

## Completing this application form

### Project Grants:

Complete the entire application (pages 1-14) and submit with supporting documentation to North Central Catchment Management Authority (CMA) for approval.

### Maintenance and Start-up Grants:

Complete pages 1-3 only and submit with supporting documentation to North Central CMA for approval.

### Contact details

Contact: Jodie Odgers  
Regional Landcare Coordinator - North Central Catchment Management Authority  
Phone- 03 5440 1883  
Mobile- 0434 730 505  
Email- [jodie.odgers@nccma.vic.gov.au](mailto:jodie.odgers@nccma.vic.gov.au)

### Submitting application:

Post: Landcare Team  
North Central Catchment Management Authority  
PO Box 18  
Huntly  
Victoria 3551

Email: [jodie.odgers@nccma.vic.gov.au](mailto:jodie.odgers@nccma.vic.gov.au)

**Applications close 5pm Monday 27 June 2011**

## 1. Group details

Group name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Group incorporation number: \_\_\_\_\_

ABN: \_\_\_\_\_

Is your group registered for GST?  Yes  No

### 2. Insurance

In order to receive a Victorian Landcare Grant, your group will need to be covered by public liability insurance of \$10M and personal accident insurance (or to be auspiced by a group that carries such insurance).

- Is your group insured?  Yes  No
- If yes, insured through  FTLA  Other, please specify \_\_\_\_\_
- Have you attached a copy of the Insurance certificate of currency?  Yes  No

### 3. Previous project funding

- Is this a new or ongoing project?  New  Ongoing
- Does your group have carry over Second Generation Landcare Grants funds?
- 2010-11  Yes  No
- Previous years  Yes  No
- If so what is the amount of funding left over and from which year? \$ \_\_\_\_\_

**Note:** All unused Second Generation Landcare Grant funding prior to 2010 -11 must be returned to the North Central CMA by 1 July 2011. The money will be added to the funds for the 2011-12 Victorian Landcare Grants. If your group has any outstanding reports due to the CMA (except 2010-11) then funding will be withheld until final reports are received.

- Have you received funding from another CMA or any other source for this project?
- Yes  No

If yes, please include this information in your project budget in this application.

### 4. Which type(s) of grant are you applying for?

- Project grant- projects up to \$20,000

**Note:** Budgets for Project grants over \$10,000 must show that at least 50% of the funding is allocated to onground works.

- Maintenance and start up grants

Grant type		Brief description of activities
<input type="checkbox"/>	Maintenance Grant (\$500)	
<input type="checkbox"/>	Start-up Grant – for new Landcare groups (\$500)	
<input type="checkbox"/>	Start-up Grant – for new Landcare networks (\$1,000)	

**Note:** Your group is not eligible for maintenance funding if you receive Project grant funding over \$10,000. However you can apply for a Maintenance Grant in the case your application for Project Grant funding is unsuccessful.

## 5. Group declaration

On behalf of the group we understand that this is an expression of interest only and that final approval will be subject to funding availability and project suitability. Funding is not available for work completed prior to project approval and the signing of an agreement.

Successful groups will be required to enter into a signed agreement with the North Central CMA. The agreement will be a legal document. By signing the agreement your group will be agreeing to abide by the terms and conditions of the agreement.

We declare that the group has been consulted about the details of this application and have agreed to apply for the above specified grants. We confirm that the information provided is correct and complete and certify that the necessary approvals required by our group have been granted for the project to proceed.

**Office bearer's signature:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Project Manager Signature\*:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Required for Project grants only.*

### **Privacy**

*Personal information supplied by you is collected, stored and maintained for the purpose of administering this grant process. This information may be disclosed to relevant government organisations or other agencies for the sole purpose of administering the grant for which the information was collected. The information collected is not traded, sold, licensed nor used for commercial marketing purposes. You have the right to access this information. Sites are to be made available for auditing, monitoring or demonstration purposes at the request of CMA staff.*

## 6. Project information

**Project title:** \_\_\_\_\_

**Project aim:** \_\_\_\_\_

### Project Partners:

List all partners in the project (e.g. other community groups, local council, adjoining CMA)

### Land ownership

Is your proposed project site/s on:

Public owned                       Privately owned                       Both

You are required to have permission from the land manager for any project that includes onground works. Please refer to section 14 and ensure you have sought approval prior to submitting this application.

