

2017-18 Community Grants Program – North Central Victoria

Guidelines

These grants are proudly funded by the Australian Government's National Landcare Programme and the Victorian Government's Victorian Landcare Grants and Regional Riparian Action Plan.



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Acknowledgement of Country

The North Central Catchment Management Authority acknowledges Aboriginal Traditional Owners within the catchment area, their rich living culture and their spiritual connection to Country. We also recognise and acknowledge the contribution and interests of Aboriginal people and organisations in the management of land and natural resources.

Disclaimer

This publication may be of assistance to you but the North Central CMA 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.

Contact Us

For further information or assistance in completing your application, please contact the North Central CMA on:

Email: landcare@nccma.vic.gov.au

Phone: (03) 5448 7124

Website: www.nccma.vic.gov.au

The project team will also be available at the North Central CMA's Huntly office by appointment.

As applications are to be completed online, your local shire or council have advised that computer and internet facilities are available in local libraries, which are often free to use for members. Site visits and additional support from shire staff is possible in many areas. Contact the Regional Landcare Coordinator, Tess Grieves for more information.

Introduction

These guidelines will assist you in preparing your application for the *2017-18 Community Grants Program – North Central Victoria*, which is administered by the North Central Catchment Management Authority (CMA).

All applications will be online via SmartyGrants: <https://nccma.smartygrants.com.au>

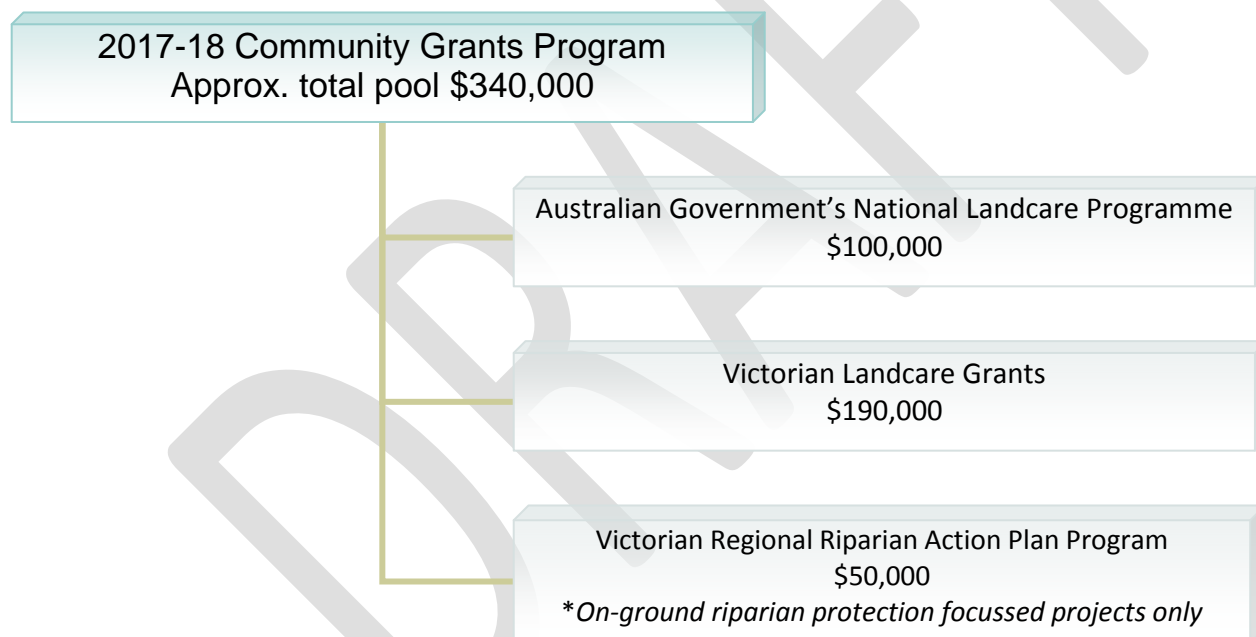
***Uninterrupted internet connection is required while completing the application online**

Funding for the program is provided by the Australian Government's National Landcare Programme, the Victorian Government's Victorian Landcare Grants and Regional Riparian Action Plan program. A total pool of approximately \$340,000 funding is available and will be allocated through a competitive grants process.

** Regional Riparian Action Plan funding will only fund the following on-ground riparian works: fencing, revegetation and weed control.*

The North Central CMA created the Community Grants program in 2015 to allow community groups and individuals to apply for available grant funding in one streamlined process, accessing a larger funding pool. It should be noted that individuals are only eligible for grants under the Australian Governments' National Landcare Programme portion of funds. Landcare Groups are eligible for grants under all three streams of funding, see Figure 1 below.

Figure 1. Funding stream overview for 2017-18 Community Grants program



There are three grant types available:

1. Maintenance (up to **\$500**/group or network) and Start-up Grants (up to **\$500**/group or **\$1,000**/network) for groups and networks
2. Project Grants (**up to \$10,000**) for individuals and groups
3. Landcare Network Grants (**up to \$15,000**) for Landcare network (**refer to eligibility section on Page 5*)

Project and Network Grant recipients cannot also receive a Maintenance or Start-Up grant. However, groups and networks are encouraged to apply for both.

Applications close 5.00 pm Friday 23 June 2017. Late applications WILL NOT be accepted.

For further assistance in completing your application please contact the North Central CMA by emailing landcare@nccma.vic.gov.au or phone 03 5448 7124.

Funding priorities

The 2017-18 Community Grants Program – North Central Victoria will fund individuals, community groups and Landcare networks to undertake projects in the following priority areas:

1. Protection and/or enhancement works that link local priorities to the North Central Regional Catchment Strategy priority assets, such as priority waterways, wetlands, soils and native vegetation communities.
2. Capacity building activities for land stewardship and on-ground change.
3. Improvements to the natural resource base of agricultural landscapes through innovative sustainable agricultural trials and communication of results, and/or implementation of biodiversity enhancement works on farm.
4. Community engagement activities to increase community awareness, participation, knowledge and skills in natural resource management (NRM) and sustainable agriculture.
5. Protection or enhancement of nationally significant ecological species, communities, places or values. For example, Ramsar wetlands, nationally threatened species or native vegetation communities.
6. Group and network start-up or maintenance funding to cover administration, insurance and incidental costs associated with running a community-based environment or farming systems group or network.

There is no restriction on where on-ground projects are located within the North Central CMA region, however preference is given to projects that align with regional, state and/or national priorities.

Example activities

Example activities for each of the priority funding areas are outlined in the table below.

Priority area	Example activities
1. Protection and/or enhancement of North Central Regional Catchment Strategy priority assets	Protective fencing Revegetation Riparian and wetland restoration Remnant protection Pest plant or animal control
2. Capacity building activities for land stewardship and onground change	Strategic/action planning Monitoring and evaluation Training courses (i.e. skill needs in NRM or sustainable agriculture) Business/ Group continuance planning Peer to Peer/ Shared learning networks
3. Improvements to the natural resource base of agricultural landscapes	Shelterbelts to increase on farm biodiversity (i.e. native shelterbelts, not agroforestry) Soil health improvements Erosion control Salinity plantings Innovative trials for sustainable agriculture practices
4. Community engagement activities to increase awareness, participation, knowledge and skills in NRM and sustainable agriculture	Workshops and field days Community planting days Promotional materials
5. Protection or enhancement of nationally significant ecological species, communities, places or values.	Remnant protection Local flora and fauna surveys Nest boxes
6. Group and network start-up or maintenance funding	Incorporation fees/ Insurance costs Newsletter printing Meeting expenses

Below are some examples of the types of projects that are applicable:

- *Protecting the Black Valley River* – Group planning to identify sites for fencing to exclude livestock, control weeds and revegetation (includes promotional materials and advertising for community planting day).
- *Sustainable soils* – Coordination of soil health projects on 30 farms in the upper catchment. Work includes salinity plantings, perennial pasture trials and visual soils assessment training for landholders.
- *Habitat conservation management course* – Engaging volunteers in a training program to up skill Landcare members focussing on best practice principles and conservation land management techniques.

