



**West Gippsland**  
Catchment Management Authority

Victorian  
Landcare  
Grants

# West Gippsland

Guidelines 2019-20

Applications close 5pm Wednesday 12 June 2019



# Victorian Landcare Grants in West Gippsland

## What are the Victorian Landcare Grants?

The Victorian Government is providing funding to support Landcare and other environmental volunteer groups and networks undertaking on-ground works, education and capacity building projects to protect, enhance and restore our land and natural environment.

The objectives of the Victorian Landcare Grants are:

- To fund projects that address local, regional and state land and environment priorities through delivery of:
  - On-ground works
  - Capacity building activities
  - Community education and engagement
- To sustain Landcare and other environmental volunteer groups and networks by providing support grants, particularly for groups whose continuing existence will benefit from this support.

## How much funding is available?

A total of \$1.7 million is available for project and support grants across Victoria.

## What type of grants are available?

### Project Grants

Up to **\$20,000** may be provided to eligible groups and networks for:

- On-ground works, capacity building activities, community education and engagement that protects, or improves natural assets such as native vegetation, native fauna, waterways, wetlands and soils.

Note: Projects must be completed and reported on by 30 November 2020

More than one application can be submitted.

### Support Grants

Up to **\$500** may be provided to eligible groups and networks for:

- Assistance with costs such as insurance, incorporation and operational needs, or meetings and events or newsletters, websites and other communication.

Note: groups and networks can apply for both Support and Project Grants, however if successful in receiving a Project Grant they will not receive a Support Grant.

To apply for a Project Grant read these guidelines before completing the application form at <https://delwp.smartygrants.com.au/westgippsland1920VLG>

To apply for a Support Grant complete the application form at <https://delwp.smartygrants.com.au/westgippsland1920VLG>

## When do applications close?

Applications close at 5pm on **Wednesday 12 June 2019**.

## Who can apply?

Grants are open to all Victorian Landcare and other environmental volunteer groups and networks with a focus on on-ground land and natural environment improvement work. This includes Landcare groups and networks, Friends of groups, Conservation Management Networks, Committees of Management and Coastcare groups.

Applicants must:

- Be an incorporated association registered through Consumer Affairs Victoria, or be incorporated through an incorporated association, e.g. Landcare Victoria Incorporated
- Hold insurance sufficient to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least \$10 million and personal accident insurance.

Groups and networks that do not meet the above requirements can still apply for funding but must operate under the auspices of an organisation that meets these requirements (see 'Do we need an auspice' on page 8).

## 2018-19 Group Health Survey

All groups that apply for a project or support grant will need to complete the 2018-19 Group Health Survey as part of the application form.

Groups that are not applying for a 2019-20 Victorian Landcare Grant are encouraged to also complete the 2018-19 Group Health Survey. Use the link for the application form in the green box on page 2.

The information provided by this annual survey is vital for understanding the health of Landcare and other environmental volunteer groups and networks across Victoria and is used in Catchment Management Authority (CMA) and Victorian Government planning, reporting and communications.

# Project Grant Requirements

## What will be funded?

These grants will fund projects **up to \$20,000** that:

- Are delivered within the **West Gippsland** CMA region
- Deliver activities to protect or improve natural assets such as native vegetation, native fauna, waterways, wetlands and soils including:
  - **On-ground works** such as weed control, pest plant and animal control, protective fencing, revegetation, artificial habitat, soil stabilisation (conditions apply to some works – see ‘What will not be funded’ below)
  - **Community capacity building**, education and engagement activities such as property planning courses, field days, education events, demonstration sites, knowledge-gathering (eg. surveys)
- Can demonstrate at least 1:1 matching investment. This can be either or in-kind contribution or a combination of both
- Meet the following conditions:
  - **Project management** costs are not to exceed 15% of the total funding requested
  - Total cost of **capital items and equipment** not to exceed \$3,000. You will need to demonstrate a clear need and community benefit for any capital items included in your budget. Capital items will need to become a registered asset of the applicant group or auspisor.
  - Ensuring that **health and safety, cultural heritage and biodiversity impacts** have been taken into account, particularly for eligible activities that have the potential for harm such as warren/den ripping.
- Can be completed and reported on no later than 30 November 2020.

