BushBank Public land native vegetation restoration  
grants

Application Form Template

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| --- |
| Acknowledgment  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 ensured 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. |
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**This is a template only.**

**Applications must be submitted through the Grants Online Portal via this link:** <https://deeca.my.site.com/publicform?id=a0hRF0000003CPd>

# Introduction

**Applications close: 4 December 2023 5:00 PM Melbourne Local Time**   
   
**Please note**: The data you enter on each page (section) will save after you have completed all mandatory fields and clicked on the ‘Next Page’ button at the bottom of the page. Should you need to exit the application before you have completed a page, please click ‘Save as draft’ button instead which will save the data entered at the point you left it.

**User Registration**   
It is a requirement that you are a Grants Online registered user in order to ‘Save as Draft’ or ‘Submit’ an application form. Upon clicking 'Next Page', if you are already a Grants Online registered user you will be prompted to enter your username and password. If you are not a Grants Online registered user, you will be asked to create a username and password.

**Privacy Collection Notice**   
The personal information on this form is collected by the Department of Energy, Environment and Climate Action (DEECA) for the purposes of administering your grant application and informing Members of Parliament of successful applications. The personal information in this form will be disclosed to relevant DEECA staff and may also be disclosed to Members of Parliament and their staff. Where you do not provide the information required by this form we may be unable to process your application. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

For more information, please refer to DEECA's [Privacy Policy](https://www2.delwp.vic.gov.au/privacy).

**Website Navigational Information**   
The Grants Online portal uses cookies that are session-based and persistent-based. Session cookies exist only during one session and disappear from your computer when you close the browser or turn off your computer. Persistent-based cookies remain on your computer after you have closed your browser or turned off your computer. No cookies contain your personal information.

**Application Navigational Information**   
• We recommend using a Chrome or Firefox browser.  
• To avoid losing data, we encourage you to save your application as you go. You can do this by clicking the ‘save as draft’ button at the bottom of every page.  
• Throughout this application a field marked with this asterisk symbol (\*) indicates that it is mandatory and must be completed.  
• If you wish to go back and forward between pages you should use the 'Previous Page' and 'Next Page' buttons – *do****not****use the back and forward buttons on your browser*.

# Preliminary Information

**Please read** **BushBank Public Land Grants 2023 guidelines and contact the** [**BushBank**](mailto:bushbank.program@delwp.vic.gov.au) **team if you have any questions.**

Applications must be submitted via the online application process by the close date, if you would like to preview the application form before proceeding, please scroll to the bottom of this page and select 'View as PDF'.   

# Organisation Eligibility

#### 1) Does your organisation meet all of the below mentioned eligibility criteria?\*

*To meet eligibility your organisation must be:*

* *an incorporated or statutory entity; and hold*
* *public liability insurance ($10 million minimum) and personal accident insurance cover to safeguard any volunteers and participants involved in the funded activities.*

Yes

No

#### If you answered 'No', you must arrange for an organisation that meets the above eligibility criteria to 'auspice' your application. If you answered, ‘Yes’, go to question 3, if you answered ‘No’, go to question 2.

#### 2) Will your organisation have an auspice organisation that does meet the eligibility above?\*

Yes

No

If you answered 'Yes', you will be required to enter their details in the Auspice Organisation section. A letter of support from them will also need to be uploaded to the Supporting Documents section of this application form. **If you answered 'No', you are not eligible to apply for this grant. Please refer to the program guidelines.**

# Project Eligibility

#### 3) What is the status of the land your project will be delivered on?\*

Crown land  
Freehold land owned by a Victorian Government agency, a public entity, a statutory authority or a municipal council

Neither

#### If you answered 'Neither', you are not eligible to apply for this grant. Please refer to the program guidelines.

#### 4) Does your organisation own the freehold land or manage the public land where the project is proposed?\*

Yes  
No

If you answered yes, please go to Question 3.

#### 5) If you have answered 'No' to the above question, do you have relevant land manager letter of support?\*

Yes  
No  
If you answered 'No', you are not eligible to apply for this grant. Please refer to the program guidelines.

