

This Fact Sheet will guide you through how to map your proposed project area as part of your application for a Biodiversity Environment and Community Grant.

Mapping your proposed project

As part of your application, we require you to map the location of your proposed project and include this as an attachment to your application.

These instructions will show you how to:

- A. Map your project activity in Mapshare (**see page 2**)
- B. Save your map as a shapefile (**see page 5**)
- C. Save your map as a PDF (see note at Step E) (**see page 6**)
- D. Upload your shapefile and PDF as an attachment to your application; and (**see page 10**)
- E. Illustrate specific activities on your map using icons (optional). Note, if you opt to do this step you should read these instructions before saving your map as a PDF (Step C) (**see page 11**)

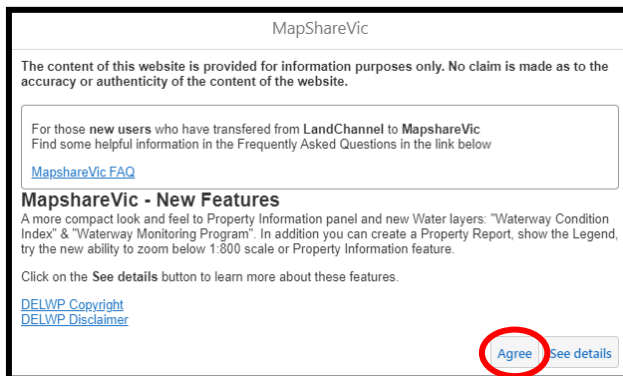
We understand you may not know the exact location of project sites at this stage, which is why we are only asking that you map the entire extent of your project (i.e., one shape) as opposed to individual shapes for each activity. However, if you do already know the specific locations of each individual activity, see **Step E** for instructions on how to illustrate this on your map – this is an optional step.

Before opening MapshareVic, please read our troubleshooting tips below to ensure a smooth setup:

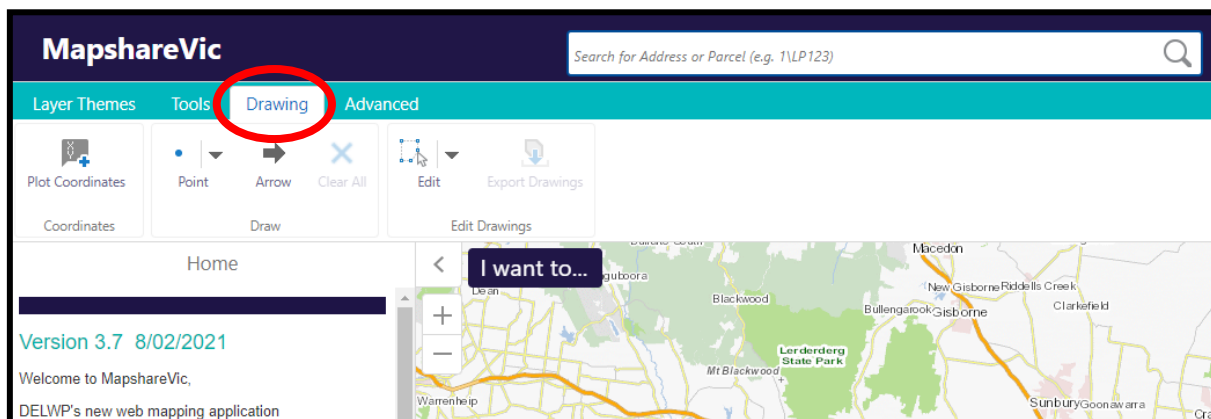
- We recommend using Google Chrome to run MapshareVic
- Check that your Chrome settings are not blocking pop-ups
- Check that mixed content for the webpage is enabled (i.e., not blocked). See instructions here (scroll down to 'Enabling mixed content in Google Chrome' heading).

A. Map your activity in Mapshare

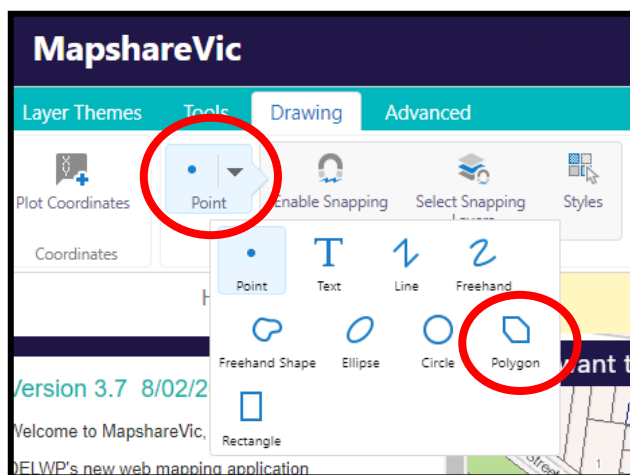
1. Open MapshareVic in your Google Chrome browser using the following URL
<https://mapshare.vic.gov.au/MapShareVic/>
2. Agree to the disclaimer



