

This Fact Sheet describes the eligibility and supporting documentation requirements for your application.

Eligibility

Before applying

Make sure you have checked if you are an eligible applicant.

Eligible applicants

Groups and organisations that focus on protecting, conserving and improving of our natural environment are eligible to apply. Groups include:

- Aboriginal groups and organisations, land councils, trusts and co-operatives working on-country, Traditional Custodians of the land
- Community Service Organisations
- Educational and research organisations such as schools and universities
- Environmental, naturalist groups or volunteer associations
- Friends of, Conservation management, Coastcare groups and networks (urban and rural)
- Landcare groups and Networks
- Field naturalist groups
- Coastal Committees of Management
- DEECA Committees of Management
- Non-government community organisations
- Not-for-profit conservation organisations
- Community service organisations and clubs

Ineligible applicants

- Commercial entities, for-profit organisations and for-profit trusts
- Commonwealth and State government departments
- Private individuals and Industry bodies
- Recipients of previous Biodiversity Environment and Community grants with outstanding project reports

Gather supporting documents

Our grant applications require you to provide supporting documents as outlined in the application form. Make sure you can provide all the supporting documents requested in the application as it will affect your eligibility or could affect the scoring if they are not provided. Supporting documents that are emailed after the grant closing time may not be considered as part of your application, so don't leave your application to the last minute to submit.

Some of the mandatory supporting documents include:

- Budget and Risk spreadsheet
- Mapping (pdf map and shapefiles)
- Landowner and/or land manager support
- Permits already obtained (if applicable)
- Quotes for works (if applicable)
- Insurance (if applicable)

Landowner and land manager support

All projects that involve on-ground works will need support from the landowner and/or land manager. Projects that involve events or community activities also require landowner approval. An example letter of consent is provided on the last page.

DEECA Biodiversity Environment and Community Grants

If your project is on land owned or managed by more than one organisation or person, you will need support from each separate landowner or land manager.

Public land – including Department of Energy, Environment and Climate Action (DEECA), Parks Victoria and local council. For the grant application, a letter or email demonstrating in-principle support is sufficient. If your project is successful in receiving funding, you will need to seek formal approval before works start. Formal approval may take time and may involve a cost – ensure you have taken this into account when designing your project.

DEECA appointed Committees of Management.

Please note that DEECA appointed Committees of Management will need to obtain a letter or email demonstrating in-principle support from DEECA.

Private land - you will need to list landowner details (name and address) in your application for all private properties where on-ground works will be taking place. You are required to provide landowner's consent for on-ground works to take place as part of your application supporting documentation. An example letter of consent is provided on the following page.

For advice about land manager consent please refer to relevant contacts:

- DEECA for Crown land on 136 186 or through your local DEECA office.
- Parks Victoria for parks and reserves on 131 963.
- Local government planning staff for council-owned land.
- Water Authority staff for water authority owned or managed land.

Quotations

If your project involves contractors or professional services (for goods, services, contractors etc.) with estimated value of more than \$2,000 (incl. GST) it is recommended that you provide at least one written quote.

It is important to have accurate costing because if successful projects have costs more than quoted, there is no extra funding to help you cover these costs.

Where possible, ask suppliers to demonstrate environmentally sustainable business practices.

When getting quotes, make sure that the cost to provide the quote (request for quote process) is covered by the supplier, rather than you or your organisation (the customer). Make sure you provide the correct number of quote/s when submitting your application

Cultural heritage

All projects that disturb the ground (i.e. digging, excavating, trenching) must undertake a cultural heritage assessment and seek permission before starting. Ground disturbance includes activities such as tree planting, installing drainage and rabbit warren ripping.

If a cultural heritage assessment is required, it will only need to be undertaken if the project is successful. The cost for cultural heritage assessments and permissions are the applicant's responsibility and should be factored into the overall project costs. If you have already completed a Cultural heritage assessment, then attach this as a supporting document. Refer to Factsheet 8: Traditional Owners and Cultural Heritage considerations.

Insurance

Proof of insurance coverage is required with applications for applicants that do not fall in the below categories. If a project is successful, applicants are required to provide proof and maintain public liability insurance cover for at least \$10,000,000 for the duration of the project life.

Landcare Victoria Incorporated. If your organisation is a member of Landcare Victoria Incorporated (LVI), you do not need to supply a certificate as DEECA will confirm your membership currency with LVI.

DEECA Committee of Management. If you are an appointed DEECA Committee of Management, we will confirm your currency with local officers.

Parks Victoria. Applicant groups that operate on Parks Victoria managed land as DEECA will confirm insurance coverage.

Other supporting documentation

Some supporting documentation is mandatory as part of your application; however, we encourage you to take advantage of the opportunity to provide supporting documentation and provide plans and photos to support your application. Please keep additional documents to a maximum of five (5) only.

Contact us

Program enquiries

If you have any queries, or require more information, please contact the Community Programs team via email at enviro.grants@delwp.vic.gov.au or contact the DEECA Customer Contact Centre on 136 186 during normal business hours. Please quote your application number and the grant program in your communications with DEECA.

Technical difficulties

If you require technical assistance submitting your application online email grantsinfo@delwp.vic.gov.au or call the DEECA Customer Contact Centre on 136 186 during normal business hours. Please quote your application number and the grant program in your communications with DEECA.

EXAMPLE LETTER FOR LAND MANAGER and/or LAND OWNER CONSENT

Date:

To the DEECA Biodiversity Environment and Community Grants Program Manager,

As the {responsible officer representing the manager of this public land OR land owner of the land *delete option that is not applicable*} that is described in the application, I declare that:

- I am authorised to give permission on behalf of the land owner/manager OR I am the authorised owner to give permission *{delete option that is not applicable}*
- I have provided written 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 OR I agree that the project described in this application can be undertaken on my land in accordance with relevant occupational health and safety requirements *{delete option that is not applicable}*
- It is agreed that as the land owner/manager, the project site will be maintained for a minimum of five years after completion of the works.

Name:
Position

Signed:
Organisation:

Date:

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Accessibility

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