot apply?.....	6
What types of projects might be funded?.....	6
What types of activities does this include?	7
What types of items can be included in our budget?	9
What will NOT be funded?	10
How will a group be expected to contribute to the project?	11
Do groups need to contribute to their project's budget?.....	11
How do I calculate the value of our volunteer contribution?	11
How will applications be assessed?.....	12
Things to check early when planning a project	13
Where can I get advice?.....	13
How do I apply?	14
What happens after applications close?.....	14
When will I be notified if our project is successful or not?.....	14
If our project is successful, when will we be paid?	14
GST registered organisations	14
Project reporting.....	15
Funding conditions	15
Privacy	15
More information	15

Minister's Foreword



On behalf of the Andrews Labor Government I am delighted to introduce the Community and Volunteer Action grants for 2017. This is part of our Government's \$29.36 million Community Driven Action to Protect Victoria's Unique Biodiversity program, which includes \$25.66 million for on-ground biodiversity action and delivery.

There is more than \$4 million available over four years to support community efforts to improve the health of our natural environment.

Our natural environment is both beautiful and unique. Our native plants and animals provide cultural, economic and social benefits, enhancing the health and wellbeing of our communities and Victoria's liveability.

However, they are under pressure, as habitat continues to decline in suitability or be lost entirely due to impacts of climate change, land use and related threats posed by weed and pests. More than one quarter of our native mammals, birds, reptiles and amphibians are threatened to some degree.

Many Victorian communities are already hard at work, protecting and restoring Victoria's unique natural environment, and your efforts are making a real difference. In the last year, many dedicated community groups helped to reduce threats and improve the survival of over 200 different threatened species, across over 92,000 hectares of habitat.

Building on our previous successes, these Community and Volunteer Action grants will provide more opportunities for community to redress these issues locally.

Recently, we asked for your thoughts on how we should deliver this next community grant program. You will see many of your suggestions reflected in these guidelines, including greater flexibility to choose single or multi-year projects to better suit your delivery needs.

These grants will support a wide range of projects and activities that help to protect, improve and expand habitats for our native plants and animals. Support will also be available for activities that address threats to local biodiversity values and help communities better understand and manage local native species and natural environments.

I encourage community groups and environmental organisations to apply for a grant to help carry out the important work that improves the health of our unique environment.

I look forward to seeing the positive outcomes of the many community action projects across Victoria, and seeing our native plants and animals start to thrive in their local habitats.

A handwritten signature in blue ink, appearing to read 'Lily D'Ambrosio'.

The Hon. Lily D'Ambrosio MP
Minister for Energy, Environment and Climate Change

Biodiversity On-ground Action - Community & Volunteer Action Grants

What is Biodiversity On-ground Action?

Victoria has an incredible array of different plants and animals that make our biodiversity unique. However many species are facing significant threats from introduced predators, diminishing and fragmented habitats and a rapidly changing climate.

The Victorian Government is taking action in a number of ways to secure our unique biodiversity and the future of Victoria's threatened species through:

- creation of a new long-term strategy for biodiversity
- revision of legislation such as the *Flora and Fauna Guarantee Act 1988* and the Native Vegetation Regulations; and
- grants through the Biodiversity On-ground Action program

Biodiversity On-ground Action is the name of the Victorian Government initiative that builds on the successful action funded through the Threatened Species Protection Initiative. Biodiversity On-ground Action runs over four years and will better connect community to scientific information; and support organisations and communities to deliver conservation projects and activities to safeguard biodiversity.

It supports a collaborative approach, recognising that innovation and the best outcomes for a healthy environment are achieved when people work together with the best available science.

The new program includes Community & Volunteer Action grants for immediate action by community and volunteers to address threats to biodiversity for better management of our natural environment.

What are the objectives of the Community & Volunteer Action Grants?

Community & Volunteer Action Grants funding aims to support practical community efforts to deliver conservation projects on public and private land.

Funds will be directed towards practical activities that:

- protect, improve and expand habitats for native flora and fauna
- address threats to local biodiversity values
- help communities better understand and manage their local native species and natural environments.