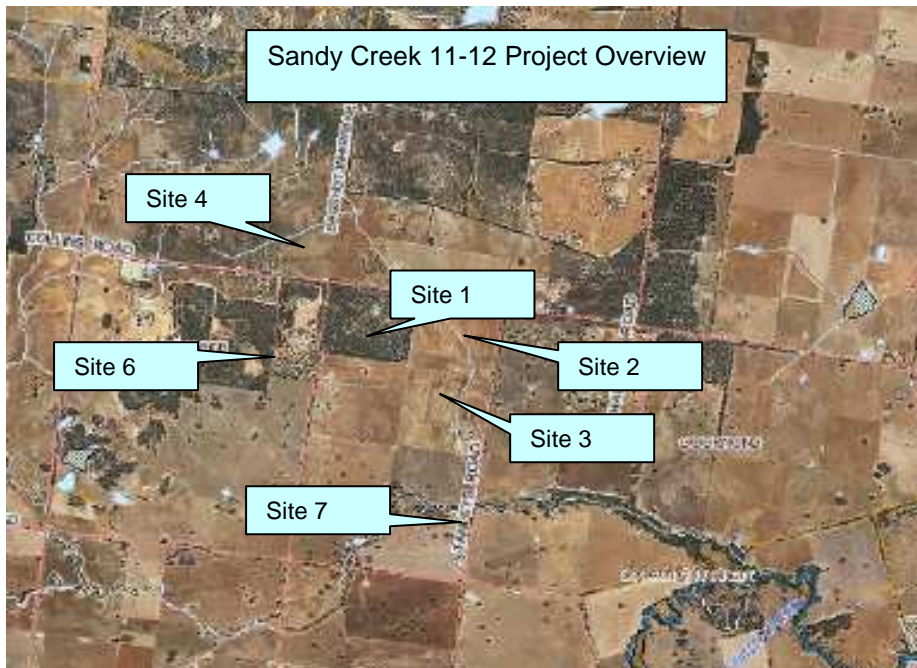
### Project site

Please attach a scaled map and/or aerial photograph if your project includes onground works. All maps should show the site/sites where onground work will be undertaken. If there are multiple sites then mark them 'site 1', 'site 2' etc and provide an itemised description of the proposed works at each site and the size of the area. Refer to the 'Mapping' section in the Victorian Landcare Grants Regional Guidelines.

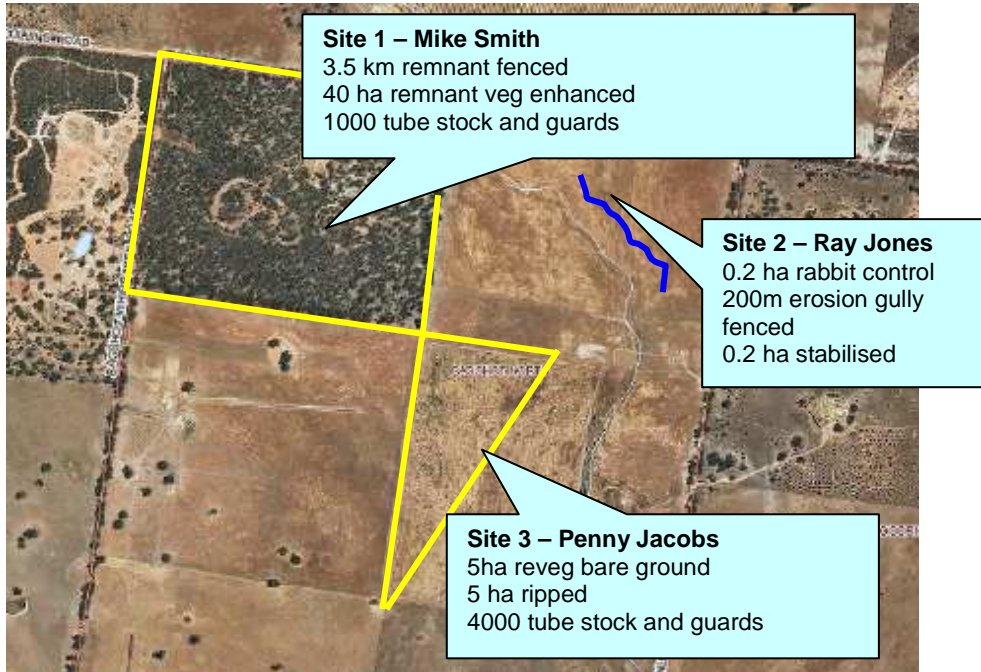
Melway or Vic Roads reference	
Nearest town/locality	
Local council	

### Example of project overview map

Please attach a project overview map when a project includes multiple sites.



**Example of project maps with site details**



**Are you seeking funding from other investors to support this project?**

*Provide details below.*

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**7. Project Manager’s contact details**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_



### 10. Project outputs

Funding recipients will need to report against the outputs outlined below at the end of their project period.  
For each activity you are involved in, you need to state the quantity of work you expect to achieve.

