

Coastcare Victoria Community Grants 2020 Frequently Asked Questions

Frequently Asked Questions for the Coastcare Victoria Community Grants 2020

Key Information

Applications open	Monday 16 March 2020
Applications close	Friday 15 May 2020, 5pm
Successful applicants notified	July 2020
Agreements signed (milestone 1) and payments made	July-August 2020
Job Safety Plan due (milestone 2)	November 2020
Final report due (milestone 3) and project completed	June 2022

For eligibility, criteria, eligible budget items and activities and funding terms and conditions, please read the [Coastcare Victoria Community Grants Guidelines 2020](#).

How much funding is available for each grant?

The maximum funding for each grant is \$30,000.

Will we be required to match funding?

Applicants do not have to contribute funding to their project, however, a project that can demonstrate in-kind contributions provides greater value for money to Coastcare Victoria. Contributions can be in various forms including time, resources or funds.

How long do successful applicants have to complete their project?

Projects must be completed (including the submission of acquittal documentation to Coastcare Victoria) within two years of signing the funding agreement.

Who should we talk to about the project?

Coastcare Victoria requires you to discuss your project with your local Coastcare Victoria Facilitator before submitting your application to ensure your project has the best chance of success. Your facilitator can help you with project planning and your application.

Please see Coastcare Victoria Facilitator contact details at the end of this document.

Can we apply for a grant if we have received Coastcare Victoria funding in the past?

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Yes, as long as all your project reports from previously funded projects have been submitted, as required in your previous funding agreement. If your project has not yet been completed, please discuss your new application with your Coastcare Victoria facilitator as you may need to demonstrate progress on your project before being considered eligible to apply.

Coastcare Victoria will not fund activities (or components of projects) that have been funded by other sources.

Submitting Applications

How do we apply for the Coastcare Victoria Community Grants 2020?

Applications are submitted online using the DELWP Grants Online portal.

To apply for Stewardship & Education Grants (category 1), go to:

<https://delwp1.force.com/publicform?id=a0h4P00001d8PaL>

To apply for Strengthening our Volunteer Groups grants (category 2), go to:

<https://delwp1.force.com/publicform?id=a0h4P00001d8m8z>

To access existing drafts or submitted applications, go to: <https://delwp1.force.com/>

You'll need register for an account prior to commencing your application. You will receive an application number after you apply online. Please quote this number in all communications with the department relating to your application.

Applicants can attach documents to an online application as long as they are in an acceptable file type and don't exceed the maximum file size. Important tips:

- when submitting an application online, applicants should check carefully to ensure all your attachments have been uploaded.
- the system has a file size limit of 5MB

*Make sure your application is submitted by **5pm on 15 May 2020**. Late and incomplete applications will not be considered.*

We are having trouble with the online application - where do we go for help?

If you require assistance submitting your application online, contact the Grants Information Line on 1300 366 356 or grantsinfo@delwp.vic.gov.au or contact your Regional Coastcare Victoria Facilitator.

Can we submit more than one application?

Yes. Each application you submit must be separate (not reliant on another project) and must not be a scaled up or scaled down version of another application.

DELWP Grants Online Portal Hints

- Do not use the Internet Explorer browser – choose Firefox, Chrome or another browser as these browsers are more stable with the DELWP Grants Online Portal.
- When you register, note down the email and password you used. You will need it to access your application later.

- After you start your application, you will receive a notification email with a link to return to the application form. It is easiest to continue accessing your application via this link.
- Refer to the DELWP Grants Online Information Sheet available on the Coastcare Victoria website.

Land Manager Support and Consent

Do we need consent from a land manager?

If your project involves changing a site in some way, you will need consent from the land manager. This includes (but is not limited to) revegetation, clearing weeds or rubbish, minor works such as fences or paths.

If your project involves holding events or activities on a site, you should seek land manager consent.

If you have any queries about land manager consent, seek advice from the land manager or from your Regional Coastcare Victoria Facilitator.

When submitting your application, you are required to attach written support from relevant land managers. Formal consent can be obtained later if your project is funded.

Do we need consent from all land managers?

Yes. You will need consent from all relevant land managers that own or manage a site you intend to work on.

We are not sure who the land managers will be – do we need consent?

Yes. If you need assistance determining the land manager of your site, please contact your Regional Coastcare Victoria Facilitator.

We have never needed consent from my land manager before – do we need it now?

If your project involves working on a site, you will need consent – even if you haven't needed (or had) it for similar activities before.

What is the difference between a letter of support and formal consent?

A letter of support shows that your land manager has given in principle support to your project. It can be a simple letter or email. You will need to provide a letter of support with your application.

Formal consent involves gaining official approval to work on the site. Your land manager will check that your project meets relevant obligations, which could include cultural heritage, planning overlays and risk management. Formal consent is comprehensive, takes time and may cost money. You should include time and relevant costs when planning and budgeting for your project.

Volunteer contributions

What is the volunteer contribution rate?

\$30 per hour for all volunteers and all activities they undertake for your project. This standard rate allows applications to be considered in a consistent way and is based on an average rate that was calculated by the Australian Bureau of Statistics in 2010, which we have corrected for inflation.

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Can we use a higher rate for volunteers with professional skills worth more than \$30?

No. \$30 per hour is a standard rate that values the contribution that all volunteers make to your project.

What kind of volunteer activities can count towards in kind support?