How much funding is available this year?

Funding of up to \$1 million is available for grants in 2017.

Further funds will be allocated through additional rounds over the next four years.

The grants are available to conservation-minded community groups for single or multi-year projects.

In 2017 groups can apply for a grant between \$5,000 and up to \$50,000 in total for their project.

Applicants can choose a timeframe that best suits their project delivery. Projects will be able to commence July 2017 with the following options for completion:

- Project activities completed by 31 July 2018
- Project activities completed by 31 July 2019
- Project activities completed by 31 March 2020

There is no preference for either single or multi-year projects. Groups can select the timeframe that best suits the delivery of their project.

When do applications open and close?

Submissions accepted: **4 April 2017 to 10 May 2017**

Note: 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.

Who can apply?

Community groups and not-for-profit organisations primarily focused on environmental projects such as biodiversity conservation or habitat protection and restoration projects are encouraged to apply.

Example groups include:

- Urban and rural Landcare, Bushcare, Coastcare, Rivercare, Parkcare and Friends of groups and networks
- Environmental, naturalist groups or volunteer associations
- Conservation Management Networks
- Public land committees of management
- Traditional Owner groups and associations
- Not-for-profit conservation organisations
- Schools and educational groups
- Youth and senior citizens clubs
- Local service and recreational groups
- Other types of groups may also be considered if they are proposing to work with volunteers to undertake local conservation projects that support biodiversity or threatened species.

Insurance

- Applicant groups must hold insurances sufficient to safeguard project participants, including \$10 million public liability and personal accident insurance. Cover through the Farm Tree and Landcare Association (FTLA) or through DELWP arrangements for Committees of Management is also acceptable.

Incorporation or charitable status

Applicant groups must either:

- be an incorporated association registered through [Consumer Affairs Victoria](#) or be incorporated through an umbrella group, such as the Farm Tree and Landcare Association; or
- be registered as a not-for-profit organisation with the [Australian Charities and Not for Profit Commission \(ACNC\)](#)

Do I need an auspicer?

Applicants who do not have adequate insurance; and are not incorporated or registered as a not-for profit will need to partner with another group or organisation, known as an auspicer, which meets these requirements.

Potential auspicing organisations include:

- Catchment Management Authorities
- Water authorities
- Umbrella not-for-profit associations, such as the Farm Tree and Landcare Association
- Local government and statutory authorities
- Parks Victoria
- Umbrella community network for a group in the network's area

The auspicing group or organisation must:

- be either incorporated, a state government body or registered as a not-for-profit with ACNC
- hold personal accident insurance and a minimum of \$10 million public liability
- agree to take responsibility for the management and safety of your group's volunteers and participants
- sign the funding agreement
- receive the grant payment to ensure the project can proceed
- be responsible for the delivery and reporting of the project.

Applicants who meet all the eligibility criteria on their own do not need an auspicer.

Example 1 Friends of Clay Creek is a volunteer based environment group, which does not have public liability insurance and is not incorporated. To apply for this grant Friends of Clay Creek will need to partner with an auspicer.

Example 2 South Beach Fishing Club is a recreational community group, which is incorporated and has the required level of public liability insurance. South Beach Fishing Club can apply for a grant without an auspicer.

Example 3 A school group has public liability insurance but is not incorporated. To apply for this grant the school will need to partner with an auspicer.

Who cannot apply?

The following are NOT eligible as either an applicant or an auspicer

- Commercial entities and for-profit organisations
- Commonwealth government agencies
- Individuals

What types of projects might be funded?

We expect to fund a range of groups and on-ground project activities designed to protect, improve and expand habitats for native flora and fauna, or that address threats to local biodiversity values. In addition, complementary activities that enable communities to better understand and manage their local native species and natural environments will be supported.