3. Click the 'Drawing' tab on the top green bar

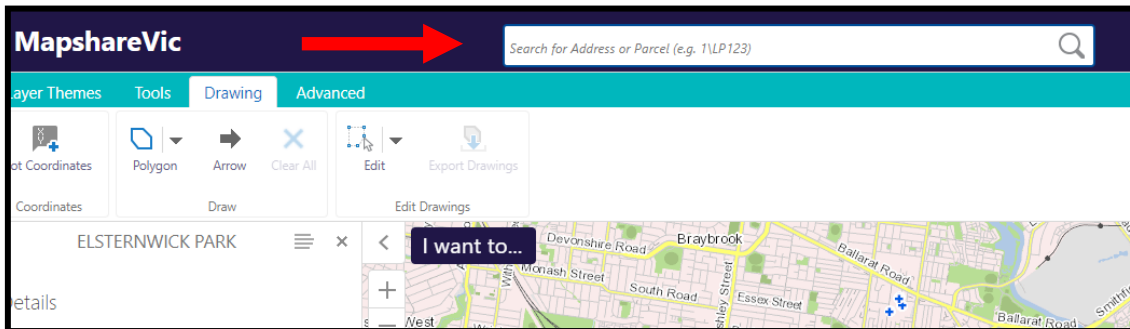


4. Click the drop-down arrow next to 'Point' and select 'Polygon' to draw a custom shape on the map

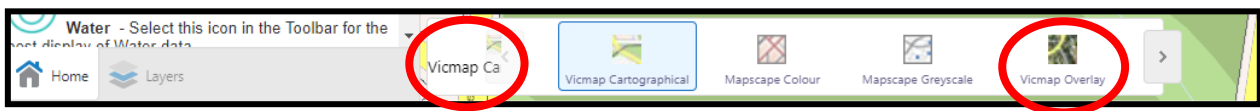


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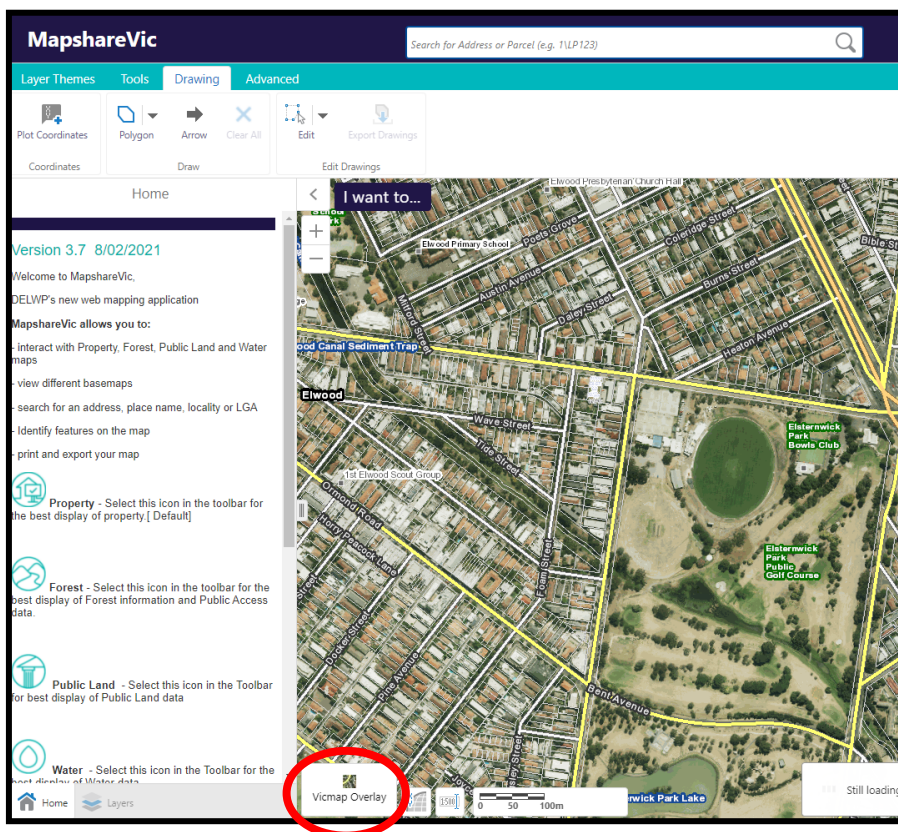
- Find your project location by:
 - Zooming in to the project location using your mouse scroll wheel, or
 - Entering the address into the search bar at the top of the window



- Now that you have found your project area, you are ready to map your project location. At this stage you can change the map to the satellite view if that is easier for you to visually see your project area. To do this, you will need to go to the bottom ribbon, click on 'Vicmap Cartographical', this will extend the menu to the right of the screen, you can then select the 'Vicmap Overlay' base map option.



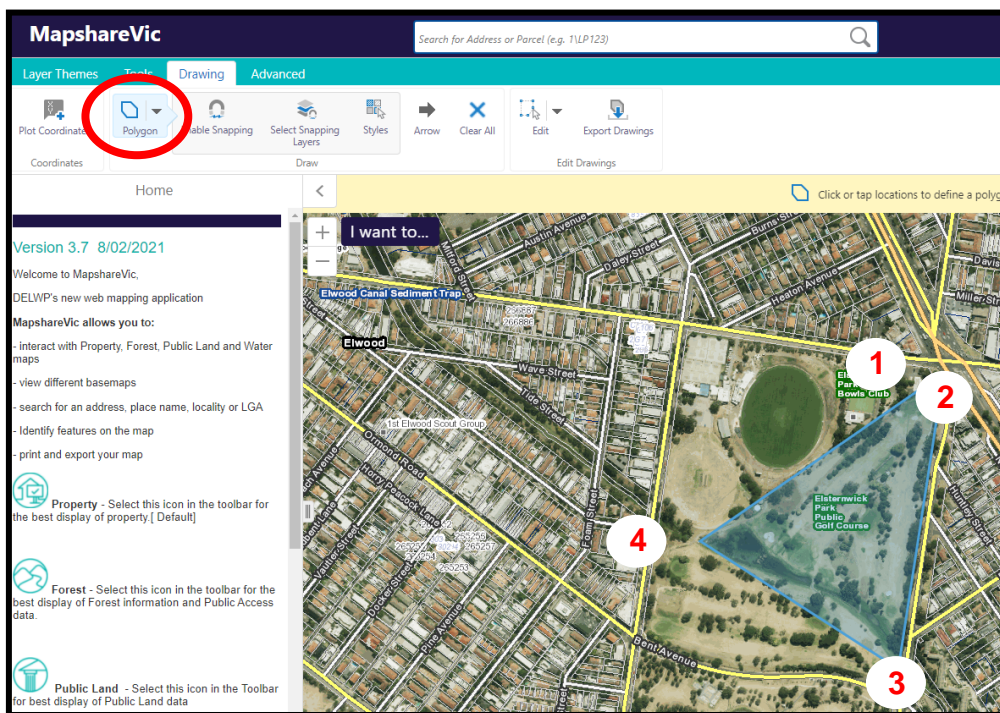
- The base layer of your map should now have changed to 'Vicmap Overlay'.