#### 6) will your project restore at least 20 hectares of native vegetation?\*

Yes  
No

#### 7) will your restoration project meet the DEECA planting specifications, including planting aligned with the bioregional ecological vegetation class (evc)?\*

*Planting must accord with the minimum standard for revegetation and supplementary planting detailed at Appendix 1 Native vegetation gain scoring manual v2 (DELWP 2017) and Management Standards for Native Vegetation Offset Sites (DELWP 2019). This is equivalent to Best Practice or EVC Multi Strata planting standard in the DELWP Output Delivery Standards: for the delivery of environmental activities Version 2.1 (DELWP, 2015).*

*See the ‘planting specifications’ section of the guidelines for further detail.*

Yes   
No

#### 8) will woody plants (trees and shrubs) be planted?\*

*See the ‘planting specifications’ section of the guidelines for further detail.*

Yes   
No

#### 9) Will the restored land achieve or surpass forest cover?\*

*Forest cover is defined by the Emissions Reduction Fund as having 20 per cent crown cover at a tree height of at least two metres across an area of at least 0.2 hectares.*

Yes   
No

#### 10) Can the restored native vegetation be maintained indefinitely following completion of the funded project?\*

Yes   
No

*If yes, please explain who will be responsible and how it will be managed.*

Click or tap here to enter text.

#### 11) will the restored native vegetation be protected from development and land uses that could impact the restoration into the future?\*

Yes   
No

*If yes, please explain why, e.g. Crown land act, planning scheme zone, forest management zone (if relevant), masterplan, etc.*

Click or tap here to enter text.

#### 12) will the restored native vegetation be subject to frequent fuel management or pose an unacceptable increased bushfire risk to communities?\*

Yes   
No

*If yes, please explain why with reference to the fire management zone, where relevant, the locations of nearby communities, relevant plans and any other relevant information.*

Click or tap here to enter text.

*Please explain your response with reference to the fire management zone, where relevant, the locations of nearby communities, relevant plans and any other relevant information.*

Click or tap here to enter text.

# Organisation Details

#### 13) Name of Organisation\*

Click or tap here to enter text.

#### 14) organisation’s australian business Number (ABN):

*Check the ABN at*[*ABN Lookup*](https://abr.business.gov.au/)

*Do not include spaces*

*Example: 90719052204*

Click or tap here to enter text.

#### 15) Is the organisation registered for GST? \*

Yes   
No

#### 16) Organisation's Incorporation Number\*

*Check the Inc no.at*[*Incorporated associations search*](http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/search-for-an-incorporated-association)

Click or tap here to enter text.

#### 17a) Street address\*

Click or tap here to enter text.

#### 17b) town/suburb\*

Click or tap here to enter text.

#### 17c) state or territory\*

Choose an item.

#### 17d) postcode\*

Click or tap here to enter text.

#### 18a) postal address same as above?\*

Yes   
No

#### 18b) postal address\*

Click or tap here to enter text.

#### 18c) town/suburb\*

Click or tap here to enter text.

#### 18d) state or territory\*

Choose an item.

#### 18e) postcode\*

Click or tap here to enter text.

# Primary Contact

*The person you want us to communicate with about this application.*

#### 19) Title

Choose an item.

#### 20) First Name \*

Click or tap here to enter text.

#### 21) Last Name \*

Click or tap here to enter text.

#### 22) position\*

Click or tap here to enter text.

#### 23) Primary contact number\*

Click or tap here to enter text.

#### 24) Mobile number (if different to Primary)

Click or tap here to enter text.

#### 25) email\*

Click or tap here to enter text.

# Authorised Representative

#### *Person authorised to sign the funding agreement, e.g. CEO/Chair/President or equivalent, or delegate. If you have an auspice (sponsor) the authorised representative will be your group's president or chair.*

#### 26) Title

Choose an item.

#### 27) First Name \*

Click or tap here to enter text.

#### 28) Last Name \*

Click or tap here to enter text.

#### 29) Position \*

Click or tap here to enter text.

#### 30) Primary contact number \*

Click or tap here to enter text.

#### 31) Mobile number (if different to Primary)

Click or tap here to enter text.

#### 32) email \*

Click or tap here to enter text.

# Auspice Organisation

#### *If your organisation does not meet the eligibility criteria, you must arrange for an eligible organisation to manage the grant funds. This organisation will be the 'auspice' organisation for the application.*

#### 33) Do you require an auspice? \*

Yes   
No

If you answered yes, please continue to Question 34. If you answered no, please continue to Question 45.