Any activity that your volunteers undertake as part of the project can count. This could include:

- Physical work, such as planting, building or litter collection
- Planning the logistics for the project
- Preparing educational material
- Coordinating an event, such as corporate or school volunteering, or running an information session

Volunteers may be members of your group, corporate volunteers or members of the public – they all count, as long as they are actively doing something to progress your project.

Budgets and GST

Do we need to have an ABN?

A group should provide its ABN if it has one. If a group does not have an ABN, then an Australian Tax Office form (Statement by a supplier) will be provided to you to complete if your application is successful.

Do we need to be registered for GST?

Applicants do not need to be registered for GST.

Do we include GST in the budget when costing the project?

Yes. Applicants will need to list the costs of the project. This may include taxable supply items which include a GST charge such as nursery plants or contractor services. Include each item you are requesting grant funding for and its total cost, including GST.

Does the grant payment include GST?

If you have an ABN and are registered for GST, your grant payment will be taxable and will include GST. If you are not registered for GST, your grant payment will not be taxable, so will not include GST.

What is the contract that we will be required to sign if I am successful?

Successful applicants must enter into a Victorian Common Funding Agreement with DELWP. It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement>

Please note, successful applicants may be subject to additional Coastcare Victoria specific funding agreement conditions.

Biodiversity Information

How can we find out what species are indigenous to my project area?

You can visit DELWP's NatureKit website for more information on native vegetation in your area.



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<http://maps.biodiversity.vic.gov.au/viewer/?viewer=NatureKit>

Zoom to the location of your project (1:25,000 scale), open the Ecological Vegetation Classes (EVC) Map Layer on the right for the EVC for your area to be shown.

To find out what species make up the EVC, see the EVC Benchmarks at <https://www.environment.vic.gov.au/biodiversity/bioregions-and-evc-benchmarks>

Use the map to find the Bioregion your project is in, click on the Bioregion name, then select the relevant EVC/s and view a PDF of the recommended species for your site.

Update 15 April 2020 - Frequently Asked Questions – Coastcare Victoria - coronavirus (COVID-19)

We know your Coastcare work means a lot to you, as it does to us. Whilst we appreciate the enormous contribution volunteers and community organisations make to protection of the coast, the message is clear: you must stay home, save lives.

There are only four reasons to leave your house:

- ✓ Buying food and supplies;
- ✓ Exercise (in your local vicinity);
- ✓ Medical care;
- ✓ Work and education – if necessary.

Stay at home and put lives first.

The Coastcare Victoria team urges you to continue to follow public health measures and stay informed at www.coronavirus.vic.gov.au

2020 Coastcare Victoria Community Grants – open for applications

Will the application period be extended?

The application period has been extended until Friday 15 May at 5:00pm.

Please start your application early to allow yourself time to become familiar with the DELWP Grants Online Portal and to seek assistance if required.

Will the announcement of successful applicants be delayed?

Coastcare Victoria is still aiming to notify successful and unsuccessful applicants in July 2020. We will keep you updated if we experience any significant delays.

When will payments be made to successful applicants?

Coastcare Victoria still expects to make payments to successful applicants in July-August 2020. To help expediate this process and assist us while we are working away from the office, we will ask recipients to sign and return funding agreements digitally where possible.

How will we include community involvement in our application with coronavirus (COVID-19) restrictions in place?

Category 1: Stewardship and Education grants require community involvement (criteria 2). Successful applicants will have until June 2022 to complete their projects. If public health directions continue for several months, there

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will still be plenty of time to complete community involvement activities. Please ensure you still address this criterion in your application and plan your project to allow for events to be held later or online.

If we are successful, how will we deliver our project with restrictions in place?

Successful applicants will have until June 2022 to complete their projects. If public health directions continue for several months, there will still be plenty of time to complete your project.

While you are required to be at home you can do things like completing your safety planning and documentation, planning events, building partnerships, designing studies, training volunteers online and much more. You might also decide to undertake some activities online.

Please plan your project to allow for any activities that require you to leave the house to occur post-public health directions

Do we still need to discuss our application with a Coastcare Victoria facilitator?

Yes, please contact your local Coastcare Victoria facilitator to discuss your project – we are committed to helping you submit a strong application.

We are having issues applying, what should we do?

Please contact your local Coastcare Victoria facilitator or email coastcare.victoria@delwp.vic.gov.au so we can work out how to best assist you.

Bellarine and Surf Coast

Elise Snell

Coastcare Victoria Facilitator

Phone: 0437 035 120

Email: elise.snell@delwp.vic.gov.au

Gippsland

Bethany Hunting

Coastcare Victoria Facilitator

Phone: 0436 629 941

Email: bethany.hunting@delwp.vic.gov.au

Port Phillip Bay and Westernport

Phillip Wierzbowski

Coastcare Victoria Facilitator

Phone: 0411 409 815

Email: phillip.wierzbowski@delwp.vic.gov.au

Coastcare Victoria Coordinator

Bec Cross

Coastcare Victoria Statewide Coordinator

Phone: 0447 165 716

Email: bec.cross@delwp.vic.gov.au

South West Coastcare facilitator Adam Taylor has taken a secondment to another role. If you are in the south west, please email Bellarine and Surf Coast facilitator Elise.Snell@delwp.vic.gov.au or Coastcare.Victoria@delwp.vic.gov.au and we will happily assist you.