Outputs	Quantity	
Fence remnant vegetation	Ha	m
Fence in absence of remnant vegetation <i>For example for native vegetation/wildlife corridor or natural regeneration</i>	Ha	m
Fence waterway - Please specify <i>For example wetland, river, creek, drainage line</i>	Ha	m
Revegetate with indigenous vegetation ( <i>attach a species list to the application</i> ) <input type="checkbox"/> Revegetate in the absence of remnant vegetation <input type="checkbox"/> Revegetate to enhance remnant vegetation	Ha	
Invasive animal treatment - Rabbit	Ha	No. sites
Invasive animal treatment - Fox	Ha	No. sites
Invasive plant treatment - Please specify - - - -	Ha	No. sites
Community driven plan/ Action plan	No.	
Awareness raising project/activity/event - Please specify - -	No.	No.
Skills and training project/activity/event - Please specify - -	No.	No.
Community group publicity material - Please specify - -	No.	No.
Other ( <i>For example project signage, monitoring using photo points</i> ) - - - -		

### 11. Project budget

What are the costs of the activities your project involves?

Please note that budgets for Project grants over \$10,000 must show that at least 50% of the funding is allocated to onground works. Further information on completing this table is provided in the guidelines. Please state how much funding you require from the Victorian Landcare Grant (VLG) program.

**GST Note:** Do not include GST in project budgets. All costs should be exclusive of GST.

**Contractor Note:** Please provide quotes from contractors.

**Project management cost Note:** Limited to up to 15% of the Victorian Landcare Grant funds sought.

**Other cash or in kind contribution Note:** Budgets for Project grants above \$10,000 must show matching contributions. This means that the project will secure cash and in-kind contributions that, in total, equal to or greater than the total value of the Victorian Landcare Grants funding requested. Grant applications for less than \$10,000 that include an in-kind or cash contribution will be looked upon more favourably in the assessment process than those with no contribution.

**An example project budget is provided below. Please refer to it to ensure you are providing all the required information.**

Output	Activity	VLG funding (ex GST)	Other cash or in kind contribution
<i>E.g. Fence remnant vegetation</i>	<i>Purchase material</i>	<i>2kms @ \$4.50/m = \$9,000</i>	
	<i>Construct fence</i>		<i>Volunteer labour 150hrs X \$30/hr = \$4,500 Tractor 20hrs X \$70/hr = \$1,400</i>
<i>E.g. Revegetate with indigenous vegetation</i>	<i>Purchase tube stock and guards</i>	<i>300 @ \$1.50each = \$450</i>	
	<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 tube stock</i>		<i>Volunteer labour 30hrs X \$30/hr = \$900</i>
<i>E.g. Invasive animal treatment</i>	<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>
<i>E.g. Invasive plant treatment</i>	<i>Contractor hire to spray blackberry and gorse at site 1. * Quote attached</i>	<i>5 hours @ \$80/hr = \$400</i>	
<i>E.g. Awareness raising activity</i>	<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.</i>	<i>1 hours @ \$60/hr = \$60</i>	
<i>E.g. Project management</i>	<i>Co-ordinate application, tree planting day and the spot lighting evening.</i>	<i>10 hours @ \$30/hr = \$300</i>	
<b>Total</b>		<b>10,210</b>	<b>\$10,350</b>



What are the costs of the activities your project involves?

Please note that budgets for Project grants over \$10,000 must show that at least 50% of the funding is allocated to onground works and groups must demonstrate \$ for \$ contributions (in-kind or cash) in this budget. Further information on completing this table is provided in the guidelines. Please state how much funding you require from the Victorian Landcare Grant (VLG) program.

**GST Note:** Do not include GST in project budgets. All costs should be exclusive of GST.

**Contractor Note:** Please provide quotes from contractors.

**Project management cost Note:** limited to up to 15% of the Victorian Landcare Grant funds sought.

**Other cash or in kind contribution Note:** Budgets for Project grants above \$10,000 must show matching contributions. This means that the project will secure cash and in-kind contributions that, in total, equal to or greater than the total value of the Victorian Landcare Grants funding requested. Grant applications for less than \$10,000 that include an in-kind or cash contribution will be looked upon more favourably in the assessment process than those with no contribution.

Output	Activity	VLG funding (ex GST)	Other cash or in kind contribution
<b>Total</b>			

## 12. Project work plan

*Outline the main activities to be undertaken from August 2011 to August 2012.*

Date	Activity
<i>Example - August</i>	<i>Project agreement received, signed and returned</i>
<i>Example - Mid September</i>	<i>Install fence at Reedy Creek site</i>

## 13. Monitoring

*List how you will measure the effectiveness of the project?*

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## 14. Consultation, permits, approvals and compliance with legislation for onground works

### a. Land Manager

If the proposed works are on public land permission must be sought from the land manager. **See guidelines for details.**

Are proposed works on public land?