#### 34) Name of Auspice Organisation \*

Click or tap here to enter text.

#### 35) Type of organisation\*

Choose an item.

#### 36) Auspice Eligibility Type\*

Choose an item.

If other: Click or tap here to enter text.

#### 37) Auspice Organisation's Australian Business Number (ABN) (if they have one)\*

*Check the ABN at*[*ABN Lookup*](http://www.abr.business.gov.au/)

*Do not include spaces*

Click or tap here to enter text.

#### 38) Auspice Organisation's Incorporation Number (organisation number)\*

*Check the Inc no.at*[*Incorporated associations search*](http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/search-for-an-incorporated-association)

Click or tap here to enter text.

#### 39A) postal address\*

Click or tap here to enter text.

#### 39B) town/suburb\*

Click or tap here to enter text.

#### 39c) state or territory\*

Choose an item.

#### 39d) postcode\*

Click or tap here to enter text.

# Auspice Authorised Person

#### *Person within auspice group/organisation authorised to sign the funding agreement, e.g. CEO/Chair/President or equivalent, or delegate.*

#### 40) First name\*

Click or tap here to enter text.

#### 41) Last name\*

Click or tap here to enter text.

#### 42) position\*

Click or tap here to enter text.

#### 43) Primary Contact Number (Landline or Mobile accepted) \*

Click or tap here to enter text.

#### 44) email\*

Click or tap here to enter text.

# Project Overview

#### 45) What is the name of your project?\*

*Project Name*

*No more than 10 words*

Click or tap here to enter text.

#### 46) What are you going to do? project description (short)\*

*In 50 words or less, provide a brief summary of the project and what will be achieved.*

*No more than 50 words*

Click or tap here to enter text.

#### 47) project description (long)\*

*No more than 800 words*

*In 800 words or less, detail:  
• Why is the project needed?  
• What are you going to do?  
• What will it achieve?  
• Who will deliver the works and who are the project partners?  
• When will it happen?  
• What has already been done?  
• Site context - what vegetation is currently on the site (type, extent)?  
• If a multiyear project, describe phasing and main tasks and outcomes per annum*

Click or tap here to enter text.

#### 48) proposed project start and end date\*

*Projects must be completed over a period of 1-5 years, including planning and monitoring, preferably for at least two summers.*

Proposed project start date Click or tap to enter a date.

Proposed project end date Click or tap to enter a date.

#### 49) Where is the project located? \*

*Please list project location address(es) including:  
• Full street name  
• Suburb  
• Postcode  
• Local Government Area (if applicable)  
  
Check for LGA at*[*Know your Council*](https://knowyourcouncil.vic.gov.au/)

Click or tap here to enter text.

#### 50) what is the total extent (in hectares) for your project?\*

*This information needs to be accurate as the planting extent will help assessors evaluate value for money. Total extent should be the area that will be planted and should exclude any land that is inaccessible to planting or is likely to be excluded, for example due to cultural heritage. Scattered trees can be included in the area, however wooded or forested areas should be excluded. If the extent reduces during project planning or implementation this will require a variation to the Funding Agreement and may result in a variation to the Funding Amount. See the ‘restoration extent’ section of the guidelines for further detail.*

Click or tap here to enter text.

#### 51) Please use Extent, Budget and Risk spreadsheet, and in the “Extent” tab, provide details of each patch to be restored. \*

*Please confirm that you have completed the “Extent” tab in the Extent, Budget and Risk spreadsheet by ticking the check box. This file will need to be uploaded as a supporting document*

#### 52) Are you planning to include future climate provenanceS in the plantings?\*

*Refer to the* [*Revegetation plant provenance information sheet*](https://www.environment.vic.gov.au/__data/assets/pdf_file/0036/489159/Revegetation-plant-provenance-information-sheet_final.pdf)*.*

Yes   
No  
Unsure

#### 53) Is the project scaleable? \*

*Please indicate Yes or No and provide an explanation why.*

*No more than 300 words*

Click or tap here to enter text.

#### 54) What resources are required? How many Full-Time equivalent (FTE) positions will be needed to deliver the project?

Click or tap here to enter text.