Eligibility

* Applications will not be assessed if they do not meet eligibility criteria

Individuals must fulfil the following requirements to be eligible for a Project Grant:

- Be based in the North Central CMA region
- Be readily able to show that the project has local support and a connection to the community
- All final reports for previous grants/funding have been submitted to the North Central CMA
- Obtain public liability insurance, if their application is successful, where activities involve other people.

Groups must fulfil the following requirements to be eligible for a Project Grant:

- Be based in the North Central CMA region
- Be a 'not-for-profit' community-based group that is incorporated or operate under the auspices of an incorporated organisation
- Provide a statement of your current financial position, including funds allocated to projects in progress and residual operating funds
- All final reports for previous grants/funding have been submitted to the North Central CMA
- Be insured for public liability insurance of \$10M and personal accident insurance (or operate under the auspices of an organisation that carries such insurance)
- Provide a copy of the certificate of currency or 'Confirmation of Cover' of insurance¹
- Have completed the 2016-17 'Supporting Landcare in North Central Victoria' survey. Complete it online at <http://www.surveygizmo.com/s3/3554804/Landcare-Survey-2017-18> or request a hard copy survey from North Central CMA

To be eligible for a Landcare Network Grant, Landcare Networks must provide evidence that their project is:

- Driven by the Landcare Network plan or develop a plan for the Landcare Network
- Supported by member groups
- Have completed the 2016-17 'Supporting Landcare in North Central Victoria' survey. Complete it online at <http://www.surveygizmo.com/s3/3554804/Landcare-Survey-2017-18> or request a hard copy survey from North Central CMA
- Building the capacity of the Landcare Network and the representative groups
- Not implementing an on ground works project on behalf of a member group. In this case, the Landcare Group is advised to submit an application for a Project Grant.
- Landcare Network Grants are tiered to reflect the number of groups supported within a given network. The CMA will utilise either the list of supported groups provided in a Facilitator's PDP supplied to the CMA via DELWP or similar list of representative groups if a network is not DELWP facilitated (e.g. Campaspe Shire Landcare Network).

The funding tiers will be applied as follows:

- Tier 1 – \$15,000 (more than 20 groups supported)
- Tier 2 – \$10,000 (10-20 groups supported)
- Tier 3 – \$5,000 (less than 10 groups supported)

All successful applicants will be required to provide or demonstrate the following prior to grant payment:

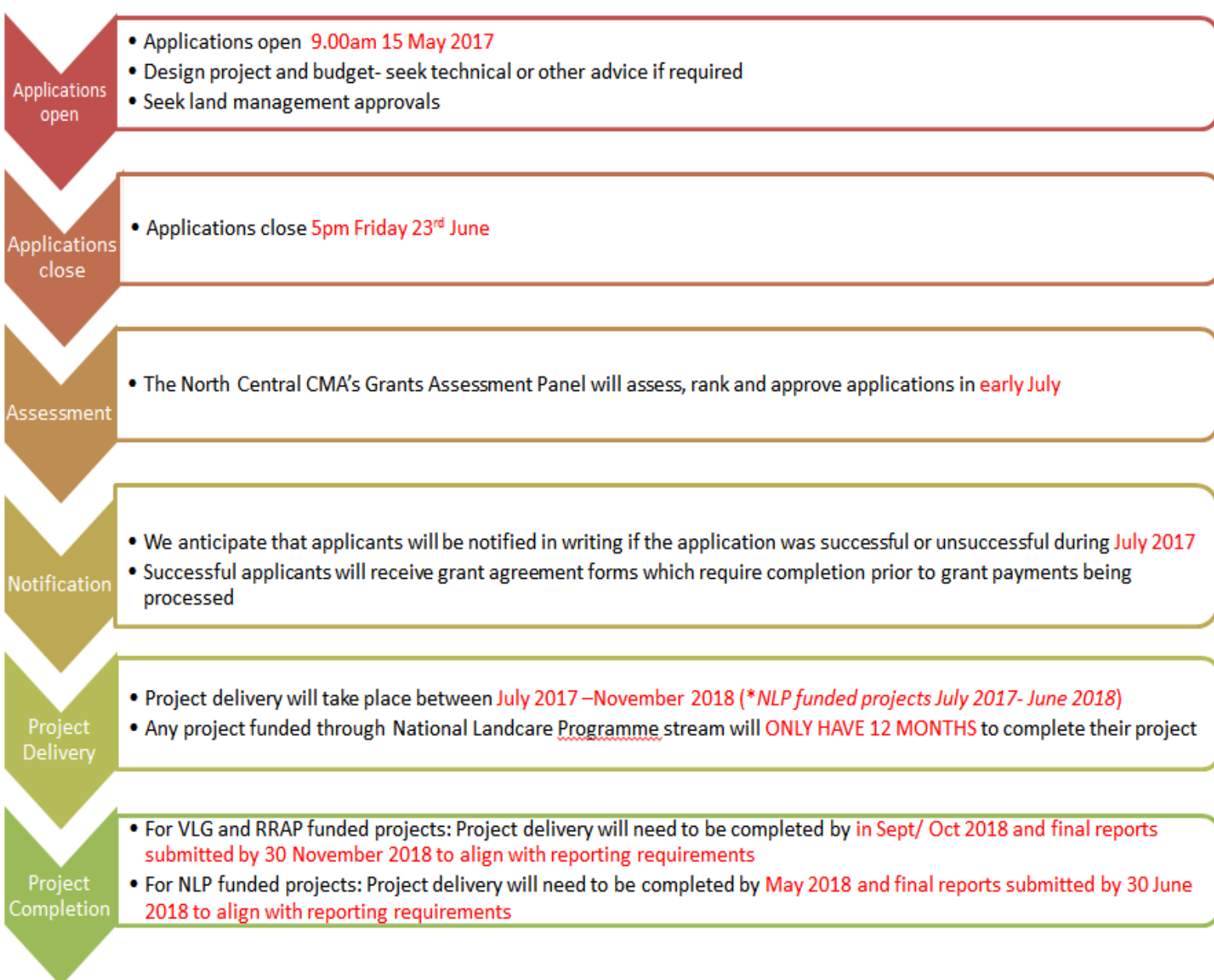
- Documentation of compliance with various laws and regulations, including cultural heritage protection and Works on Waterways permits
- Public Land manager written approval for on-ground works.

Restrictions

The following restrictions apply to Project and Landcare Network Grants:

- **Grants are not to be used for**
 - Shooting (or ammunition or arms)
 - Poisoning, explosive or fumigation methods for invasive animal control, nor may these activities be contracted out by groups using funding from the 2017-18 Community Grants Program – North Central Victoria
 - Warren/den ripping is an eligible activity, but groups must demonstrate that they have taken safety, cultural heritage and biodiversity impacts into account
 - Purchase of capital items exceeding \$3,000
- On-ground works should not include on-going maintenance – the responsibilities for on-going maintenance will be specified in the agreement between the North Central CMA and groups.

Timelines



Assessment criteria

The Community Grants are a competitive process; not all applications are expected to be successful. Project and Landcare Network Grants will be assessed against the following criteria:

- Level of impact– how much impact (in terms of environmental benefit, community benefit, capacity, knowledge and skill) will the project have towards the project objectives?
- Technical feasibility– to what extent are the proposed activities technically feasible?
- Level of community participation– what is the level of landholder/community participation in the project?
- Likelihood of success due to social/community factors) – what is the level of local support and partnerships?

**Projects that do not meet eligibility criteria, as per the application form, will not be assessed.*

Reporting requirements

Individuals, groups and networks receiving a grant through the 2017-18 Community Grants Program – North Central Victoria will be required to lodge a final report with mapping to the CMA once the project is complete. **The reporting must be lodged with the CMA by June 2018 (NLP funded projects) or November 2018 (VLG and RRAP funded projects).** This will allow the North Central CMA to fulfil its reporting obligations to the Australian and Victorian Governments.