Examples of possible projects include:

- A community group protects migratory bird nests and chicks from being trampled on the beach by erecting fencing around important habitat. In addition, educational signage is produced to alert the public to keep dogs on leads and stay clear of the habitat area. The group is running events to work with the local community to increase the understanding of threats to the birds and to demonstrate how the community can make a difference through protection and management of the habitat.
- A community group engages a herpetologist to work with community volunteers to collect information about a threatened frog's habitat, threats and breeding cycle. The volunteers are provided with training in health and safety, pathogen control and ecology of the frog. The herpetologist works with the volunteers as they participate in the survey work. Following this, a report that identifies priority actions to reduce local key threats is produced, which is then presented and discussed with the local community to enable suitable actions to be implemented.
- A school group helps plant native seedlings along a local creek, linking vegetation patches to create a habitat corridor. The project is supported by the local Landcare Group which provides the children with guidance to plant and care for the trees. The school also organises complementary educational activities to increase the children's understanding of the local threatened species and the actions needed to reduce threats to plants and animals.

What types of activities does this include?

Eligible activities

Assessment and monitoring of wildlife and plants including citizen science projects	<p>Includes monitoring activities such as habitat condition surveys, presence/absence of species and remote monitoring through cameras.</p> <p>Activities that support the collection of biodiversity data to contribute to a citizen science project should be delivered under expert supervision or guidance.</p> <ul style="list-style-type: none"> For examples of citizen science projects refer to SWIFFT: http://www.swiff.net.au/cb_pages/citizen_science.php
Engagement or training event	<p>Includes off-site and on-site training, workshops and field days with a conservation focus, to share information about the project, upskill volunteers and community members in management of species and ecosystems, recruit more volunteers to assist with implementation of the project, or to share information, progress or results with the local community</p>
Fencing	<p>Includes post and wire, mesh and electric fencing designed to exclude stock and other animals, vehicles or people to protect habitat from browsing and/or trampling damage.</p> <ul style="list-style-type: none"> Note that barbed wire is prohibited. Funding cannot be used for its purchase or use.
Pest animal control	<p>Co-ordinated lethal and non-lethal control of <u>declared</u> pest species (such as foxes, rabbits, hares, feral pigs, feral goats)</p> <ul style="list-style-type: none"> Refer to Agriculture Victoria for information regarding appropriate pest animal control techniques and requirements Funding is not to be used for any activity involving the use of fire-arms, tranquilisers, traps or explosives (excluding the use of confinement traps under permit and expert supervision for population monitoring projects)
Rubbish removal	<p>Rubbish or litter removal to improve habitat (such as removal of plastics from marine environments or household waste from bush reserves)</p>
Terrestrial feature	<p>Includes making and installing artificial habitat features such as nest boxes to restore missing habitat</p> <ul style="list-style-type: none"> Please ensure that you seek expert advice on building nest boxes suitable for the species you are targeting. Please record locations of nest boxes and regular checking of boxes should be undertaken to ensure that they are not taken over by feral bees and pest species. Long term monitoring of nest boxes should be considered.
Threatened species activities	<p>Includes activities involving training and engaging volunteers in threatened species programs including activities such as propagation, reintroduction or release.</p> <ul style="list-style-type: none"> 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
Vegetation restoration	<p>Propagation, planting, regeneration or direct seeding activities - including revegetation of cleared areas and planting into remnant vegetation to reinstate missing components such as understorey shrubs or groundcovers to restore habitat.</p> <ul style="list-style-type: none"> Can include site preparation and materials such as tree guards, mulch, tree planters Species need to be indigenous to the site. Seek expertise to identify appropriate species and source plants or seed from healthy, viable and robust populations. <p>Funding is not to be used on non-indigenous or advanced plants (Note: indigenous tube stock or smaller cell plants and seeds are eligible)</p>

Eligible activities

Waterway and wetland restoration

Includes plantings along banks of a river, management of wetlands, and installation of fish ways to improve in-stream habitat for native species

- Please note that 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
- This work must be undertaken under expert supervision

Weed control

Woody and/or non-woody weeds being controlled by direct removal such as hand weeding; or by other means to restrict spread (such as selective spot spraying).