#### 55) how will these positions be funded? \*

Click or tap here to enter text.

# Carbon Credits

#### 56A) Do you intend to generate carbon credits through your project?\*

Yes   
No

*If you answered yes, please go to Question 56B. If you answered no, please go to Question 56C.*

#### 56B) please describe the mechanism that enables ownership of carbon credits on the relevant land by your organisation?\*

*No more than 300 words*

Click or tap here to enter text.

#### 56c) If the project is on crown land, Will the Crown land manager retain the carbon rights for their own use?\*

Yes   
No

Project is not on Crown land

#### 56D) Please provide any other relavant information about your intended carbon project, for example why carbon credits are required, requirements of the relavant crown land act, etc.

*No more than 300 words*

Click or tap here to enter text.

# Assessment Criteria Part 1 – Project Risk

#### *For guidance on assessment criteria and weightings, see program guidelines*

#### 57) Expertise and experience \*

*Describe your expertise and experience in delivering successful native vegetation restoration projects (number of projects, size of projects, number of years in the industry, demonstrated success of projects).*

*No more than 300 words*

Click or tap here to enter text.

#### 58) Project Risk \*

Please use the Extent, Budget and Risk spreadsheet, and in the “Risk” tab, describe the project risks and how they can be managed.

Please confirm that you have completed the “Risk” tab in the Extent, Budget and Risk spreadsheet by ticking the check box. This file will need to be uploaded as a supporting document\*

Please describe your organisation’s risk management protocols and how these will be applied to the proposed project.

Click or tap here to enter text.

# Assessment Criteria Part 2 – Self-Determination Enabled

#### 59) Traditional Owner Self-Determination \*

*Describe how you have engaged with Traditional Owners to enable self-determination and/or will engage with Traditional Owners to enable self-determination in planning and delivery of the project. Please refer to ‘Traditional Owner self-determination’ in the grant guidelines for information on supporting self-determination. No more than 300 words*

Click or tap here to enter text.

# Assessment Criteria Part 3 – Project Benefits

#### 60) Biodiversity Benefits \*

*Biodiversity benefits will be assessed using a combination of government data and models, the restoration extent and described benefits to threatened species, landscape function and landscape connectivity.*Please describe the biodiversity benefits of your project, including any benefits to landscape function, landscape connectivity or threatened species.  There must be a clear and direct link between outcomes for threatened species and your proposal when these are stated.

*No more than 300 words*

Click or tap here to enter text.

#### 61) Carbon Outcomes \*

*The potential for the project to sequester carbon will be determined from the extent of the restoration and the EVCs to be restored across the project, with reference to the submitted*[*LOOC-C*](https://looc-c.farm/)*report that provides a site-based estimate of carbon sequestration potential.*

What is the annual p

er ha estimate of total tonnes of carbon dioxide equivalent t (CO2-e per ha/year) that will be sequestered based on your LOOC-C report?

Click or tap here to enter text.

Please provide any additional relevant information about the carbon potential of your project.

*No more than 300 words*

Click or tap here to enter text.

#### 62) Broader project Benefits\*

Describe any broader benefits generated by this project. This may include alignment with relevant plans and strategies, benefits to waterways and wetlands, community involvement including volunteer hours and potential jobs, building partnerships, any in-kind benefits, and other social benefits. It may also include benefits to species of cultural significance, as determined by the Traditional Owners.

*No more than 300 words*

Click or tap here to enter text.

# Budget

Please use the spreadsheet file name Extent, Budget and Risk spreadsheet provided and complete the “Budget” tab.

#### 63) Funding requested from BushBank \*

*This value in your completed Extent, Budget and Risk spreadsheet*

Click or tap here to enter text.

#### 64) Your Organisation's Financial Contribution \*

*(Must****not****be from other State Government grant funding)* Click or tap here to enter text.

Click or tap here to enter text.

#### 65) Your Organisation's In-kind Contribution\*

#### Click or tap here to enter text.

#### 66) Other State Government Grant Funding\*

Click or tap here to enter text.