Random audits of projects may be conducted to ensure that reporting has been accurate. Groups should return all uncommitted funds to the North Central CMA with their final reports, unless the North Central CMA has given permission for the funds to be carried over. Returned funding will be used to fund future Community Grant rounds.

Useful websites

ArcGIS online map:

<http://northcentralcma.maps.arcgis.com/apps/webappviewer/index.html?id=77617315422e456288face72d45027f0>

Agriculture Victoria: <http://agriculture.vic.gov.au/>

Department of Environment, Land, Water & Planning: <http://www.DELWP.vic.gov.au/>

Landcare Victoria Inc. & Insurance: <https://www.landcarevic.org.au/groups/state/lvi/>

North Central CMA Regional Catchment Strategy: <http://www.nccma.vic.gov.au/Resources/Publications/index.aspx>

North Central CMA Waterway Strategy:

http://www.nccma.vic.gov.au//Publications/StrategiesPlans/index.aspx?itemDetails=7898&objectType=kms&searchfields=cs_ItemName

Office of Aboriginal Affairs Victoria (OAAV): www.aboriginalaffairs.vic.gov.au

Parks Victoria: <http://parkweb.vic.gov.au/>

Victorian Resources Online: <http://vro.agriculture.vic.gov.au/dpi/vro/vrosite.nsf/pages/vrohome>

Victorian Government Acts: www.austlii.edu.au/au/legis/vic/consol_act/

Victorian Landcare Gateway: <https://www.landcarevic.org.au/>

National Landcare Programme: <http://www.nrm.gov.au/national-landcare-programme>

Completing the application form

Details for important sections on the application form have been outlined to provide all necessary information for your grant application. When you enter the SmartyGrants link, we recommend you firstly '**Preview the Form**' to see the whole application and assess the level of information you will require before proceeding to fill in the form.

You can save and come back to the application at any time prior to the application closure date.

Get started: <https://nccma.smartygrants.com.au>.

An uninterrupted internet connection is vital whilst you complete your application.

Applicant details (Section 1)

Groups and networks must be incorporated, or be auspiced by an incorporated organisation. You will need to contact and seek permission from the sponsoring organisation before applying as that organisation will be legally responsible. If your application is successful, the host organisation will be required to sign the project agreement and manage the funding.

If your group is not incorporated but wishes to be, information is available from the Department of Consumer Affairs www.consumer.vic.gov.au. You can also become incorporated under Landcare Victoria Inc. (previously FTLA) – go to: <https://www.landcarevic.org.au/groups/state/lvi/>

Insurance¹

Groups and networks must have public liability insurance of at least \$10M, or be hosted under the auspices of a group or network that carries such insurance.

If your group is not insured, go to <https://www.landcarevic.org.au/groups/state/lvi/> or contact Susi Johnson at LVI for information about insurance for groups on (03) 9207 5527

Have you attached a copy of your certificate of currency?

A certificate of currency is a summary of the insurance cover showing relevant details. The certificate is available upon request from your insurer or insurance broker and is common in the insurance industry (your insurer/broker should not charge you for a certificate of currency). The certificate needs to be stamped and signed by the insurer and show an expiry date. For those groups and networks insured by the LVI, a certificate of currency is not necessary as the LVI will provide a list of insured groups to the North Central CMA.

¹ Please note that for VLI Member Groups a certificate of currency is not necessary, as the VLI will provide a list to the North Central CMA of all current member groups.

Previous project funding

If you are seeking or leveraging funding from another investor to support this project, please provide an explanation of the investor, amount and type of support provided.

Supporting Landcare in North Central Victoria Survey- for Groups, Networks and CMN's only

To be eligible to apply for a grant, groups, networks and CMN's must have completed the '2016-17 Supporting Landcare in North Central Victoria' survey by the **5.00 pm Friday 23 June 2017**. We encourage you to complete the survey online via <http://www.surveygizmo.com/s3/3554804/Landcare-Survey-2017-18>

*Please note: Individuals that apply for grants (i.e. not on behalf of a group) are not required to complete the survey.

The survey times out after around 25 minutes. PLEASE press the SAVE button if you need to leave the survey. The information from this survey is vital for the annual North Central Landcare report card and the Victorian Landcare report card which showcase the influence and success of Landcare across the region.

Project details (Section 2)

Project aim

Project grants should contribute to one or more of the funding priorities outlined on Page 4.

Project site

Please note this section is required only for projects involving on-ground works.

We purchased a small number of subscriptions to an online mapping service in 2015, called ArcGIS Online. The mapping system has been a part of the grants program since 2015. It assists applicants to quantify outputs, identify areas of cultural sensitivity and importantly, identify public land ownership

Refer to Appendix C of these guidelines for instructions on using ArcGIS Online to create project maps.

Project description & objectives (Section 2)

Project Grants fund a variety of activities including on-ground works and community capacity building or a combination of these. You may consider including one or more of these types of activities in your project description.

Landcare Network Grants should support member groups needs and focus on capacity building, training, skill development and planning activities.

On-ground works

On-ground activities could include revegetation, fencing, weed control, rabbit control etc. Detailed criteria for on-ground works can be found in Appendix B. You must ensure that any proposed on-ground works are consistent with these criteria. On-ground works may also include trialling new and/or innovative NRM or sustainable agriculture practices or undertaking research.

Capacity building

Capacity building activities aim to develop the participation, skills, abilities and relationships within your community group. Capacity building activities could include:

- volunteer recruitment activities
- training (e.g. chemical user courses)
- local action plans
- field days
- bus tours
- workshops (e.g. grant writing)
- communication and promotional resources (e.g. brochures/ interpretive signage)

Project Partners

List all partners (other community groups, local government, industry groups etc.) and what their active involvement will be in the project.

Project's strategic alignment (Section 3)

To be eligible for a Project or Landcare Network Grant, projects must align with local, regional, state or national plans and strategies. For example, a local Landcare Network plan, council environment strategy or the North Central Regional Catchment Strategy. Quote or describe the section of the plan or strategy that your project targets and give details on how the project contributes to this plan or strategy.

Landcare Network Grant applications must align with their Landcare Network plan or develop a plan for the Landcare Network.

Local projects likelihood of success is often largely determined by evidence of community support. Provide a description of how your project planning has involved other organisations or groups.

Technical feasibility (Section 4)

You or your group need to provide an explanation of **why** you have chosen your proposed activity/method/trial. Example questions to guide thinking include;

- Why is proposed method of erosion control appropriate?
- Why are the proposed revegetation species suitable for your project?
- Why is the proposed trial appropriate for improving soil health?

It is very valuable to also think through what strategies/actions you or your groups will take to reduce the likelihood of failure e.g. allowing for follow up watering, seasonal condition outlooks, utilizing expert advice for trails.

Project outputs (Section 5)

You or your group will need to estimate the quantity of outputs to be delivered. Fill in the quantity of the outputs that are relevant to your project. If your project has outputs that don't appear in the list, describe it in the "Other" section and include a unit of measure. If your application is successful you will be required to report against these targets at the completion of your project.

Your mapping should match your project outputs. You may find mapping first is useful in assisting you to quantify/measure the outputs if you aren't sure on the exact quantity (e.g. fencing km's, revegetation ha).

Project budget (Section 6)

You or your group will need to prepare a budget for your project and estimate the quantity of outputs to be delivered. In-kind or co-contributions are encouraged and should be listed in the project budget. In-kind contributions examples include; local government, corporate and philanthropic investment; volunteer labour, donated materials and machinery use (the equivalent dollar value can be calculated using commercial rates).