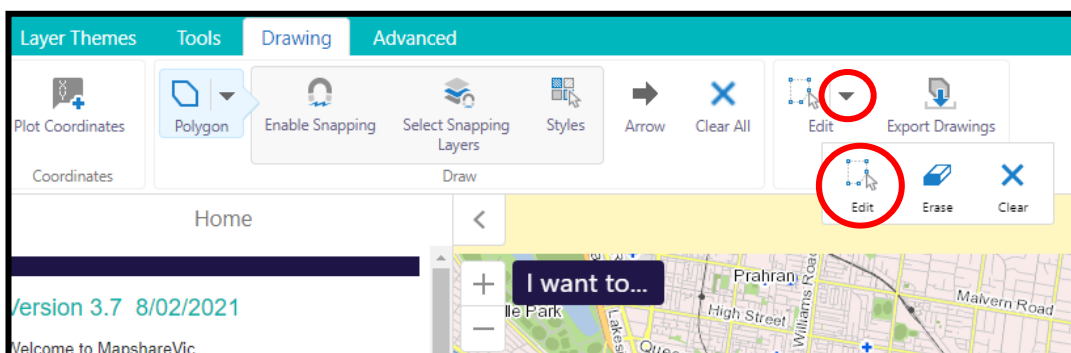
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- Left-click the boundaries of your project area to define the polygon shape. Remember to select the entire outline of your project area. You will need to double click to 'finish' your shape. As you can see in my example, I have used four clicks to draw the boundary of my project area.

Note, you may need to reselect the polygon tool under the drawing tab of the green ribbon before drawing.



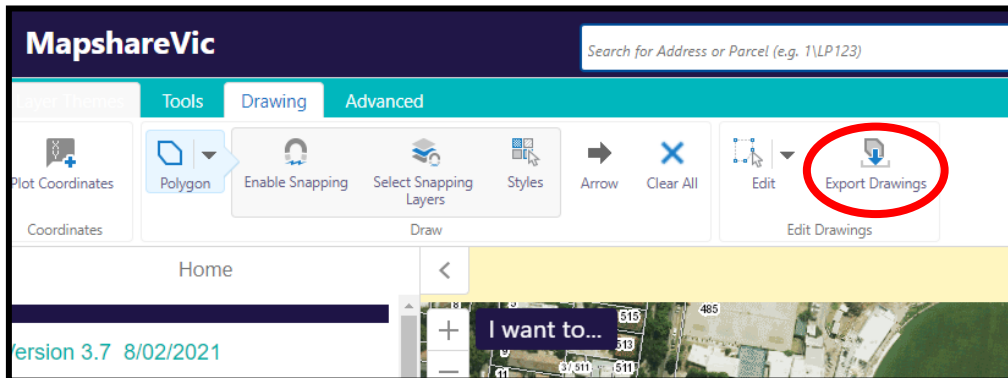
- To erase a polygon, left-click the drop-down arrow next to the 'edit' icon and then select 'erase' from the menu that pops up.



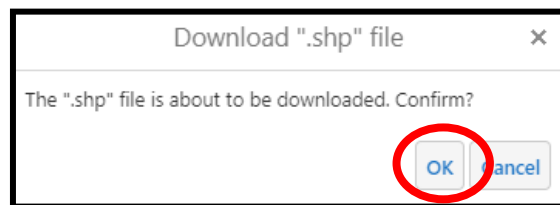
- Once you have selected 'erase' you can left-click on any polygon you wish to remove, and it will be erased.
- You have now finished drawing your polygon. It should capture the geographic location of your project area. See **Step B** for instructions on saving your polygon as a shapefile.

B. Save your map as a shapefile

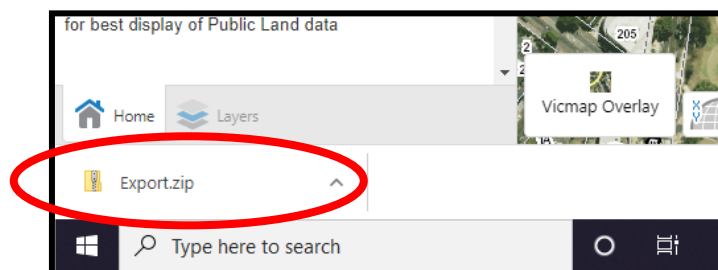
1. Click 'Export Drawings' on the 'Drawing' toolbar



2. Click 'OK' on the pop-up. This will download a zipped folder to your device containing the shapefiles you have just created.



3. You should see a zipped folder appear in the bottom ribbon of your internet browser titled 'Export.zip'. If you do not see this, check your 'Downloads' folder on your desktop to see if the folder is there or try our troubleshooting tips at the start of this document

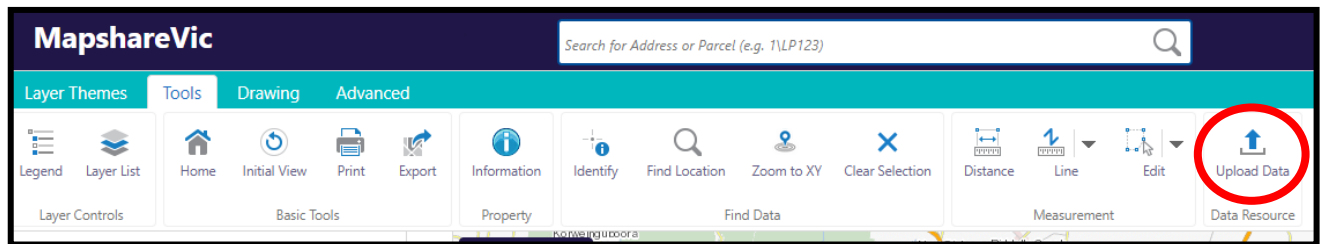


4. Rename the zipped folder to [ApplicationNumber]_shapefiles.zip – e.g., **GA-F12345-6789_shapefiles.zip**. You will need to rename the folder in your 'Downloads' folder on your desktop.

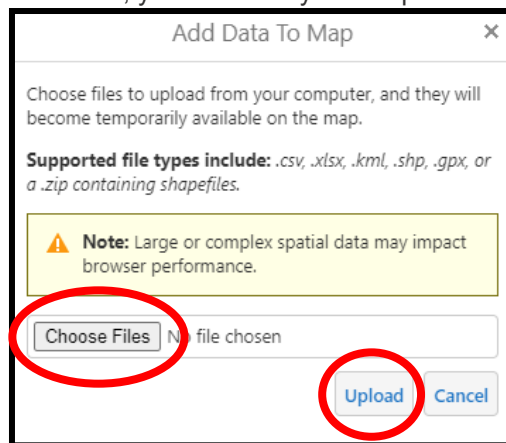


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5. The zipped folder is now ready to be attached to your application. See **Step C** for instructions on saving your map as a PDF and **Step D** for instructions on uploading your shapefile and PDF as an attachment to your application.
6. If you wish to come back and view the shapefile you have just created at a later date, right-click on the 'upload data' icon under the 'tools' tab.