- Can include materials such as chemicals and spray packs
- For more information refer to [Agriculture Victoria](#)



Western blue-tongued lizard (*Tiliqua occipitalis*),
Wyperfeld NP.

Photo by Nick Clemann, DELWP



Removal of woody weeds along the Quarry Road
Reserve, Woodend. Photo by DELWP

What types of items can be included in our budget?

Eligible budget items	
Materials	Materials such as fencing (except barbed wire), plants, mulch, guards, agricultural chemicals, bags for collecting rubbish, nest box materials and such to undertake a project
Capital items & equipment	<p>Capital items & equipment are those that have a usable lifespan beyond one year and therefore would need to be maintained on an asset register by an organisation to be depreciated over several accounting periods. This includes items such as for example tree planters and photographic, video and motion sensor cameras.</p> <ul style="list-style-type: none"> All capital items or equipment will need to become a registered asset with your organisation or an auspisor <p>Please ensure that where possible, assets are hired or borrowed and shared between groups rather than purchased for one-off projects.</p>
Contractors	<p>Includes engaging any external specialist to complete a project task such as:</p> <ul style="list-style-type: none"> monitoring and assessment of species, habitats or ecosystems weed or declared pest animal control removal of large, exotic weedy trees development of an expert report for advice to a community group, such as to assist with site management options training and advice
Educational signage	<p>Educational signage (which includes costs associated with graphic design, production and installation of signage including contractor costs) must be targeted at providing useful conservation information to the community to increase understanding and management of a site:</p> <ul style="list-style-type: none"> Must not be for general promotion or marketing of a product or organisation Cannot be a stand-alone project activity and will need to demonstrate the value to biodiversity and community. It must support on-ground activities. Any signage produced must include acknowledgement that the project was funded with the support of the Victorian Government, using the appropriate branding and logo.
Hire	Includes hiring of equipment to be used for project activities such as a direct seeding machine for revegetation activities or post hole digger for fencing, and could also include hire of a venue such as a local hall for training and information sessions.
Project Management	<p>Can include costs associated with administration and coordination of the project including staff and on costs, administration fees and auspicing organisation charges.</p> <ul style="list-style-type: none"> Excludes travel costs
Expert advice for the protection of cultural heritage	<p>Including working with Traditional Owners and obtaining advice on Aboriginal Site Protection measures</p> <ul style="list-style-type: none"> Refer to Guides, forms and practice notes for Aboriginal Heritage Management, and Cultural Heritage Management Plan Tool. Other websites include; Aboriginal Victoria - Aboriginal Cultural Heritage Register and Information System (ACHRIS) and Aboriginal Victoria Home

Other types of expenditure may be considered during assessment of your project if well justified and deemed suitable by the Panel.

There are no caps or limits for eligible items. However groups will need to justify the need for each activity and item for the Panel to consider whether or not the project is value for money.

You will need to demonstrate that all expenditure, especially for contractors, training, project coordination, equipment and capital items, is essential to the success of the project, and that the amounts requested are reasonable.

When developing budgets, you should ensure that activity items (such as equipment, materials and contractor charges) are fully costed, including any supplier GST charges.

What will NOT be funded?

Funding will not be provided for:

- Costs and activities that are already funded or required through another organisation, program or fund source

Note: your project can build on the success of past or existing projects but must essentially be new work. The grant must fund additional activities that wouldn't occur without this funding.

A group cannot request funds for positions (such as facilitators, staff or project management costs) that are already funded through other investment. Groups that undertake projects where a cost share arrangement is inherent in a project can also not 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 investment was provided for the plants and materials and you were required to undertake the weed control as your contribution.

- Activities that are not focused on delivering biodiversity or threatened species conservation outcomes
- Any action or costs associated with or for native vegetation offset sites (e.g. BushBroker sites, Section 173 agreement or off-set covenant) including any offset activities (such as to meet a condition of a permit, contract or investment program)
- Any activity involving 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.
- Any activity involving the use of fire-arms, tranquilisers, traps or explosives (excluding the use of confinement traps allowed under permit and expert supervision for monitoring projects)
- Any illegal activity
- Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol
- Development of recreational facilities or beautification projects
- Development of infrastructure or engineering works
- Erosion control structures
- Promotional or marketing material
- Barbed wire fencing
- Computers, laptops and smartphones
- Insurance
- Any other action or activity determined by the Panel through the assessment process to be an inappropriate or unsuitable use of the funds.