Standard costings

The following indicative costing should be used in your application:

- Volunteer labour - **\$30 per person per hour**
- Fencing materials – **up to \$4.50 per metre**
- Tubestock per plant inc. guard & stake – **\$1.50 ea**

**If standard plant guarding is not sufficient for your area, please detail why costs are higher within your application*

Volunteer hours

What is the total number of hours that volunteers will be working on the project? The time is not restricted to on-ground works and includes other functions like administration and project planning.

Example budget

Output	Task	Grant funding (ex GST)	Other cash or in kind contribution
Fence	<i>Purchase material 2kms @ \$4.50/m</i>	\$9,000	
	<i>Construct fence</i>		<i>Volunteer labour 150hrs X \$30/hr = \$4,500 Tractor 20hrs X \$70/hr = \$1,400</i>
Vegetation	<i>Purchase tubestock and guards: 300 @ \$1.50each</i>	\$450	
	<i>Ground preparation by ripping</i>		<i>Volunteer labour 3 hour X \$30/hr = \$90 Tractor 3 hours X \$70p/hr = \$210</i>
	<i>Plant tubestock</i>		<i>Volunteer labour 30hrs X \$30/hr = \$900</i>
Pest animal control	<i>Ripping of burrows at site 2, 3 and 4.</i>		<i>Volunteer labour 30 hours X \$30/hr = \$900 Tractor 30hrs X \$70/hr = \$2,100</i>
Weed control	<i>Contractor hire to spray blackberry and gorse at site 1 . * Quote attached 3 hours @ \$80 =</i>	\$240	
Engagement event	<i>Advertising, catering and venue hire for the spot lighting evening in the Bushy Reserve</i>		<i>Group contribution advertising = \$50 Group contribution catering = \$150 Group contribution venue hire = \$50</i>
	<i>Guest speaker to talk on wildlife in Bushy Reserve at spot lighting evening. 1 hours @ \$60/hr</i>	\$60	
Project management	<i>Co-ordinate application, tree planting day and the spot lighting evening. 8 hours @ \$30/hr</i>	\$240	
Total		\$9,990	

GST: All costs within your project budget should be exclusive of GST. If your group or organisation is registered to collect GST, the additional 10% will be added to the total allocated funds you receive from North Central CMA, as per your invoice and grant contract paperwork.

Project Work Plan (Section 7)

Work plan

Provide an outline of the activities you will undertake within the project delivery period from June 2017- October 2018

Measuring effectiveness

Minimum suggested activities are:

- Where on-ground works are undertaken one photo-monitoring point should be established (with photos taken before and after works).
- Works mapping that details the location of on-ground works
- One photo of a group activity
- Engagement events will need to report basic information (date, venue, attendance counts, and so on).

Consultation, permits, approvals and compliance with legislation for on-ground works (Section 8)

a) Land manager approval

Permission from the land manager must be sought where on-ground works are proposed. This includes permission from the public land manager when proposing works on Crown land or leased roads. You must include proof or approval within your application e.g. Email confirmation or formal letter of support. The mapping tool has a function to identify the land manager of your site.

b) Aboriginal cultural heritage compliance

Aboriginal Cultural heritage protection is important for all Australians. The *Aboriginal Heritage Act 2006* creates a legal obligation that ensures Aboriginal Cultural Heritage sites are protected. Minimising harm to cultural heritage must be considered when planning projects that will disturb the earth (e.g. activities like rabbit ripping, fencing, widening paths and streamside works) particularly in areas of cultural sensitivity. It is an offence to do an act that will harm, or is likely to harm Aboriginal Heritage, except in accordance with a cultural heritage permit or an approved cultural heritage management plan.

It is your responsibility to find out if your planned project site is within an area of cultural sensitivity. To do this you can:

- Check your project site on ArcGIS Online – refer to Appendix C for mapping instructions. Alternatively, look at the Cultural Resource Management Map on the Office of Aboriginal Affairs Victoria (OAAV) website to see if your project site is within an area of cultural heritage sensitivity. To do this, go to www.aboriginalaffairs.vic.gov.au. Click on [Aboriginal Cultural Heritage](#) for general information about cultural heritage. Click on [Heritage Tools](#) for maps and assessment tools. The heritage tool will determine if your planned activities are exempt from a Cultural Heritage Management Plan. ***Save & attach the Heritage Tools report to your application**
- If your project is on public land, contact the land manager (e.g. council, Parks Victoria etc). The land manager is responsible for ensuring that the project complies with the *Aboriginal Heritage Act 2006*

If your project is in an area of cultural sensitivity, you should include a separate activity/ item in your budget for a consultant to assess your project area for sites of Aboriginal cultural heritage.

If your project is successful and in an area of cultural sensitivity, you will be required to provide a written plan demonstrating cultural heritage compliance prior to grant payment.

c) Native vegetation damage or removal

Firstly, consider whether there are other options that would avoid the need to remove, destroy or impact native vegetation. If native vegetation impacts can't be avoided, your first point of contact should be your local council. You may need a planning permit depending on the planning controls affecting the property. Please note, approval cannot be guaranteed as local councils will assess each application on its merits. For full details on farming and native vegetation permit requirements visit: <https://www.environment.vic.gov.au/native-vegetation/native-vegetation>

If you don't need a permit you will need to show that this is the case. By providing a map or copy of correspondence that clarifies the approval or an exemption.

If your project is successful and you require a permit, you will be required to provide a copy of the permit prior to grant payment.

d) **Invasive plants and animals**

Under the *Catchment and Land Protection (CaLP) Act 1994* certain plants are declared as noxious weeds in Victoria and are classified as:

- **State Prohibited-** either do not occur in Victoria, or are present in small enough numbers to be reasonably deemed eradicable from the State. Control is the responsibility of the DELWP wherever they occur across the State.
- **Regionally Prohibited-** not widely distributed across the CMA region but are capable of spreading further. It is reasonable to expect that these weeds can be eradicated from the CMA region. Control is the responsibility of both public and private land managers on their land and VIC Roads on Declared Roads under the *Victorian Transport Act 1983*, and DELWP on other roadsides.
- **Regionally Controlled-** exist in the CMA region and are usually widespread. Continued control measures are required to prevent further spread to clean land. Control is the responsibility of both public and private land managers on their land and VIC Roads on Declared Roads under the *Victorian Transport Act 1983*.
- **Weeds of National Significance-** Thirty two [Weeds of National Significance](#) (WoNS) have been identified by Australian governments based on their invasiveness, potential for spread and environmental, social and economic impacts.

Refer to Appendix A for a full list of weeds in the North Central CMA region and Appendix B for more information on invasive plant and animal control.

e) **Working on Waterways permits**

If your project is planning to work on or near waterways, you may require a 'Works on Waterways' permit. The Regional Landcare Coordinator will provide the necessary paperwork to successful applicants for completion prior to grant payment. There is no cost associated with these permits. For further information please contact the North Central CMA on (03) 5448 7124 or visit www.nccma.vic.gov.au (Search 'Works on Waterways Licence').

f) **Occupational health and safety**

You need to ensure you have safe systems of work in place and provide a safe, healthy and secure work environment for your group, volunteers, contractors and anyone else that participates in the project or visits your worksite.

The North Central CMA does not intend to assume control of any works or worksites for which grant funds are devolved under the *2016-17 Community Grants Program – North Central Victoria*. In terms of Occupational Health and Safety (OH&S), the North Central CMA expects that all works funded under the program are carried out in accordance with the *Occupational Health and Safety Act 2004*.

You can find resources on OH&S tailored to community groups on the following websites:

- The Victorian Landcare Gateway: www.landcarevic.net.au/resources/for-groups/ohs
- The Victorian Workcover Authority's website: www.vwa.vic.gov.au

Applicant declaration (Section 9)

Authorised persons signature: Required for all grant applications. Applications made by an individual require their signature as the project manager.

Checklist (Section 10)

A final check that all the relevant components of your application are attached including maps and revegetation lists.

For Landcare groups and networks, you will be asked to attach your current financial statement.