More than one project grant application can be submitted by a group/network.

**Value for money** will be considered in the assessment process. You will need to demonstrate that all activities and budget items are necessary for the success of the project and that the amounts requested are reasonable.

It is recommended that projects are designed to be **scaleable** to allow for partial funding in the event that full funding is not available for all projects. Generally, higher scoring projects will be funded. The projects to be funded may also take account of the overall mix of project types and locations.

## What will not be funded?

The following activities will not be funded:

- Amenity and beautification projects
- Shooting, poisoning, trapping, explosive or fumigation methods for pest animal control. This includes engaging a contractor to undertake these activities
- Boundary fencing
- Barbed wire fencing
- Non-indigenous vegetation
- Vegetation corridors less than 10 metres wide. Minimum project width of 10 metres is required (minimum 10 metres from the top of the bank in riparian areas)
- Purchase of capital items over \$3,000
- Project management or administration costs that collectively total more than 15% of total funding requested
- Computers, laptops and smartphones

- Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol
- Any other action of activity determined by the Regional Assessment Panel through the assessment process to be an inappropriate or unsuitable use of the funds.

## Project location and mapping

Projects can be on private or public land in Victoria.

All projects must be mapped prior to submitting your application. Please see **Appendix 3** for information on mapping your project.

## Do I need to contribute towards my project's budget?

Yes. All applicants will need to match their requested funding at least 1:1.

The matching funding can include a combination of:

- Volunteer time dedicated to the project is costed at \$30 per hour (including project planning, organising and delivery)
- In-kind support e.g. photocopying, loan of equipment (at no cost), donation of materials
- Staff time allocated to completing the project, where the salary comes from another source
- Funding from other sources e.g. donations, philanthropic grants program.

## Project assessment

Project Grant applications will be assessed by a Regional Assessment Panel. This panel will consider the contribution a project makes in terms of:

- protection and restoration of land and environment in accordance with local and regional priorities
- community engagement and capacity-building
- demonstrated need and community benefit
- project design and group/network capacity to deliver
- value for money.

More details are provided in Appendix 2 on page 10.

## How do I apply?

Applications are to be submitted through the online grant application system called SmartyGrants. You can save your application and work on it until you are ready to submit it. We recommend that you start your application as early as possible.

Your online application can only be accessed by one set of login details. We recommend that you sign up to SmartyGrants with a generic group email, if you have one, and provide the email address and password to all individuals you wish to contribute to the application.

It is recommended that you use a computer with broadband internet access to complete your application. If you are using dial-up internet access you may find that information in your application is lost if the internet connection drops out. Computers with broadband internet are available for use at public libraries. Support in the use of computer and internet technology is also often available.

If internet connectivity is an issue in your area, a pdf of the application form can be supplied. Please contact the Regional Landcare Coordinator for your region to obtain the pdf. This will allow you to review the questions and prepare answers offline. Please note, the online form uses conditional logic, so only relevant questions will appear based on your responses, whereas the pdf contains all questions.

Hard-copy applications will not be accepted - applications must be submitted online. If working offline, you will need to copy and paste your prepared responses into the online application form to submit.

**To apply click on this link:**

<https://delwp.smartygrants.com.au/westgippsland1920VLG>

## Questions

For any queries and to discuss your application please contact:

Kathleen Brack  
Regional Landcare Coordinator  
West Gippsland CMA

**Email:** [KathleenB@wgcma.vic.gov.au](mailto:KathleenB@wgcma.vic.gov.au)

**Phone:** 03 5613 5966

# Appendix 1: Useful information and resources

## Regional Catchment Strategy

The West Gippsland Regional Catchment Strategy ([www.wgcma.vic.gov.au/our-region/regional-catchment-strategy](http://www.wgcma.vic.gov.au/our-region/regional-catchment-strategy)) identifies regional environmental assets, and sets out regional objectives and priorities for their protection and improvement. Applicants should design their projects to make clear contributions towards Regional Catchment Strategy objectives and priorities.