How will a group be expected to contribute to the project?

Do groups need to contribute to their project's budget?

The application will require you to demonstrate how it supports community to actively participate in biodiversity conservation activities.

Community groups can indicate their contribution as in-kind. This may include volunteer labour and expertise, equipment, donated materials or funds that will directly support the project.

Groups do not need to contribute direct funding to a project.

How do I calculate the value of our volunteer contribution?

Volunteer time i.e. unpaid, in-kind contributions should be valued at \$30 per hour. You can determine the dollar value for your whole project using the following calculation:

Volunteer contribution = Number of volunteers x Hours worked per day x Number of days x \$30

Example 1 In-kind volunteer contribution

Group A has 35 volunteers who plant trees over two events of five hours each:

$35 \text{ volunteers} \times 5 \text{ hours per day} \times 2 \text{ days} \times \$30 = \$10,500$ in volunteer time contributions

Example 2 In-kind volunteer contribution

Group B has 50 volunteers involved in a number of activities (such as propagation, tree planting and weed control), these activities occur over 15 days for 6 hours each time:

$50 \text{ volunteers} \times 6 \text{ hours per day} \times 15 \text{ days} \times \$30 = \$135,000$ in volunteer time contributions

How will applications be assessed?

A Panel will use the following criteria to assess each application.

Applications must meet a passable standard in each criterion to be considered for funding.

Criteria	Value	Description
Local or Regional Importance to Biodiversity	10%	The project must demonstrate <ul style="list-style-type: none">a link between a plan (such as a regional plan, Regional Catchment Strategy, local park or reserves plan, a conservation or action plan or local site management plan) and a need for the project
Reduction of threats to biodiversity	20%	<ul style="list-style-type: none">The value of the project activities to reduce threats present on the site or to address risks to a species or ecosystem in order to contribute to the conservation of a range of species or an ecosystem in the local area
On-Ground Action	30%	<ul style="list-style-type: none">The feasibility and appropriateness of activities identified in the project to deliver biodiversity improvements in the local area
Community	20%	<ul style="list-style-type: none">The extent to which the local community or volunteers are involved in the planning or delivery of the project, andThe extent to which the local community will benefit from the project, including sharing lessons and information to improve knowledge and capacity to support biodiversity improvements
Risk Management	10%	<ul style="list-style-type: none">The extent to which the project demonstrates that adequate measures have been taken to address risks, taking into account Occupational Health and Safety, site protection measures to avoid on-site and off-site damage, prevention of spread of disease or pathogens, weed spread and chemical contaminationThe extent to which the project will be maintained once the grant has been expended
Budget	10%	<ul style="list-style-type: none">The extent to which the budget demonstrates that the project, as a whole, represents good value for money, including realistic costs and clear and transparent justification of items for activities

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

Things to check early when planning a project

You need to identify the public and private land managers for all project sites and discuss the project with them. Check if they would agree to your project, and if other further approvals or permits are required. Give them adequate time to consider your project.

Approvals and permits take time and sometimes include additional unexpected expenses. It is wise to check early whether they apply to your project, and then factor this into your project timeframe and budget.

Plan to meet other requirements and know your legal responsibilities, such as Occupational Health and Safety and child safety.

<https://www.landcarevic.org.au/resources/health-and-safety/>

<http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources>

In the application, the group will also be asked to answer 'Who did you consult with in preparing your application to ensure that the work you have planned is appropriate to the location?' (for example DELWP Officer, Parks Victoria Officer).

Where can I get advice?

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

Ensure that you have appropriate authority to undertake the work.