Appendix A

Declared noxious weed list for the North Central CMA region.

State Prohibited Weeds	
Common name	Botanical name
Alligator weed	<i>Alternanthera philoxeroides</i> (Mart.) Griseb.
Bear-skin fescue	<i>Festuca gautieri</i> (Hack.) K. Richt.
Black knapweed	<i>Centaurea nigra</i> L.
Branched broomrape	<i>Orobanche ramosa</i> L.
Camel thorn	<i>Alhagi maurorum</i> Medik.
Giant knotweed	<i>Fallopia sachalinensis</i> (F. Schmidt ex Maxim) Ronse Decr.
Giraffe thorn	<i>Acacia erioloba</i> E. Mey
Hawkweed	<i>Hieracium</i> spp.
Horsetail	<i>Equisetum</i> L. spp.
Ivy-leafed sida	<i>Malvella leprosa</i> (Ortega) Krapov.
Japanese knotweed	<i>Fallopia japonica</i> (Houtt.) Ronse Decr.
Japanese knotweed hybrid	<i>Fallopia x bohemica</i> (Chrtk & Chrtkova) J.P. Bailey
Karoo thorn	<i>Acacia karroo</i> Hayne
Lagarosiphon	<i>Lagarosiphon major</i> (Ridl.) Moss
Lobed needle grass	<i>Nassella charruana</i> (Arechav.) Barkworth
Marijuana	<i>Cannabis sativa</i> L.
Mesquite	<i>Prosopis</i> spp.
Mexican feather grass	<i>Nassella tenuissima</i> (Trin.) Barkworth
Nodding thistle	<i>Carduus nutans</i> L.
Parthenium weed	<i>Parthenium hysterophorus</i> L.
Perennial ragweed	<i>Ambrosia psilostachya</i> DC.
Poverty weed	<i>Iva axillaris</i> Pursh.
Salvinia	<i>Salvinia molesta</i> D.S. Mitch.
Tangled hypericum	<i>Hypericum triquetrifolium</i> Turra
Water hyacinth	<i>Eichhornia crassipes</i> (Mart) Solms

Regionally Prohibited Weeds	
Common name	Botanical name
African daisy	<i>Senecio pterophorus</i> DC.
African feather grass	<i>Pennisetum macrourum</i> Trin.
Boneseed/Bitou bush	<i>Chrysanthemoides monilifera</i> (L.) Norl.
Californian/Perennial thistle	<i>Cirsium arvense</i> (L.) Scop.
Scotch/Heraldic thistle	<i>Onopordum acanthium</i> L.
Serrated tussock	<i>Nassella trichotoma</i> (Nees.) Hack.ex Arechav.
Soldier thistle	<i>Picnomon acarna</i> (L.) Cass.
Tiger pear	<i>Opuntia aurantiaca</i> Lindl.

Regionally Controlled Weeds	
Common name	Botanical name
African boxthorn	<i>Lycium ferocissimum</i> Miers
African love grass	<i>Eragrostis curvula</i> (Schrud.) Nees
Amsinckia	<i>Amsinckia</i> spp.
Arrowhead	<i>Sagittaria</i> L. spp.
Artichoke thistle	<i>Cynara cardunculus</i> L.
Bathurst burr	<i>Xanthium spinosum</i> L.
Blackberry	<i>Rubus fruticosus</i> L. agg.
Caltrop	<i>Tribulus terrestris</i> L.
Cape tulip (one-leaf)	<i>Moraea flaccida</i> (Sweet) Steud.
Cape tulip (two-leaf)	<i>Moraea miniata</i> Andrews
Golden thistle	<i>Scolymus hispanicus</i> L.
Gorse/Furze	<i>Ulex europaeus</i> L.
Hardheads/Russian knapweed	<i>Rhaponticum repens</i> (L.) Hildalgo
Horehound	<i>Marrubium vulgare</i> L.
Illyrian thistle	<i>Onopordum illyricum</i> L.
Khaki weed	<i>Alternanthera pungens</i> Kunth.
Noogoora burr/Californian burr	<i>Xanthium strumarium</i> L.
Paterson's curse	<i>Echium plantagineum</i> L.
Prairie ground cherry	<i>Physalis hederifolia</i> A. Gray
Prickly pear (drooping)	<i>Opuntia monacantha</i> Haw.
Prickly pear (erect)	<i>Opuntia stricta</i> (Haw.) Haw.
Silverleaf nightshade	<i>Solanum elaeagnifolium</i> Cav.
Spiny burr grass/Gentle Annie	<i>Cenchrus longispinus</i> (Hack.) Fernald
Spiny rush	<i>Juncus acutus</i> L.
St. John's wort	<i>Hypericum perforatum</i> L.
Sweet briar	<i>Rosa rubiginosa</i> L.
Thorn apple (common)	<i>Datura stramonium</i> L.
Thorn apple (long-spine)	<i>Datura ferox</i> L.
Thorn apple (recurved)	<i>Datura inoxia</i> Mill.
Wheel cactus	<i>Opuntia robusta</i> H.L. Wendl. ex. Pfeiff.
Wild garlic	<i>Allium vineale</i> L.

* Victorian Community Weed

Note: this list is current as of the North Central Invasive Plants and Animals Strategy 2010-15.

Weeds of National Significance (WoNS)	
Common Name	Scientific Name
Alligator Weed	<i>Alternanthera philoxeroides</i>
Gamba Grass	<i>Andropogon gayanus</i>
Pond Apple, Pond-apple Tree, Alligator Apple, Bullock's Heart, Cherimoya, Monkey Apple, Bobwood, Corkwood	<i>Annona glabra</i>
Madeira Vine, Jalap, Lamb's-tail, Mignonette Vine, Anredera, Gulf Madeiravine, Heartleaf Madeiravine, Potato Vine	<i>Anredera cordifolia</i>
Asparagus Fern, Ground Asparagus, Basket Fern, Sprengi's Fern, Bushy Asparagus, Emerald Asparagus	<i>Asparagus aethiopicus</i>
Climbing Asparagus, Climbing Asparagus Fern	<i>Asparagus africanus</i>
Bridal Creeper, Bridal Veil Creeper, Smilax, Florist's Smilax, Smilax Asparagus	<i>Asparagus asparagoides</i>
Bridal Veil, Bridal Veil Creeper, Pale Berry Asparagus Fern, Asparagus Fern, South African Creeper	<i>Asparagus declinatus</i>
Climbing Asparagus-fern	<i>Asparagus plumosus</i>
Asparagus Fern, Climbing Asparagus Fern	<i>Asparagus scandens</i>
Prickly Pears	<i>Austrocylindropuntia spp.</i>
Cabomba, Fanwort, Carolina Watershield, Fish Grass, Washington Grass, Watershield, Carolina Fanwort, Common Cabomba	<i>Cabomba caroliniana</i>
Boneseed	<i>Chrysanthemoides monilifera subsp. monilifera</i>
Bitou Bush	<i>Chrysanthemoides monilifera subsp. rotundata</i>
Rubber Vine, Rubbervine, India Rubber Vine, India Rubbervine, Palay Rubbervine, Purple Allamanda	<i>Cryptostegia grandiflora</i>
Prickly Pears	<i>Cylindropuntia spp.</i>
Broom, English Broom, Scotch Broom, Common Broom, Scottish Broom, Spanish Broom	<i>Cytisus scoparius</i>
Cat's Claw Vine, Yellow Trumpet Vine, Cat's Claw Creeper, Funnel Creeper	<i>Dolichandra unguis-cati</i>
Water Hyacinth, Water Orchid, Nile Lily	<i>Eichhornia crassipes</i>
Flax-leaved Broom, Mediterranean Broom, Flax Broom	<i>Genista linifolia</i>
Montpellier Broom, Cape Broom, Canary Broom, Common Broom, French Broom, Soft Broom	<i>Genista monspessulana</i>
Hymenachne, Olive Hymenachne, Water Stargrass, West Indian Grass, West Indian Marsh Grass	<i>Hymenachne amplexicaulis</i>
Cotton-leaved Physic-Nut, Bellyache Bush, Cotton-leaf Physic Nut, Cotton-leaf Jatropha, Black Physic Nut	<i>Jatropha gossypifolia</i>
Lantana, Common Lantana, Kamara Lantana, Large-leaf Lantana, Pink Flowered Lantana, Red Flowered Lantana, Red-Flowered Sage, White Sage, Wild Sage	<i>Lantana camara</i>
African Boxthorn, Boxthorn	<i>Lycium ferocissimum</i>
Mimosa, Giant Mimosa, Giant Sensitive Plant, Thorny Sensitive Plant, Black Mimosa, Catclaw Mimosa, Bashful Plant	<i>Mimosa pigra</i>
Chilean Needle grass	<i>Nassella neesiana</i>
Serrated Tussock, Yass River Tussock, Yass Tussock, Nassella Tussock (NZ)	<i>Nassella trichotoma</i>
Prickly Pears	<i>Opuntia spp.</i>
Parkinsonia, Jerusalem Thorn, Jelly Bean Tree, Horse	<i>Parkinsonia aculeata</i>

