Victorian Landcare Grants

NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

North Central CMA

Guidelines 2018-19

Applications close 12 noon Tuesday 12 June

Victorian Landcare Program

VICTORIA
State Government

Victorian Landcare Grants in North Central

What are the Victorian Landcare Grants?

The Victorian Government is providing funding to support community-based natural resource management (NRM) groups and networks undertaking on-ground works, education and capacity building projects to protect and restore our land and environment.
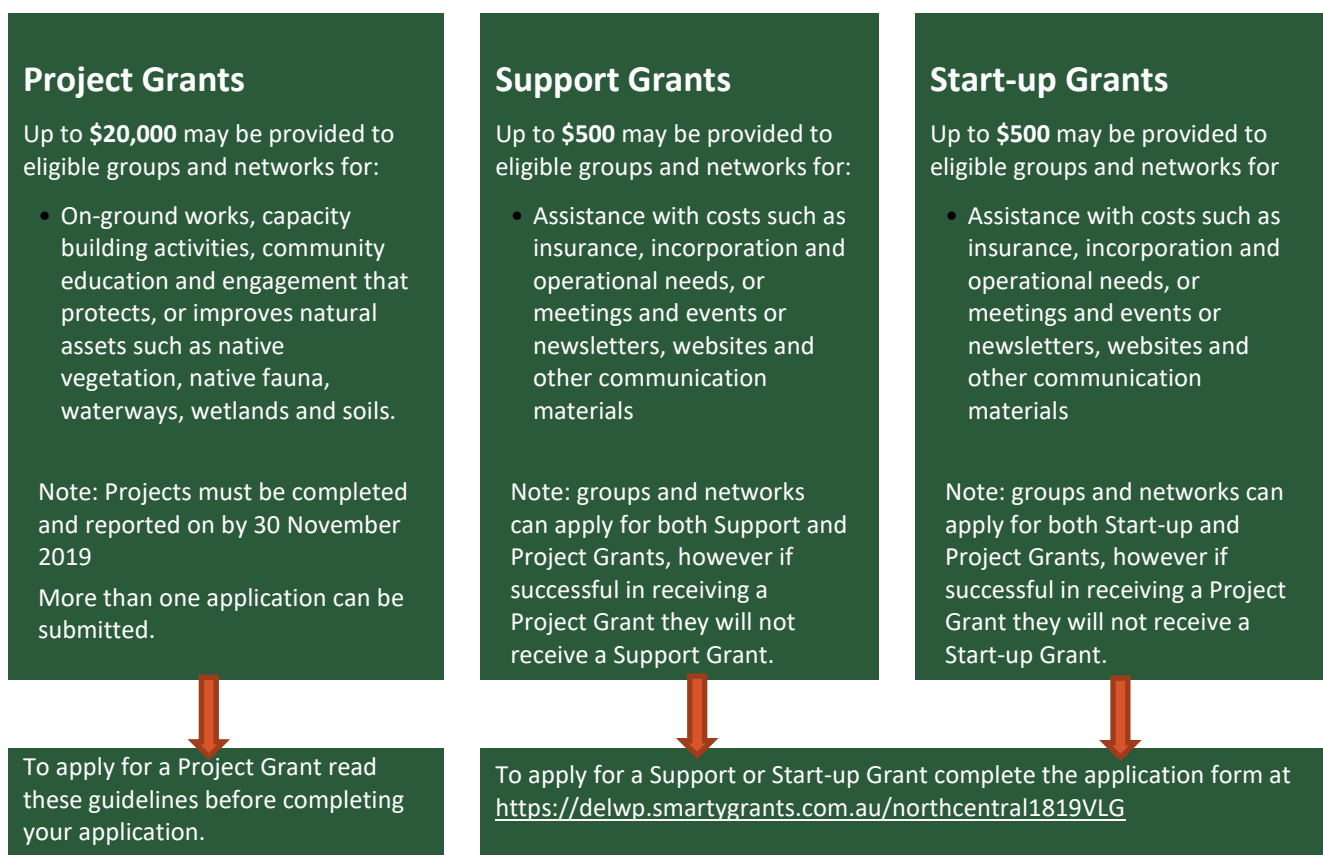
The objectives of the Victorian Landcare Grants are:

• 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 community-based NRM groups and networks by providing support and start-up grants, particularly for groups whose continuing existence will benefit from this support.