*Please tick this checkbox to confirm you have completed the Extent, Budget and Risk spreadsheet and will attach to the supporting documents page\**

# Supporting Documents

*All applications must provide the following supporting documents:*

* *A shapefile accurately depicting the area of land to be restored, created in* [*NatureKit*](https://maps2.biodiversity.vic.gov.au/Html5viewer/index.html?viewer=NatureKit)*, ArcGIS or other spatial software. Restoration extent will inform project assessment and should be estimated conservatively if the restoration area has not yet been verified on the ground.*
* *Two PDF maps of the proposed work area*
  + *the location, road names, the project area and the type of restoration with recent arial photography as the basemap.*
  + *the project area with the SMP revegetation benefit layer and priority areas for revegetation layer shown underneath.*
* *A LOOC-C report, prepared using the* [*LOOC-C*](https://looc-c.farm/) *tool, showing the estimated tonne of carbon dioxide equivalent sequestered per hectare per year (tCO2-e per ha/year) using the environmental and mallee planting method.*
* *Completed excel Extent, Budget and Risk spreadsheet.*

*You may also need to provide the following supporting documents – refer to program guidelines to check:*

* *Where the applicant is not the land manager or landowner, written letter of support to undertake the activity from the relevant public land manager or public entity landowner.*
* *Where an auspice is required, written consent to enter into an auspice arrangement from a relevant financial delegate or authority within the auspice organisation.*
* *Evidence of other funding sources, if applicable.*
* *Certificate of insurance demonstrating provision of sufficient insurance as determined by the appointed land manager to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least $10million and personal accident insurance.*

*Optional supporting documents:*

* *A letter of support or partnership from the relevant Traditional Owners if support has been established.*
* *Letter/s of support from partner organisation/s.*
* *If available, recent site photos can be uploaded.*

*Only one file can be uploaded for each section. If you have more than one or shape files, please zip them into a single folder to upload.  
  
Supporting attachments must be of an acceptable file type (.doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .jpg, .jpeg).****Each attachment must not exceed a maximum size of 10MB.*** *If you have any attachments that exceed the maximum size of 10MB, they may be emailed AFTER you have submitted the application to*[*grantsinfo@delwp.vic.gov.au*](mailto:grantsinfo@delwp.vic.gov.au?Subject=GA-FXXXXX-XXXX%20Bushbank)*. Any emailed attachments must be received before closing date/time. Please ensure you include your grants online application reference number, e.g. GA-F12345-6789 (located at the top of this page).*

|  |  |
| --- | --- |
| Attachment Description | Attachment |
| Shapefile/s\* | Choose File N*o file chosen (max size 10MB)* |
| PDF maps\* | Choose File N*o file chosen (max size 10MB)* |
| LOOC-C report\* | Choose File N*o file chosen (max size 10MB)* |
| Extent, Budget and Risk spreadsheet\* | Choose File N*o file chosen (max size 10MB)* |
| Letter of support or partnership from the relevant Traditional Owners (if available) | Choose File N*o file chosen (max size 10MB)* |
| Letter of support from land manager (if applicable) | Choose File N*o file chosen (max size 10MB)* |
| Letter of consent from auspice (if applicable) | Choose File N*o file chosen (max size 10MB)* |
| Evidence of other funding sources (if applicable) | Choose File N*o file chosen (max size 10MB)* |
| Certificate of insurance (if applicable) | Choose File N*o file chosen (max size 10MB)* |
| Letter/s of support from partner organisation/s | Choose File N*o file chosen (max size 10MB)* |

# Declaration

I certify that I am authorised to submit a grant application on behalf of the applicant organisation. I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DEECA of any changes to this information and any circumstances that may affect this application. I acknowledge the Privacy Collection Notice in the Introduction section of this application. I understand that DEECA is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DEECA will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval. I understand that if this application is successful, that funding will be subject to terms and conditions set out in agreement with the Department.

*Please check this box to confirm that you accept the declaration \**

*You must accept the declaration prior to submitting your application*

*Please check this box to confirm that you have reviewed your organisation's tax status and GST implications in relation to receiving a government grant*

*I confirm we have not received funds from any other source/s for any of the activities listed in this application on the same site/s listed in this application and that if we receive funding for the same activities on the same site/s prior to the date of this declaration, we will declare this via email to the BushBank team.*

#### Name \*

Click or tap here to enter text.

#### Position\*

Click or tap here to enter text.

#### Date \*

Click or tap to enter a date.