Bean	
Parthenium Weed, Bitter Weed, Carrot Grass, False Ragweed	<i>Parthenium hysterophorus</i>
Mesquite, Algaroba	<i>Prosopis spp.</i>
Blackberry, European Blackberry	<i>Rubus fruticosus aggregate</i>
Delta Arrowhead, Arrowhead, Slender Arrowhead	<i>Sagittaria platyphylla</i>
Willows except Weeping Willow, Pussy Willow and Sterile Pussy Willow	<i>Salix spp. except S.babylonica, S.x calodendron & S.x reichardtii</i>
Salvinia, Giant Salvinia, Aquarium Watermoss, Kariba Weed	<i>Salvinia molesta</i>
Fireweed, Madagascar Ragwort, Madagascar Groundsel	<i>Senecio madagascariensis</i>
Silver Nightshade, Silver-leaved Nightshade, White Horse Nettle, Silver-leaf Nightshade, Tomato Weed, White Nightshade, Bull-nettle, Prairie-berry, Satansbos, Silver-leaf Bitter-apple, Silverleaf-nettle, Trompillo	<i>Solanum elaeagnifolium</i>
Athel Pine, Athel Tree, Tamarisk, Athel Tamarisk, Athel Tamarix, Desert Tamarisk, Flowering Cypress, Salt Cedar	<i>Tamarix aphylla</i>
Gorse, Furze	<i>Ulex europaeus</i>
Prickly Acacia, Blackthorn, Prickly Mimosa, Black Piquant, Babul	<i>Vachellia nilotica</i>

Appendix B

Project-specific criteria

These project-specific criteria are correct as of May 2017. Each application will be assessed on an individual basis.

Fencing

The following must be considered:

- Fencing costs can be included where the works ensure the protection and enhancement of remnant vegetation and waterways.
- Boundary fencing will not be funded. The cost of fence erection and maintenance must be met by the landowner or group; this will be part of the in-kind contribution and should equal or exceed the cost of plain or hinge-joint fencing materials.
- Fencing materials will be funded up to \$4.50/metre. As a general guide to calculating in-kind labour hours, a two to three person team could complete approximately one kilometre of fencing per day, on flat terrain and not including end assemblies – this figure will vary according to equipment, skill level, terrain etc.
- Payments to fence waterways will only be considered if the setback (that is, the distance from the top of stream bank to the fence) is a minimum of 10 metres (on average).
- Fencing costs for biodiversity corridors will only be considered if the corridor is a minimum of 30 metres wide.
- Projects can occur across one or more properties and need to demonstrate public benefit for each activity.

Vegetation enhancement or establishment

The following must be considered:

- Vegetation enhancement or establishment must be in accordance with the Vic Veg Best Practice Management for Native Vegetation website www.vicveg.net.au
- The cost of planting is the responsibility of the landowner/group; this can be the in-kind contribution and should equal or exceed the cost of the plants/seed etc. A species list must be attached to the application, including the proposed number of seedlings/ kilos of seed of each species to be used. Please refer to VicVegOnLine (<http://www.vicveg.net.au/vvHome.aspx>) for a guide to appropriate indigenous flora species of your area.
- Projects can occur across one or more properties and need to demonstrate public benefit for each activity.
- Ensure other vegetation communities are not adversely impacted upon.
- Projects must use indigenous (naturally occurring in the area) species – both plants & seed – except in situations where changed conditions (e.g. salinity) necessitate the use of non-indigenous species.
- Whilst the establishment of native vegetation through tubestock or direct seeding may be appropriate in some situations, e.g. 'greenfield paddock', in other situations such as next to or within native vegetation (including underneath canopy cover), consideration should be given to natural regeneration processes. For example in low soil fertility sites where more adaptable colonising native species persist, such as wallaby grasses or some wattles or juvenile eucalypts, simply fencing areas may prove less energy intensive and costly and lead to a better outcome in the long-term. Likewise in riparian zones with higher soil fertility, controlling woody and annual weeds with specific techniques and/or herbicides along with strategic and appropriately placed tubestock applies greater emphasis on the principle of 'restoration' and could lead to a better outcome in the long term. However, as with any restoration approach, continual monitoring and adaptive management procedures will be required to ensure an increase in condition is achieved.
- Projects that involve wildlife corridors must have a minimum width of 30 metres.
- As a general rule, amenity plantings will not be funded.
- Ongoing monitoring and management of projects is essential. Where possible, a vegetation and faunal assessment of the site should be undertaken at the beginning and completion of the project.
- To be successful, applications must demonstrate that pest plant and pest animal issues have been considered.

Weed control

The following must be considered:

- Groups can only apply for funding to control weeds listed in the declared noxious weed list for the North Central CMA region in Appendix A. However, discretion can be applied if seen as necessary/desirable by the North Central CMA and the local Biosecurity Officer, where there is a clear public benefit.
- The weed's contribution to habitat needs to be considered in order to determine appropriate treatment. For example, Boxthorn, Gorse and Blackberry are often used as nesting sites or protective cover for native birds. In these cases, staged removal and/or stem injection (and left in place) is preferred, and could be planned over a number of consecutive projects. At the very least, in most cases involving woody weed removal, applicants are advised that applications should include an allowance for the cost of revegetation, and specify the revegetation proposed. The DELWP Biosecurity Officer can use discretion in this requirement where removal of a small number of woody weeds amongst dense shrubby native cover will not adversely impact on the habitat of the site.
- Where groups propose to do their own weed control using chemicals requiring an Agricultural Chemical Users Permit, participants must hold a current ACUP license.
- Funding for weed control on roadsides will only be considered where adjoining landholders are actively controlling these weeds on their private property (in the group control area), and where the local council has been consulted.

Rabbit Control

The following must be considered:

- Projects can occur across one or more properties and need to demonstrate public benefit for each activity.
- Consider native animals that may use rabbit warrens for shelter before conducting works, for example, Carpet Pythons.
- Agricultural Chemical Use Permits (ACUP) must be valid if any persons is undertaking rabbit control works with restricted chemical
- Cultural Heritage is highly likely to exist within areas preferred by rabbits for burrowing. It is a legal obligation to protect and avoid harming Aboriginal Cultural Heritage.
- Best practice management and animal ethical standards should closely adhered to. Agriculture Victoria has practical advice for land managers: <http://agriculture.vic.gov.au/agriculture/pests-diseases-and-weeds/pest-animals/invasive-animal-management/established-invasive-animals/integrated-rabbit-control-for-rural-and-natural-landscapes>

Appendix C

Mapping instructions

All proposed activities should be mapped (recorded) including events, plans, publications, fences, weed control and revegetation.