## Other Plans

*Protecting Victoria's Environment – Biodiversity 2037* is Victoria's plan to stop the decline of our native plants and animals and improve the natural environment so it is healthy, valued and actively cared for.

The *Volunteering for Nature – Environmental Volunteering Plan* released in 2018 provides an opportunity to address the challenges and changing needs of the environmental volunteering sector in order to help volunteers to do more for nature when, where and how it suits them.

To find out more about these plans visit [environment.vic.gov.au](http://environment.vic.gov.au).

The *Invasive Plants and Animals Policy Framework* represents the Victorian Government's approach to managing existing and potential invasive species across the state. The framework expands the Victorian Government's vision for what invasive species management can achieve for the Victorian community.

Go to [agriculture.vic.gov.au/agriculture/pests-diseases-and-weeds/protecting-victoria/invasive-plants-and-animals/invasive-plants-and-animals-policy-framework](http://agriculture.vic.gov.au/agriculture/pests-diseases-and-weeds/protecting-victoria/invasive-plants-and-animals/invasive-plants-and-animals-policy-framework)

## Aboriginal Cultural Heritage

Aboriginal Cultural Heritage **MUST** be prioritised when planning on-ground projects.

It is a legal obligation in Victoria that all Aboriginal Cultural Heritage and Aboriginal Intangible Heritage (traditional practices and knowledge), including Aboriginal sites, places and objects, are protected under the *Aboriginal Heritage Act 2006* and *Aboriginal Heritage Act Regulations 2018*. It is the responsibility of us, as the carers for the land, to respect, understand, and protect our Aboriginal Heritage.

To determine if your planned project is within an identified area of Cultural Heritage sensitivity, you will need to look at the *online map tool*, which can be found on the [Aboriginal Victoria \(AV\) website](#).

**Aboriginal Victoria → Heritage → Heritage tools and publications → Heritage tools → Online map tool**

*Please note: Areas of Cultural Heritage sensitivity are shaded in green*

***Please be aware – If your project is not within an area of cultural heritage sensitivity, this does not guarantee there are no Aboriginal sites in the area – If an unregistered Aboriginal site is found during your on-ground works, you must STOP IMMEDIATELY and contact Aboriginal Victoria on 1800 762 003.***

If your proposed project site is within an area of Cultural Heritage sensitivity, don't panic, there is an easy-to-follow process to ensure that your project is planned and delivered in the most efficient and effective way possible.

To maintain accordance with the *Aboriginal Heritage Act 2006* and *Aboriginal Heritage Act Regulations 2018*, please demonstrate one of the following steps:

- If your project is on public land, contact the land manager (e.g. Council, Parks Victoria, etc). The land manager is responsible for ensuring the project complies with the *Aboriginal Heritage Act 2006* and *Aboriginal Heritage Act Regulations 2018*
- Consult with the appropriate Registered Aboriginal Party (RAP) (link to state-wide RAPs provided below).
- Contact the Aboriginal Heritage Operations Team at Aboriginal Victoria on 1800 762 003 or [Aboriginal.heritage@dpc.vic.gov.au](mailto:Aboriginal.heritage@dpc.vic.gov.au) for further assistance.

If a cultural heritage permit is required, you may need to include a separate budget item in your grant application and allow a minimum of 30 days to complete the permit process. **Please contact your Regional Landcare Coordinator to discuss your project application.**

**Any further questions regarding Aboriginal Cultural Heritage, please contact Aboriginal Victoria on 1800 762 003 or [Aboriginal.heritage@dpc.vic.gov.au](mailto:Aboriginal.heritage@dpc.vic.gov.au).**

*The Victorian Landcare Program encourages all applicants to engage the appropriate Traditional Owner group and/or Victorian Aboriginal community, in either planning or delivering the proposed project. If you require further assistance to identify the appropriate person, please contact your Regional Landcare Coordinator.*