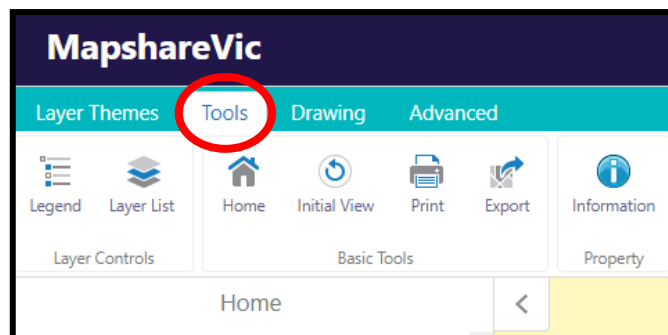


7. A pop-up box will appear. Right-click 'choose files' and select the zipped folder you created in Step 1-6 above. Then select 'upload'. Once loaded, you can view your shapefile.



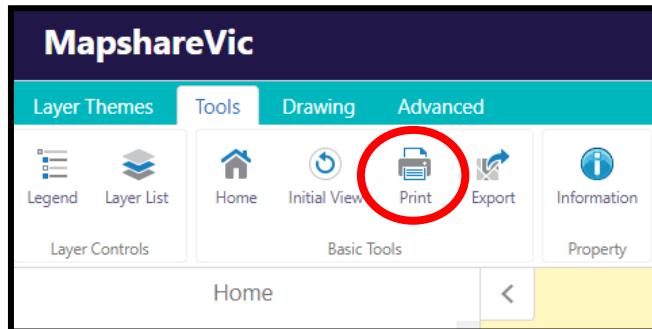
C. Save your map as a PDF

1. Click the 'Tools' tab on the top green bar

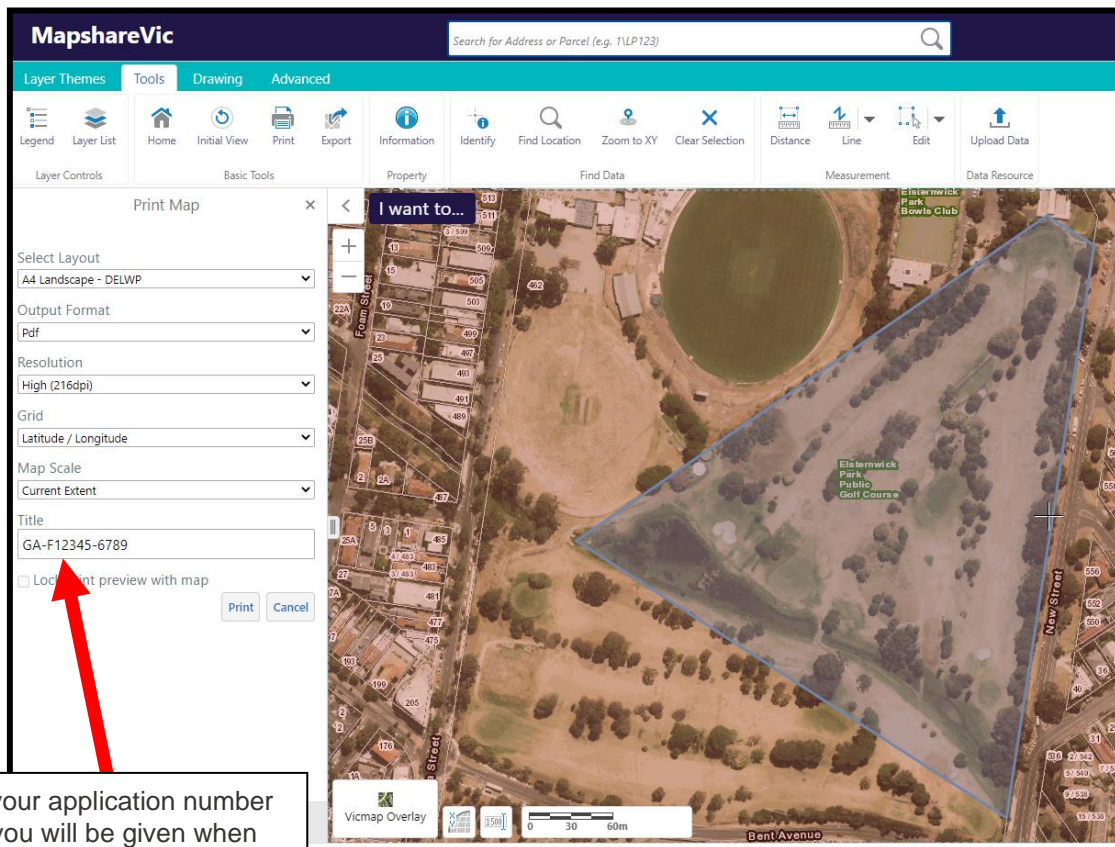


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- Click the 'Print' button underneath the top green bar, a 'Print Map' pane should appear to the left of the window once clicked.



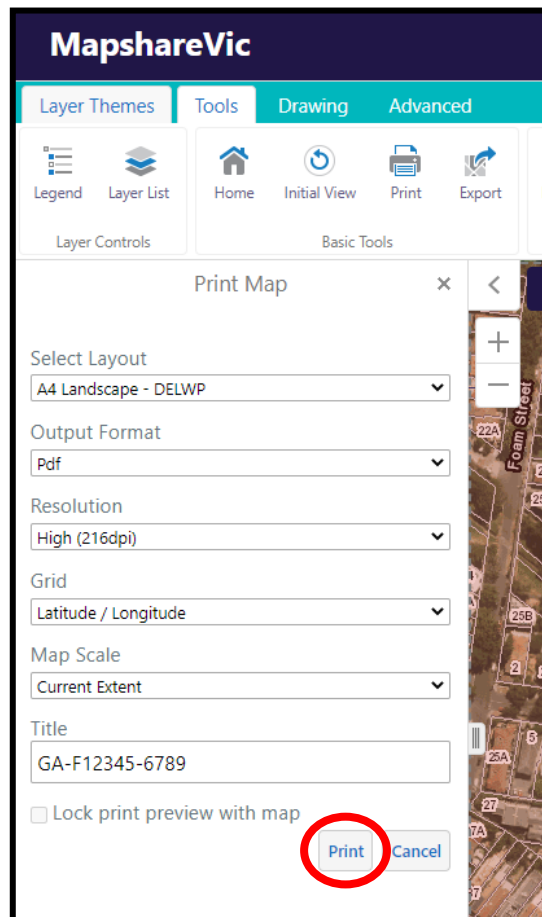
- Zoom in to the extent of your project area (i.e., the polygon you just mapped).
- From the drop-down options in the 'Print Map' pane to the left of the window, select the following options under the relevant headings:
 - Select Layout: A4 Landscape – DEECA
 - Output Format: Pdf
 - Resolution: High (216dpi)
 - Grid: Latitude / Longitude
 - Map Scale: Current Extent
 - Title: [ApplicationNumber]