How much funding is available?

A total of $1.8 million is available for project, support and start-up 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 2019

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 materials

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.

Start-up 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 materials

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

To apply for a Project Grant read these guidelines before completing your application.

To apply for a Support or Start-up Grant complete the application form at https://delwp.smartygrants.com.au/northcentral1819VLG

When do applications close?

Applications close at 5pm on **12 noon Tuesday 12 June**.

Project Grant Requirements

Who can apply?

Grants are open to all Victorian community-based natural resource management (NRM) groups and networks with a focus on on-ground land and environment improvement work. This includes Landcare groups and networks, Friends of groups, Conservation Management Networks 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 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).

What will be funded?

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

• Are delivered within the North Central 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 auspicor.

• 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 2019

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 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 corridor 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.

Project Grant applicants will need to map the location(s) of the works (on-ground and community events) using http://map.nccma.vic.gov.au/external/?viewer=public and attach the map to their application. Click here for Step-by-step mapping guidance.

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 eg. 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 eg. 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 an 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.

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.

To apply click on this link:

https://delwp.smartygrants.com.au/northcentral1819VLG

Questions

For any queries and to discuss your application please contact:

Tess Grieves

Regional Landcare Coordinator

North Central CMA

Email: tess.grieves@nccma.vic.gov.au

Phone: (03) 5440 1890

Appendix 1: Useful information and resources

Regional Catchment Strategy

The North Central 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.

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*. 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

***If your project DOES NOT fall within an area of Cultural Heritage sensitivity then you are not required to take any further action. Please be aware that 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*, 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*
- Consult with the appropriate Registered Aboriginal Party (RAP) (link to state-wide RAPs provided below). The North Central CMA will assist groups to work with RAP's if required. Contact (03) 5448 7214 for assistance.
- Contact the Aboriginal Heritage Operations Team at Aboriginal Victoria on 1800 762 003 or Aboriginal.heritage@dpc.vic.gov.au for further assistance.

If your project will, or is likely to, cause harm to Aboriginal Cultural Heritage, you must apply for a Cultural Heritage Permit. You should include a separate budget item for the permit in your grant application and allow time (minimum 30 days) to complete the permit process. Please contact your Regional Landcare Coordinator to discuss your project grant application.

Any further questions regarding Aboriginal Cultural Heritage, please contact Aboriginal Victoria on 1800 762 003 or 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/

• Victorian Workcover Authority website: 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 from 1 January 2017. 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 or contact Landcare Victoria Incorporated on **P.** 9207 5527 **F.** 9207 5500 **E.** info@lvi.org.au

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
Land and environment outcome	20%	The extent to which the project contributes to protection and restoration of land and environment through on-ground works, community engagement and/or capacity building.
Community engagement and capacity building	20%	How well does the project engage and build the capacity of the group and/or volunteers and/or land managers and/or broader community.
Demonstrated need and community benefit	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.
Project design and group/network capacity	20%	Capacity of group/network to plan and deliver 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.
Value for money	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, support and start-up 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 being notified 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 payment once all paperwork has been completed and submitted. If you have an auspice, they will receive the payment on your behalf.

Funding conditions

Successful applicants and auspicing organisations (if an auspice is used) are required to:
- enter into a funding agreement with the CMA.
- be responsible for meeting contractual obligations to deliver the project and submit project reports by **30 November 2019**
- adhere to all relevant legislation including Occupational Health and Safety requirements
- acknowledge the CMA and Victorian Government funding in publications and promotions.

Reporting Requirements

You will need to provide a report on completion of the project. Reporting will be completed online using SmartyGrants, and the reporting template will be open during project delivery.

The report will need to include:
- 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.