For further advice, go to:

- Department of Environment, Land, Water and Planning (DELWP) for works on crown land, call 136 186 or contact your DELWP local office.
- Parks Victoria for parks and reserves on 131 963 or your Parks Victoria local office
- Catchment Management Authorities for regional priorities, regional catchment strategies, sub strategies and related plans and works on designated waterways
- Local Council planning staff for council owned land
- Water Authorities for water supply catchment areas
- Groups can also contact their local DELWP Biodiversity staff member for more information and advice regarding local biodiversity priorities in their areas or threatened species activities

DELWP region	Community & Volunteer Grants – Biodiversity advice	Email
Loddon Mallee	Gemma Phelan	gemma.phelan@delwp.vic.gov.au
Hume	Jane Roots	jane.roots@delwp.vic.gov.au
Barwon South West	Garry Peterson	gary.peterson@delwp.vic.gov.au
Gippsland	Stephen Henry	stephen.henry@delwp.vic.gov.au
Port Phillip	Vivian Amenta	vivian.amenta@delwp.vic.gov.au
Arthur Rylah Institute	ARI Reception	research.ARI@delwp.vic.gov.au
Grampians (Wimmera area)	Pauline Rudolph	pauline.rudolph@delwp.vic.gov.au
Grampians (Ballarat area)	Elsbeth Swan	elsbeth.swan@delwp.vic.gov.au

If particular activities require scientific or expert involvement, please ensure that you have consulted before including the activity in your application.

How do I apply?

Applications must be submitted through an online grant application system called SmartyGrants. You can save your application and work on it until you are ready to submit it.

Your application can only be accessed by one set of login details. We recommend signing up to SmartyGrants with a group email, if you have one. We encourage you to start your application as early as possible.

To apply, click on the application link (<https://delwp.smartygrants.com.au/CommunityAction>) to create a login address and draft your application. Your draft can be saved until you are ready to submit.

For further information contact the Grants Information Line on 1300 366 356 (between 8:30am and 5:00pm Monday to Friday) or refer to the DELWP website: www.environment.vic.gov.au/communityaction

You will also need to attach a map of your project area.

- For advice on how to use the Biodiversity Interactive Map (BIM) tool to create maps of project sites (to attach to your online application), refer to: www.environment.vic.gov.au/communityaction or for further advice contact David Adams from DELWP on 03 9637 9800 or via email at david.adams@delwp.vic.gov.au.

Note: maps can also be created by downloading and using Google Earth.

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 you are successful, you will have 8 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.

When will I be notified if our project is successful or not?

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 posted on the DELWP website.

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 (including for multi-year projects) will be made when all paperwork has been completed and submitted to DELWP. There are no further payments, although you will be required to report on the progress of your project.

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

GST registered organisations

The maximum grant amount available for a project is \$50,000.

As the grant is not a taxable supply, the payment of the grant by 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.

As an example, two groups apply for a \$20,000 grant. One group is registered for GST and the other group is not registered for GST. Both groups will receive \$20,000 i.e. the same amount, regardless of their GST status. A group registered for GST cannot charge the department GST on top of the grant payment.

Project reporting

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.

If you have a multi-year project (longer than 12 months), you will also be required to provide short updates on your progress each year.

Recipients will have four weeks from their project end delivery date to submit their final report.

Funding conditions

Successful applicants and auspicing organisations (if an auspisor 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-and-community/not-for-profit-organisations/common-funding-agreement>
- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date
- have appropriate land manager approvals and relevant permits
- adhere to all relevant legislation including Occupational Health and Safety requirements, and child safety standards
- acknowledge the Victorian Government funding in publications and promotions
- work with DELWP to identify and promote major project milestones and completion

Privacy

If your project is successful, 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. The group or organisation's contact details will also be made available internally within DELWP for staff to assist groups.

Any personal information about you or a third party in your application will be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies to assess 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: <https://www2.delwp.vic.gov.au/privacy>

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002. Alternatively, contact by phone on 9637 8697.

More information

Contact the Grants Information Line on 1300 366 356 or visit the website:

www.environment.vic.gov.au/communityaction