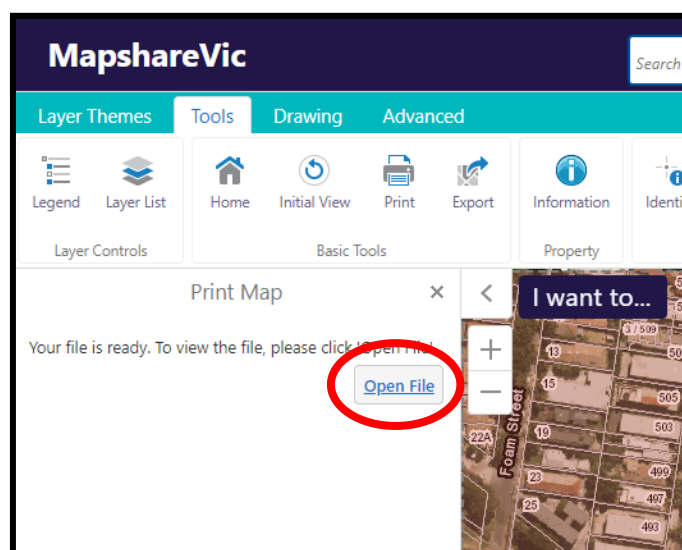
Insert your application number which you will be given when you start your application.

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- In the 'Print Map' pane click 'Print' – this will generate a PDF map document.

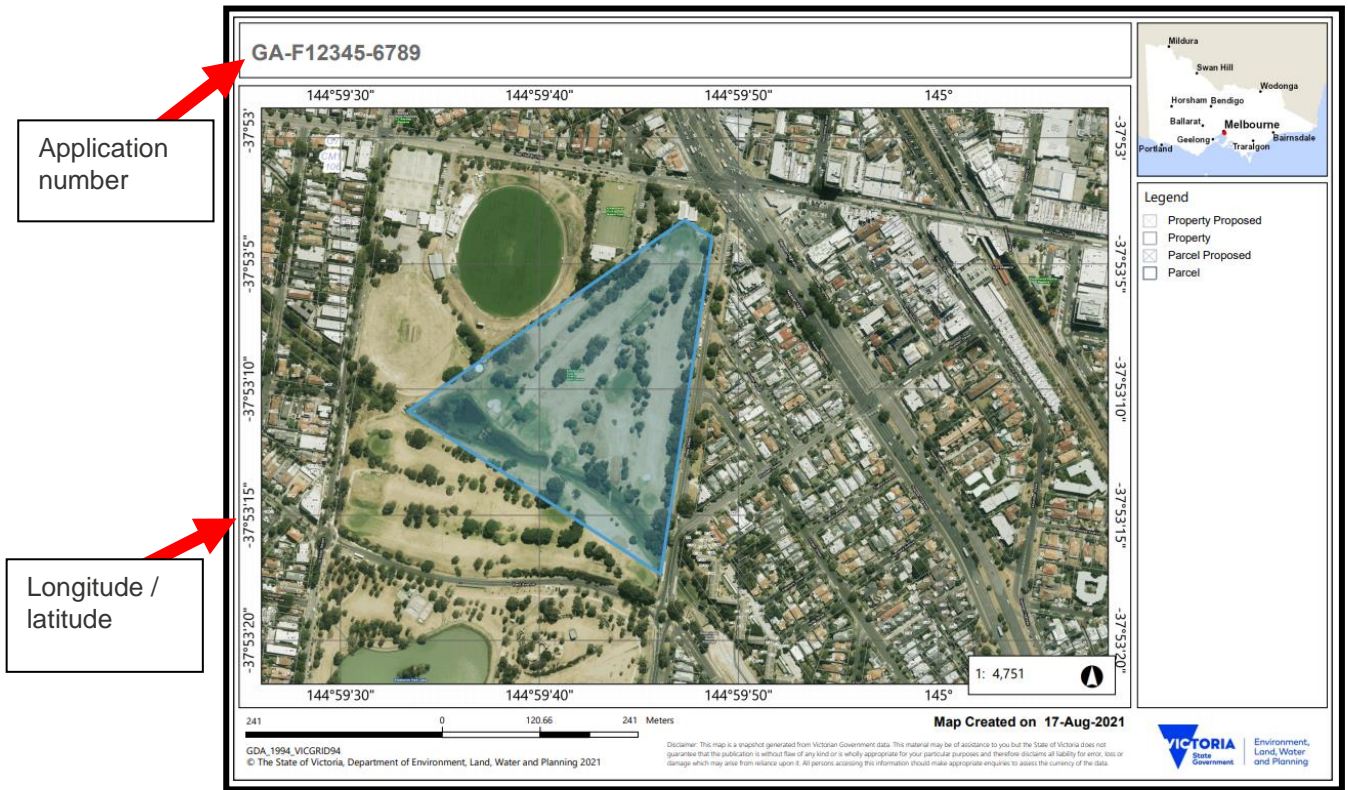


- It can take a couple of minutes for the map to generate. Once the map has generated, you will be able to click 'Open File'. This will open the PDF map in a new tab.