#### **Useful links:**

To find out if your planned project falls within an area of Cultural Heritage sensitivity please click on the following link:

<https://applications.vic.gov.au/apps/achris/public/publicMap>

For information on Aboriginal Cultural Heritage places, objects and processes, please click the following link:

<https://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/heritage-publications.html>

For information on Registered Aboriginal Parties (RAPs), including a State-wide map of RAPs, please click the following link:

<https://www.vic.gov.au/aboriginalvictoria/heritage/registered-aboriginal-parties.html>

For information on Cultural Heritage Permits, processes, and the application form, please click the following link:

<https://www.vic.gov.au/aboriginalvictoria/heritage/planning-and-heritage-management-processes/cultural-heritage-permit-process.html>

## **Occupational Health and Safety**

You must have a safe system of work in place for your project to protect the health and safety of your group, volunteers and anyone else on your project site.

You can find resources on OHS tailored to community groups on:

- Victorian Landcare Gateway: [www.landcarevic.org.au/resources/health-and-safety/](http://www.landcarevic.org.au/resources/health-and-safety/)
- Victorian Workcover Authority website: [www.vwa.vic.gov.au](http://www.vwa.vic.gov.au)

## **Landowner consent**

**Public land** - you need to provide evidence of land manager consent/support in your application.

**Private land** - you need to list landowner details (name & address) in your application for all private properties where on-ground works will be taking place. If your application is successful, you will be required to confirm that you can provide, upon request, evidence of private landowner's consent for on-ground works to take place.

## **Childsafe Standards**

New Child Safe Standards apply in Victoria. The Victorian Government has zero tolerance for child abuse and is committed to ensuring the safety of children and takes deliberate steps to protect children from physical, sexual, emotional, psychological and cultural abuse, and neglect and create a culturally safe environment for all children.



Organisations operating in Victoria, including community-based organisation, that provide service or facilities where children are involved are required to meet new Child Safe Standards from the beginning of 2017. More information on the child safe standards can be found here

<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>

## Do we need an auspice?

Applicant organisations who do not have adequate insurance or are not incorporated or registered as a not-for profit, will need to partner with another organisation, known as an auspice, to act as a project sponsor organisation. Applicant organisations will need approval from the auspice organisation before applying for a Victorian Landcare Grant, as that organisation will be legally responsible for delivery and administering the grant on behalf of the applicant.

If your application is successful, the auspice organisation will be required to sign the funding agreement and manage the grant funding.

### An auspice organisation must:

- Be either incorporated or registered as a not-for-profit with the Australian Charities and Not for Profit Commission
- Hold personal accident insurance and a minimum of \$10 million public liability insurance cover
- Approve of the project and be willing to take responsibility for the management and safety of the volunteers and participants involved in the funded activities
- Sign the funding agreement and receive the grant payment
- Be responsible for the delivery and reporting on the project.

### Potential auspice organisations may include:

- Local governments
- State government agencies, e.g. Parks Victoria
- Statutory authorities
- Umbrella not-for-profit associations, e.g. Landcare Victoria Incorporated, or community networks in your area.

Applicant organisations who meet all the eligibility criteria on their own do not need an auspice.

## Incorporation

Your organisation may become incorporated as:

- a member group of Landcare Victoria Incorporated – for more information go to: [www.lvi.org.au/](http://www.lvi.org.au/) or contact Landcare Victoria Incorporated on P. 9207 5527 F. 9207 5500 E. [info@lvi.org.au](mailto:info@lvi.org.au)
- an incorporated association through Consumer Affairs Victoria. Go to [www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations)

## GST

**The maximum grant available for a project is \$20,000 (GST exclusive).**

A group or network registered for GST will receive GST in addition to the project grant payment.

If your group is not GST registered, ensure you include total costs including GST in the project budget, up to a maximum of \$20,000.

## Appendix 2: How will applications be assessed?

Eligible Project Grant applications will be assessed by a Regional Assessment Panel against the criteria described below.