- Yes (seek manager approval and fill in declaration below)
- No (please list all private landholder and get participants to sign)
- Both

#### Declaration by land manager

As the responsible officer representing the manager of this public land, I declare that:

- I am authorised to give permission on behalf of the land owner/manager
- I have provided evidence of this authorisation
- I agree that the project described in this application can be undertaken on the project site in accordance with relevant occupational health and safety requirements
- It is agreed that the land owner/manager will maintain the project site for a minimum of five years after completion of the works undertaken during the project.

Name of person contacted: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Participating landholders list

Name	Site no.	Address	Signature

### b. Land tenure

If proposed works are on Crown land or leased roads, the local council must be contacted. **See guidelines for details.**

Are proposed works on Crown land or leased roads?

Yes – name of contact: \_\_\_\_\_

Provide a brief summary of the issues discussed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No

### c. Aboriginal Cultural Heritage

The *Aboriginal Heritage Act 2006* has placed greater emphasis on the protection of Aboriginal cultural heritage sites. Minimising harm to cultural heritage must be considered when planning projects that will disturb the earth (e.g. activities like rabbit ripping, widening paths, streamside works etc) 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.

Does your project involve works that cause disturbance of earth?  Yes  No

It is important that you ensure your project complies with State legislation regarding the protection of Aboriginal cultural heritage sites. If yes, go to the Aboriginal Affairs Victoria (AAV) website at [www.aboriginalaffairs.vic.gov.au](http://www.aboriginalaffairs.vic.gov.au) to see if your project site is within an area of cultural heritage sensitivity. Click on [Heritage Tools](#) for maps and the Aboriginal Heritage Planning Tool to determine whether a cultural heritage management plan is required. For more information or assistance, contact the North Central CMA's Indigenous Facilitator Bambi Lees on (03) 5440 1852.

Alternatively contact AAV on 03 9208 3333.

Please attach documentation provided by AAV to demonstrate compliance with the *Aboriginal Heritage Act 2006* (i.e. a printable process list from the Aboriginal Heritage planning tool). Documentation will need to be obtained before your agreement is signed.

### d. Native vegetation

*Native vegetation is defined as plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses. Sometimes Landcare projects include works that may result in the removal, destruction or lopping of native vegetation (such as warren or burrow ripping).*

Does your project impact on native vegetation?

Yes (complete the steps as outlined in *Victorian Landcare Grants Regional Guidelines 2011-12*)

No

### e. Invasive plants and animals

Does your project control invasive plants and animals?

Yes  No

If your project involves control of invasive plants and animals, have you consulted your local DPI Biosecurity Officer? (See 'Contacts and Resources' section of the Victorian Landcare Grants Regional Guidelines 2011-12).

Name of person contacted: \_\_\_\_\_

Provide a brief summary of the issues discussed: \_\_\_\_\_

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If no contact has been made, why? \_\_\_\_\_

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### **f. Occupational health and safety (OHS)**

You need to make sure you 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.

The North Central CMA does not intend to assume control of any works for which grant monies are devolved under the Victorian Landcare Grants Program. In terms of Occupational Health and Safety (OH&S), the North Central CMA expects that best practice will be applied. You must ensure that all works are carried out in accordance with the objects of the *Occupational Health and Safety Act 2004*. Groups that are successful in securing funding will need to ensure that a site safety plan is completed for each site and a standard operating procedure is completed for each activity.

You can find resources on OH&S tailored to community groups on the Victorian Landcare Gateway: [www.landcarevic.net.au/resources/for-groups/ohs](http://www.landcarevic.net.au/resources/for-groups/ohs)

Alternatively you can find resources on the Workcover website: [www.workcover.gov.au](http://www.workcover.gov.au)

**Please ensure you refer to the checklist provided on the following page prior to submitting your application.**

## 15. Checklist – Application form completed

- Scaled map and/or aerial photograph if your project includes onground works. Maps should show the sites where onground works will be undertaken. If there are multiple sites then mark them 'site 1', 'site 2' etc and provide an itemised description of the proposed works at each site and the size of the area.
- Indigenous plant species list attached if revegetation is part of the project (unless the site has altered conditions – e.g. salinity – and tolerant plants are required. Please list).
- Landowner list completed where works are on private land.
- DSE &/or Council advice/permit if existing native vegetation is to be affected by works.
- DSE advice if threatened plant or animal species are involved in the project.
- North Central CMA if works are proposed on river, creek or wetland is involved. Works on Waterways permit may be required.
- Public land (including roadside, rail reserve & Crown Land) involved – checked with local council & DSE office first.
- Documentation attached to demonstrate compliance with the *Aboriginal Heritage Act 2006* (i.e. a printable process list from the Aboriginal Heritage planning tool). Documentation will need to be obtained before your agreement is signed.
- Quotes if using a contractor.

***Please ensure that all relevant sections of your application are complete. If unsure, please contact Jodie Odgers, Regional Landcare Coordinator, at the North Central CMA for assistance on 03 5440 1883.***

**Incomplete applications will not be processed**