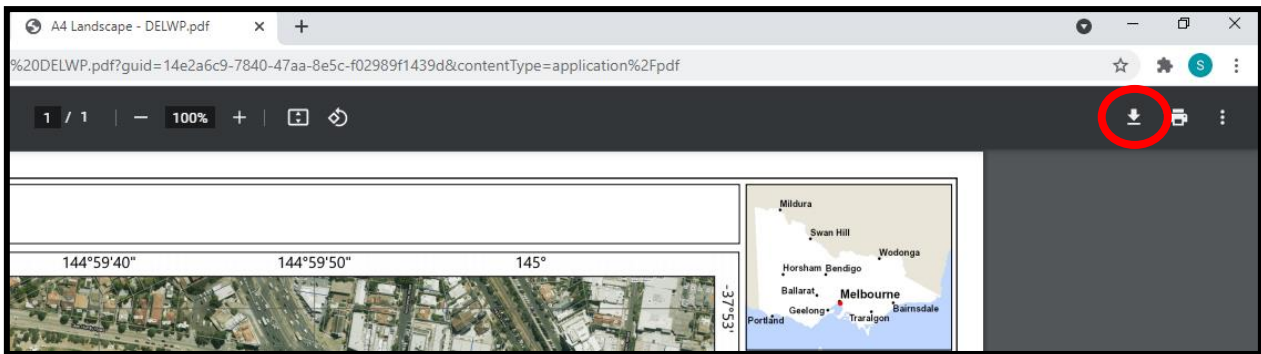


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7. The completed map should look something like this example.



8. Download your PDF map



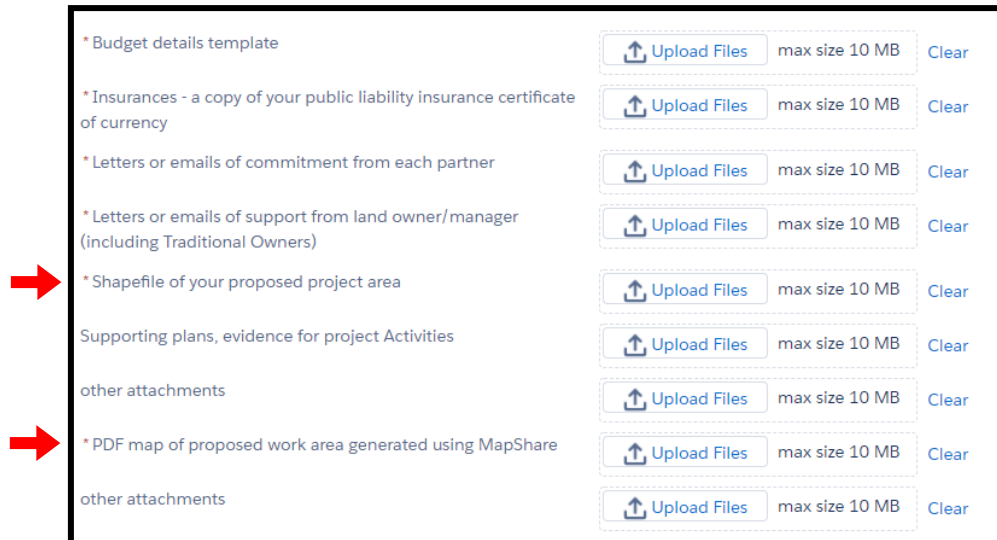
9. Rename the PDF to [ApplicationNumber]_Map.pdf – e.g., **GA-F12345-6789_Map.pdf**

10. The PDF copy of your map is now ready to be uploaded to your application. See **Step D** for instructions on uploading your shapefile and PDF as an attachment to your application.

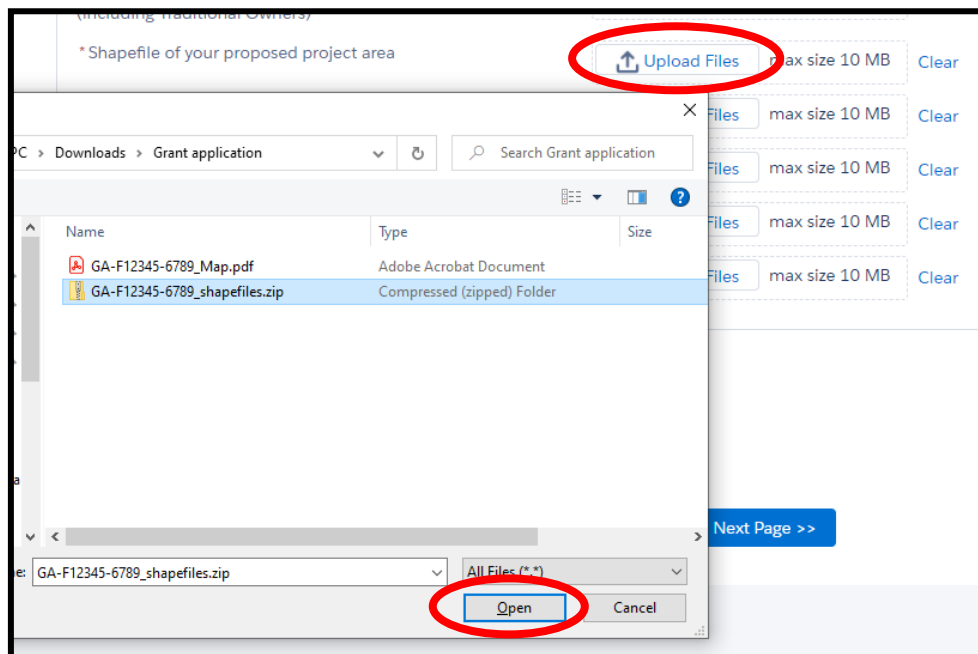


D. Upload your shapefile and PDF as an attachment to your application

1. In the supporting documents section of your application, you will be prompted to upload your shapefile and PDF map.



2. Click on 'upload files' and navigate to the folder you saved your mapping files in. Select the required attachment and select 'open' to attach it in the portal.



3. Repeat this to upload your other mapping file to the relevant section.
4. Once you have uploaded these files, the file name should appear next to the relevant supporting document. You are now ready to proceed with the rest of your application.