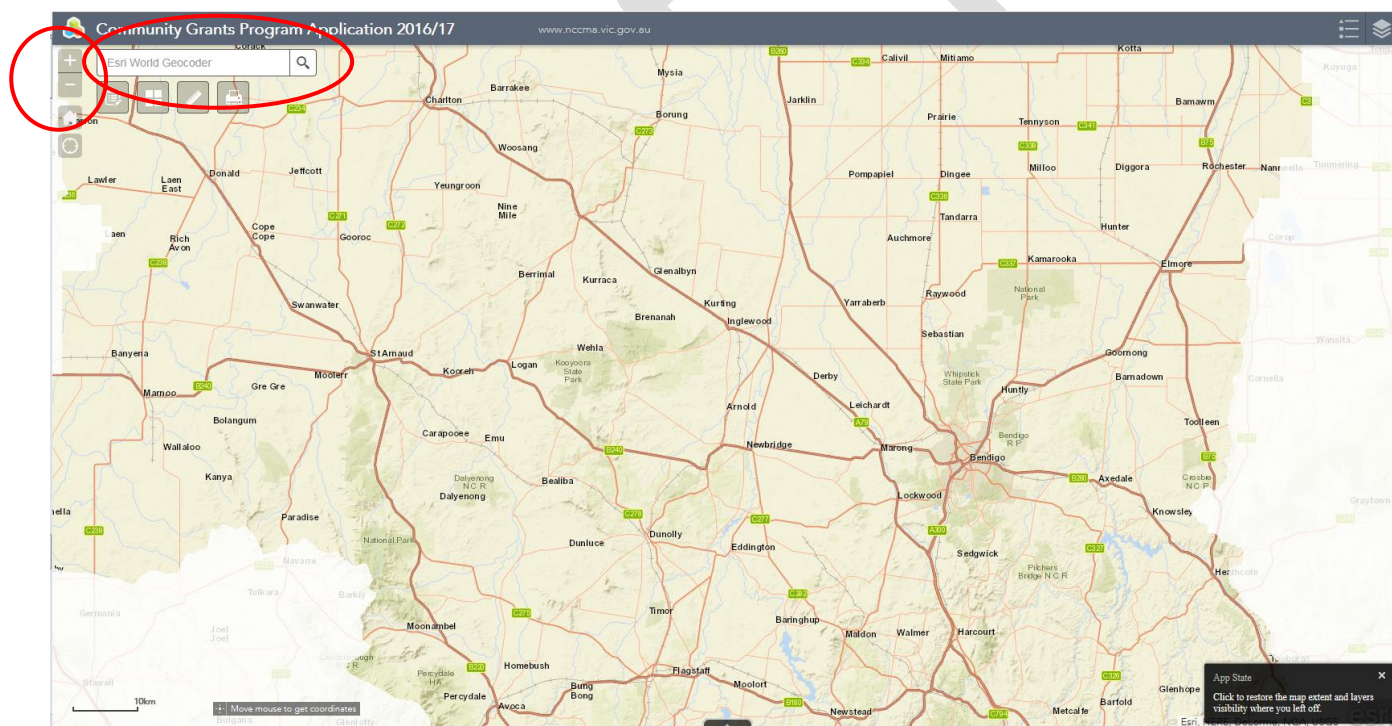
Getting started

1. Go to our ArcGIS online map –

<http://northcentralcma.maps.arcgis.com/apps/webappviewer/index.html?id=77617315422e456288face72d45027f0>

Alternatively, if your group or network is an experienced ArcGIS or ArcGIS online user, please contact Peter McRosite (GIS Administrator) on (03) 5440 1819 or peter.mcrostie@nccma.vic.gov.au and they can give you additional access using your account.

2. This page will open like this



3. **Finding your project area**

You may see some mapped outputs from other groups, please respect them.

Find your project location by:

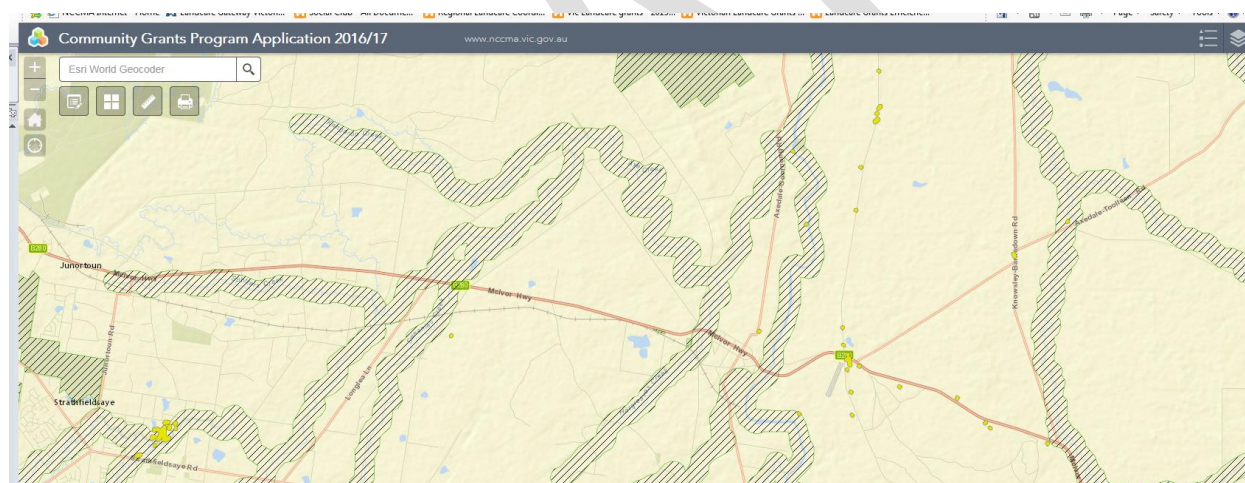
- Zooming to area of interest using the zoom tools (top left, circled in red) and right click to pan;
- Or, search (by address, town name, etc) using the search bar (top left, also circled in red).

Cultural sensitivity and public land

4. **It is vital you know the land tenure of your project site.** Displaying different layers on the map allows you to clearly identify if your project area(s) are culturally sensitive or managed by a public land manager. To turn layers on and off, go to the Layers menu (top right).

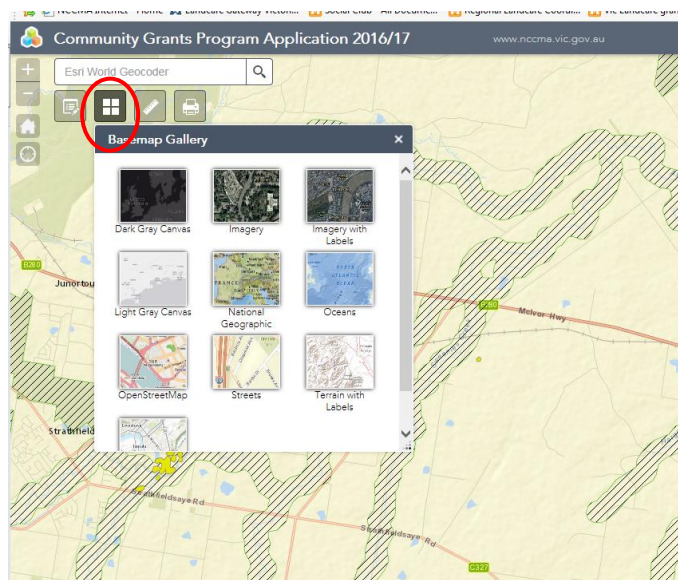


If your project is in an area of cultural sensitivity, you should follow the guidance provided in the guidelines to the online Cultural Heritage tool. Most Landcare based activities are exempt from requiring detailed Cultural Heritage Management Plans, however should the tool determine your project requires a Cultural Heritage Management Plan, include a separate activity/ item in your budget for a consultant to assess your project area for sites of Aboriginal cultural heritage. Contact the North Central CMA for further details to get in touch with staff at the Office of Aboriginal Affairs Victoria.



