

Completing this Project Grant application form

Project grants:

Complete pages 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

Submitting application:

Post: Landcare Team
North Central Catchment Management Authority (CMA)
PO Box 18
Huntly
Victoria 3551
Email: jodie.odgers@nccma.vic.gov.au

Applications close 5pm Monday 22 July 2013

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 (VLG), 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

**A copy of the Certificate of Currency or 'Confirmation of Cover' of insurance must be provided.*

3. Previous project funding

Is this a new or ongoing project? New Ongoing

Does your group have carry over VLG funds?

2012-13 Yes No

Previous years Yes No

If so what is the amount of funding left over and from which year? \$ _____ Year _____

Note: *All unused Landcare grant funding prior to 2012 -13 must be returned to the North Central CMA. The money will be added to the funds for the 2013-14 Victorian Landcare Grants. If your group has any outstanding reports due to the North Central CMA (except 2012-13) 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.

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.

If you, or a member of your group are employed by the State Government (e.g. DEPI, Parks Vic or a CMA) and works proposed in this application are occurring on your private property you must declare a conflict of interest when submitting the project grant application.

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.

Name: _____

Position: _____

Date: _____

Office bearer's signature: _____

Name: _____

Date: _____

Project Manager Signature*: _____

**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 on-ground works. Please refer to section 15 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 on-ground works. All maps should show the site/sites where on-ground 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 VLG Regional Guidelines for examples.

| | |
|-------------------------------|--|
| Melway or Vic Roads reference | |
| Nearest town/locality | |
| Local council | |

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

Provide details below.

7. Project Manager's contact details

Name: _____

Postal Address: _____

Phone Number: _____

Mobile: _____

Email: _____



Victorian Landcare Grants
2013-14 Application form
Project grant



8. Project description

Provide a description of your project. The description should include any on-ground works (e.g. fencing, planting, rabbit ripping etc), capacity building activities (e.g. group meetings, workshops, field days etc), community engagement activities and examples of innovation that you plan to deliver.

9. Project’s strategic alignment

Links with local and regional strategies (e.g. Regional Catchment Strategy, Invasive Plant and Animal Strategy, Council Plan etc.

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 Ha Ha Ha | No. sites No. sites No. sites 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?

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 tubestock 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 tubestock</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 = \$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> | |
| Total | | 10,210 | \$10,350 |

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 on-ground 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 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 VLG 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 are greater than the total value of the VLG 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 |
|--------------|----------|----------------------|------------------------------------|
| | | | |
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| | | | |
| Total | | | |

12. Project work plan

Outline the main activities to be undertaken from September 2013 to August 2014.

| 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> |
| | |
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13. Monitoring

List how you will measure the effectiveness of the project?

14. Consultation, permits, approvals and compliance with legislation for on-ground 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 |
|------|----------|---------|-----------|
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| | | | |
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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 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 VLG Regional Guidelines 2013-14)

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 DEPI Biosecurity Officer? (See 'Contacts and Resources' section of the VLG Regional Guidelines 2013-14).

Name of person contacted: _____

Provide a brief summary of the issues discussed: _____

If no contact has been made, why? _____

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

Alternatively you can find resources on the Workcover website: www.workcover.gov.au

15. Checklist – Application form completed

- Scaled map and/or aerial photograph if your project includes on-ground works. Maps should show the sites where on-ground 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.
- DEPI &/or Council advice/permit if existing native vegetation is to be affected by works.
- DEPI 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 & DEPI 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 and late applications WILL NOT be processed