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| | | | |
|---|---|-------------------------------|--------------------------------------|
| * Budget details template | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |
| * Insurances - a copy of your public liability insurance certificate of currency | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |
| * Letters or emails of commitment from each partner | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |
| * Letters or emails of support from land owner/manager (including Traditional Owners) | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |
| * Shapefile of your proposed project area | <input type="button" value="Upload Files"/> | GA-F12345-6789_shapefiles.zip | <input type="button" value="Clear"/> |
| Supporting plans, evidence for project Activities | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |
| other attachments | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |
| * PDF map of proposed work area generated using MapShare | <input type="button" value="Upload Files"/> | GA-F12345-6789_Map.pdf | <input type="button" value="Clear"/> |
| other attachments | <input type="button" value="Upload Files"/> | max size 10 MB | <input type="button" value="Clear"/> |

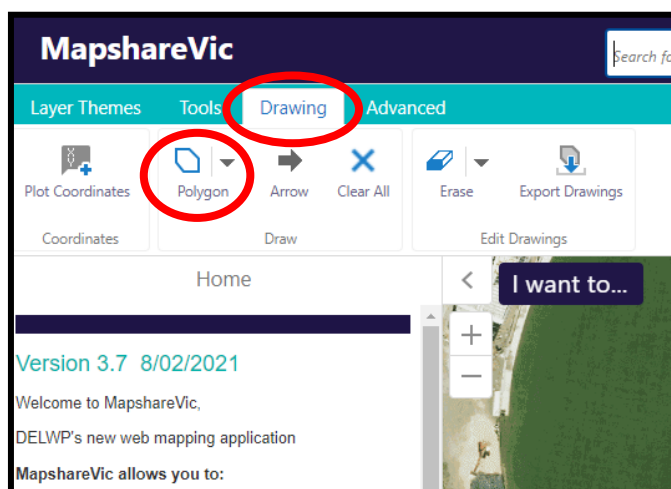
E. Illustrate specific activities on your map using icons (optional)

This is an optional step if you already know the specific locations of your activities within your project area. If you opt to do this step, you should complete this set of instructions after saving your map as a shapefile (**Step B**) and before saving your map as a PDF (**Step C**).

In the same MapshareVic browser you mapped your project area in, you can add shapes and icons to your map to illustrate specific monitoring sites or activity areas.

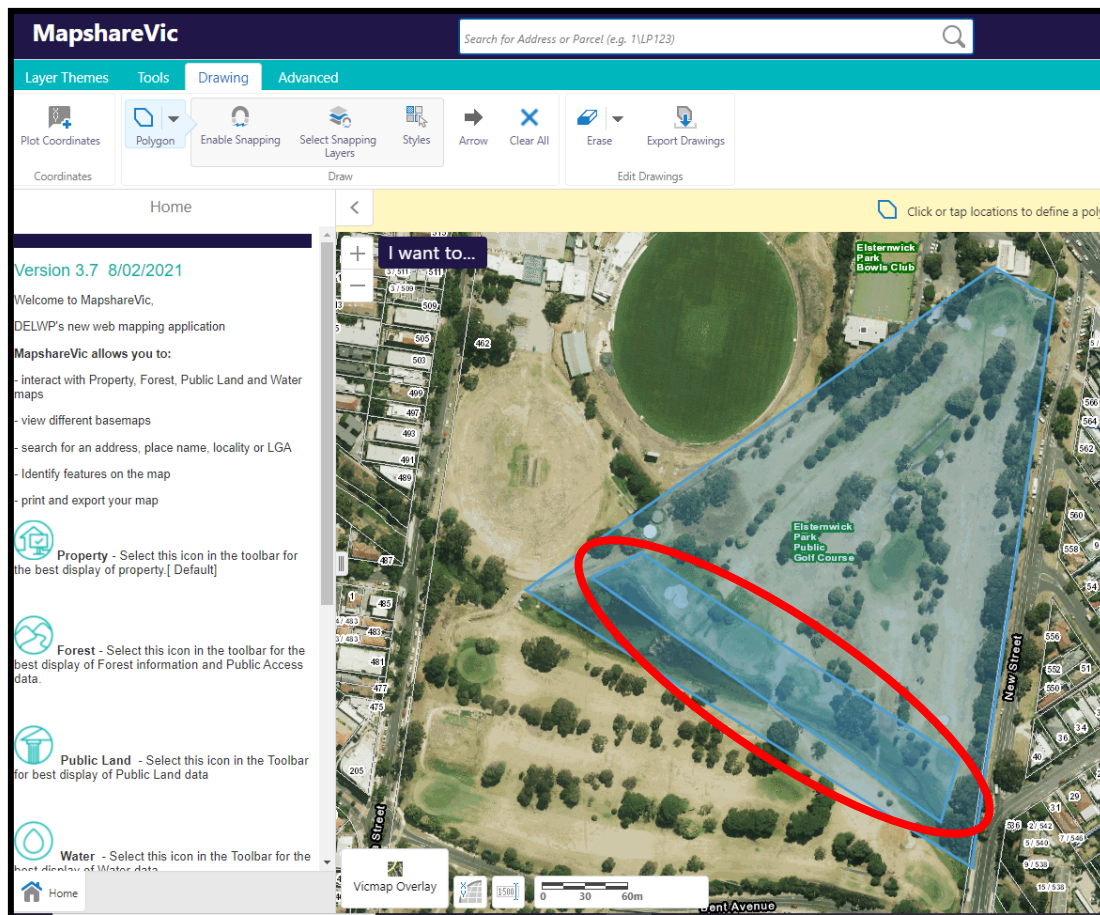
Add a shape to your map to show the perimeter of an activity:

5. Zoom in to the polygon you just mapped (i.e., the extent of your project area)
6. In the green ribbon at the top of the page click 'Drawing'
7. Click on the drop-down arrow and select 'Polygon' – this allows you to draw a shape like you did in **Step A**.