### Assessment criteria

*Table 1. Assessment Criteria Project Grants*

Criteria	Value	Description
<b>Land and environment outcome</b>	20%	The extent to which the project contributes to protection, enhancement and restoration of land and environment through on-ground works, community engagement and/or capacity building.
<b>Community engagement and capacity building</b>	20%	The extent to which the project engages and builds on the capacity of the group and/or volunteers and/or land managers and/or broader community.
<b>Demonstrated need and community benefit</b>	20%	Alignment with strategy or plan or other statement identifying the need for this project or activity and the community benefit to be delivered by the project. The extent to which the project contributes to local and regional priorities as set out in the Regional Catchment Strategy.
<b>Project design and group/network capacity</b>	20%	The capacity of group/network to plan and deliver the project including group resources and technical feasibility of the project. Priority will be given to eligible projects that are well-planned and achievable. The track record of the applicant group in delivery of projects including accurate and timely reporting, mapping of outputs and communication may be considered.
<b>Value for money</b>	20%	The budget demonstrates that the application represents good value for money, including realistic costs and a clear justification for requested budget items.

## What happens after applications close?

### Assessment process

The Regional Assessment Panel will assess your application based on the information received in your application.

The panel may decide to recommend partial funding of some project and support grants.

If you apply for more than one project and one of your projects is funded, preference may then be given to unfunded applicants over your other projects.

### Notification of outcome

You will be advised of the outcome of your application in writing after the assessment process is completed. 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 your application is successful

If your organisation is successful then you will have four weeks after receipt of the letter of offer, including the funding agreement, to submit your organisation's signed funding agreement, and any other documentation outlined in the letter of offer. If the documentation is not submitted within this timeframe, the funding may be reallocated to other projects.

Successful applicants will receive an initial milestone payment once the funding agreement has been signed and returned. Further payments will be made as progress reports are submitted. If you have an auspice, they will receive payments on your behalf.

## Funding conditions

**Successful applicants and auspicings organisations (if an auspice is used) are required to:**

- enter into a funding agreement with the West Gippsland CMA.
- be responsible for meeting contractual obligations to deliver the project, including submitting project progress reports and a final report by **30 November 2020**.
- adhere to all relevant legislation including Occupational Health and Safety requirements
- acknowledge the West Gippsland CMA and Victorian Government funding in publications and promotions.

## Reporting Requirements

Successful applicants will need to provide two progress reports during the project and a final report on completion of the project. Reporting templates will be provided to successful applicants.

**Progress reports will need to include:**

- A brief update of how the project is progressing
- Any issues or challenges
- Photos of completed work and activities

**The final report will need to include:**

- Photos showing funded work/activity.
- Details of how you spent the grant
- What you achieved with the funding
- Data that you collected during the project. Note - data may be made publicly available
- What you learnt while completing the project
- How the project will support the group, network or partnership into the future.

## Appendix 3: Mapping guidelines

**All projects must be mapped PRIOR to submitting your application.**

Mapping your project will assist you to quantify outputs (e.g. fence length, revegetation area).

Landcare Networks are required to use the WGCMA ArcGIS online mapping portal. All other groups are encouraged to use Google Earth or another similar online mapping tool. Google Earth can be downloaded for free.

A short video tutorial on using Google Earth for VLG mapping can be found here: <https://vimeo.com/265687728>

General instructions on how to use Google Earth can be found here:  
<https://www.google.com/earth/outreach/learn/annotating-google-earth/>

### Mapping – what you need to provide

*Each mapped item needs a separate identifying code/number.*

*Maps must be saved as **jpg** or **pdf** files to upload into your application.*

#### **Revegetation projects:**

- a polygon outlining each planting/direct seeding site.
- a line showing where fencing will be installed.

#### **Remnant vegetation protection projects:**

- a polygon outlining the area of remnant vegetation protected.
- a line showing where fencing will be installed.

#### **Weed control, soil trials or other on-ground work:**

- a polygon outlining the area where work will take place.

#### **Workshops, field days, training courses etc:**

- a point showing the location where the majority of activity will take place.