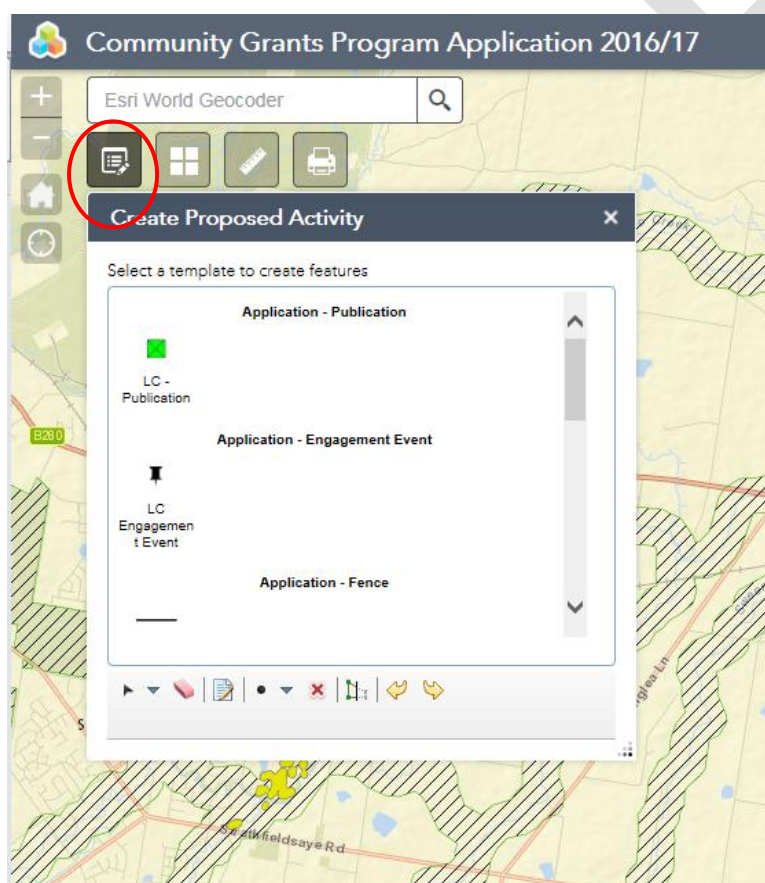
Changing basemaps

5. If you would like to use a different 'Basemap', go to the Basemap menu (second icon on left) and there are a number of different basemaps to choose from.



Mapping your proposed project outputs

- Click on the Create Proposed Activity menu (top left). You will now see a list of all the eligible outputs. Select the output you want to map. ****Ensure you are zoomed into the site you wish to map on for accuracy***



- Draw the specific area/s where the works will be undertaken (following the screen tips). Each output is specifically an area, line or point and should be drawn as accurately as possible.



8. Map each of the outputs (e.g. where you will actually do the tree planting, or where the fence will be installed).
9. As you finish each output a short menu will appear (it may take a minute). For each output please enter the activity type (e.g. install) you intend to undertake, your groups name and the site number.

You DO NOT need to 'Save' your work. The map automatically saves outputs.

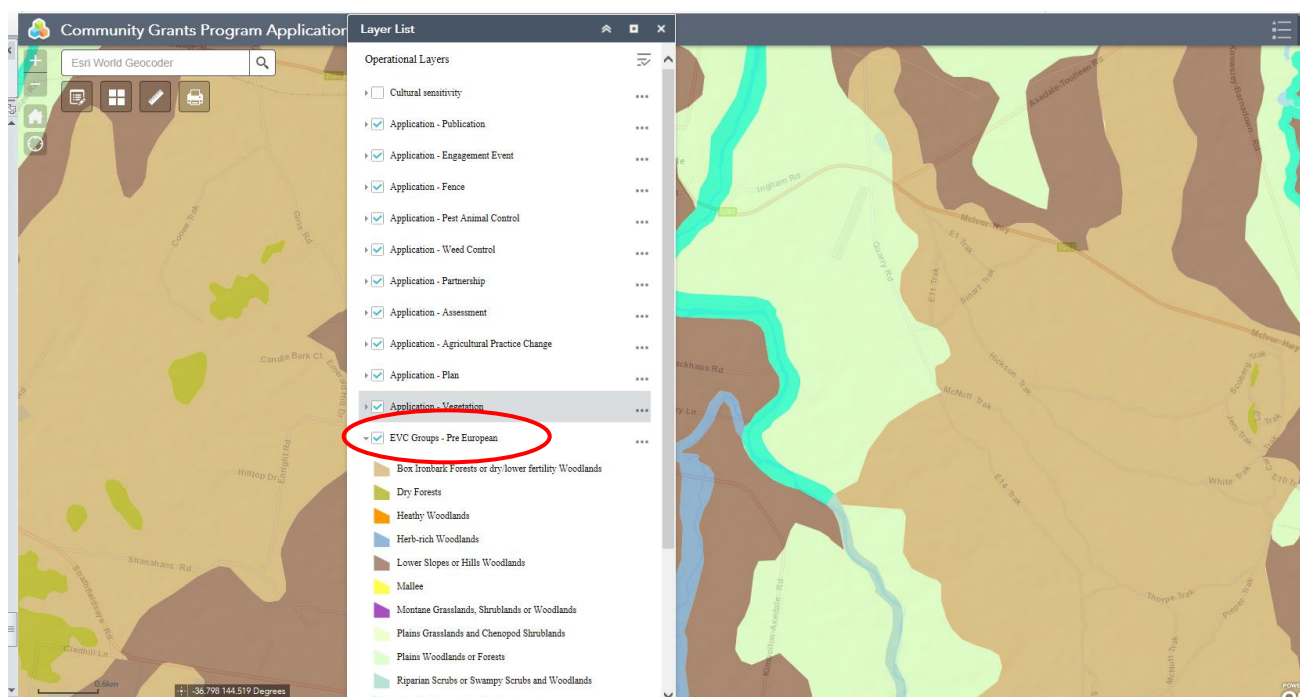
You can delete outputs but be certain they are your outputs! Just click on the item you wish to delete and use the **red x** at the bottom of the **Create Proposed Activity** menu.

Auto calculating outputs feature

10. After you have filled in the attribute table details:
 - a. 'CLOSE' the table
 - b. With your mouse, zoom in and out again slightly to 'refresh' your place in the map.
 - c. Notice your mapped activity now has a automated calculation for Area (ha) or Length (Km) to then help you populate the SmartyGrant application form

Revegetation information

11. The final layer in the map is vegetation information. The Pre European ecological vegetation classes (EVCs) can be turned on from the Layers menu (again, if it doesn't turn on quickly you may need to zoom in, as it won't appear for large areas).
12. When the EVC layer is turned on, if you click on an EVC colour an information box will appear. In the box you will see some information about that patch of vegetation (e.g. its endangered status, bioregion and EVC name) to assist in your revegetation planning. Information specific to that EVC is in VicVeg Online.



Printing and saving a map

13. When your map is all finished (all your outputs mapped, cultural sensitivity, public land and vegetation information verified) you are ready to print. What you see on the screen is what will be printed.

Make sure all the outputs are switched on and the EVCs are turned off in the Layers menu. You may choose to leave the cultural sensitivity and public land information on or off.
14. Go to the Print menu (forth icon on top left menu). A drop down will appear with a number of different page sizes. Select the page size and orientation you would like, by selecting the arrow to drop down the list. The Print menu will change to a status of Printing while it processes.
15. When the map is printed to a PDF, it will appear in the list below the print function. Click on the PDF link icon. A new tab will open and you can save your map.
16. Go to file, 'Save as' and save the map onto your computer (rename it and select where you'd like to save it). You can produce as many maps as you like to support your application.
17. **Important note:** When you are finished, please close the map tab in your browser. You can then re-access the map program using the ArcGIS online map link to begin another project map.