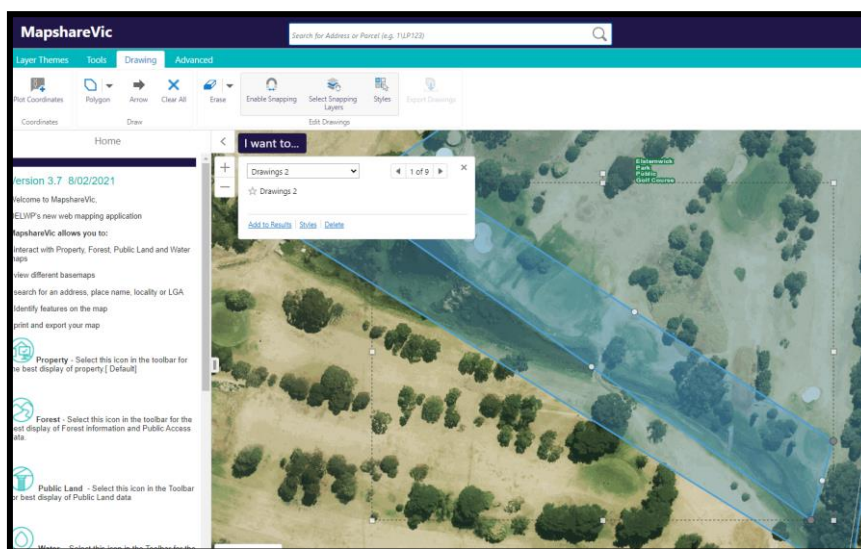


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- Click the boundaries of your activity area to draw the shape. You will need to double click to 'finish' your shape. In the example below, I have drawn a small polygon within my project area to show where I plan to deliver revegetation activities.

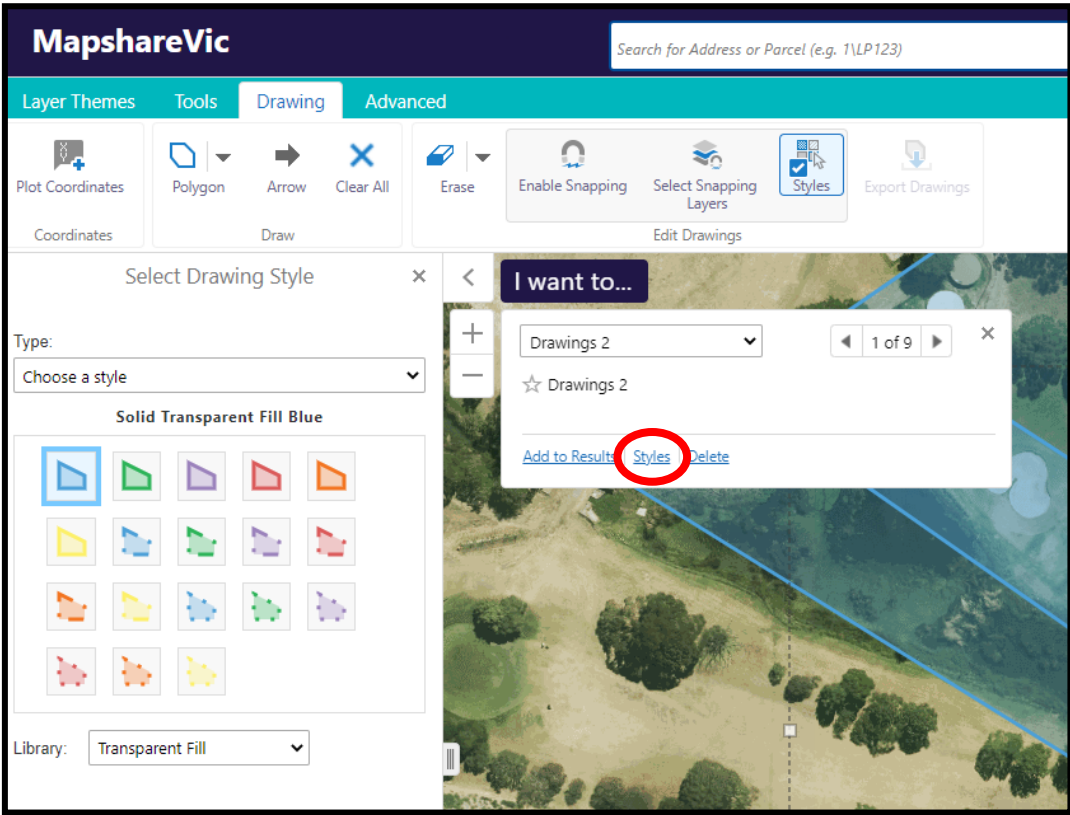


- As you can see, the shape is still blue which is not very helpful when distinguishing the activity area from the project area. To change the style of the shape you drew, select the shape by clicking on the border.

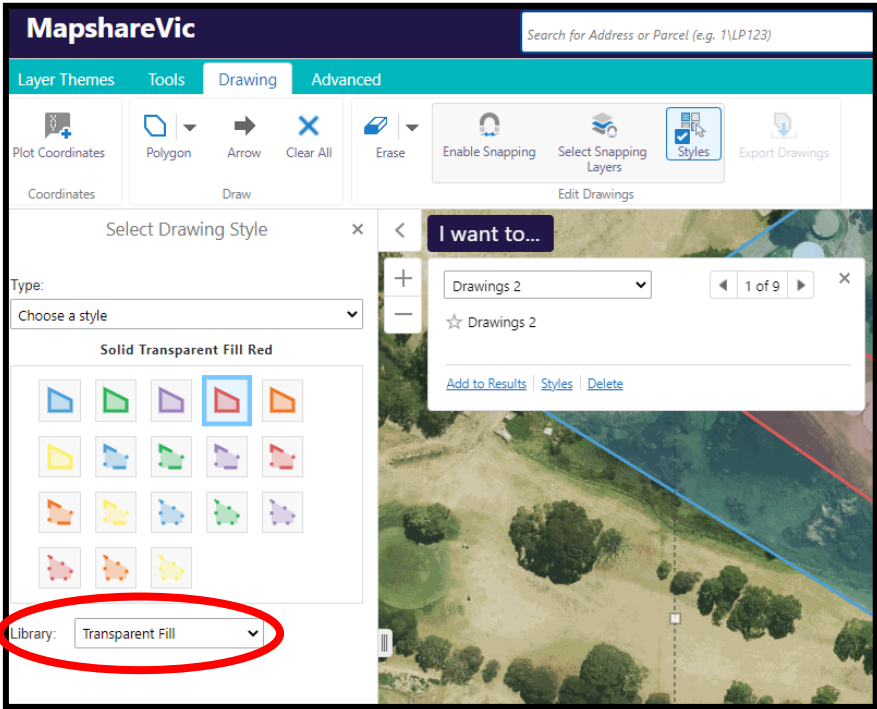


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10. Click 'Styles' from the pop-up window – this will open a pane to the left of your window titled 'Select Drawing Style'.

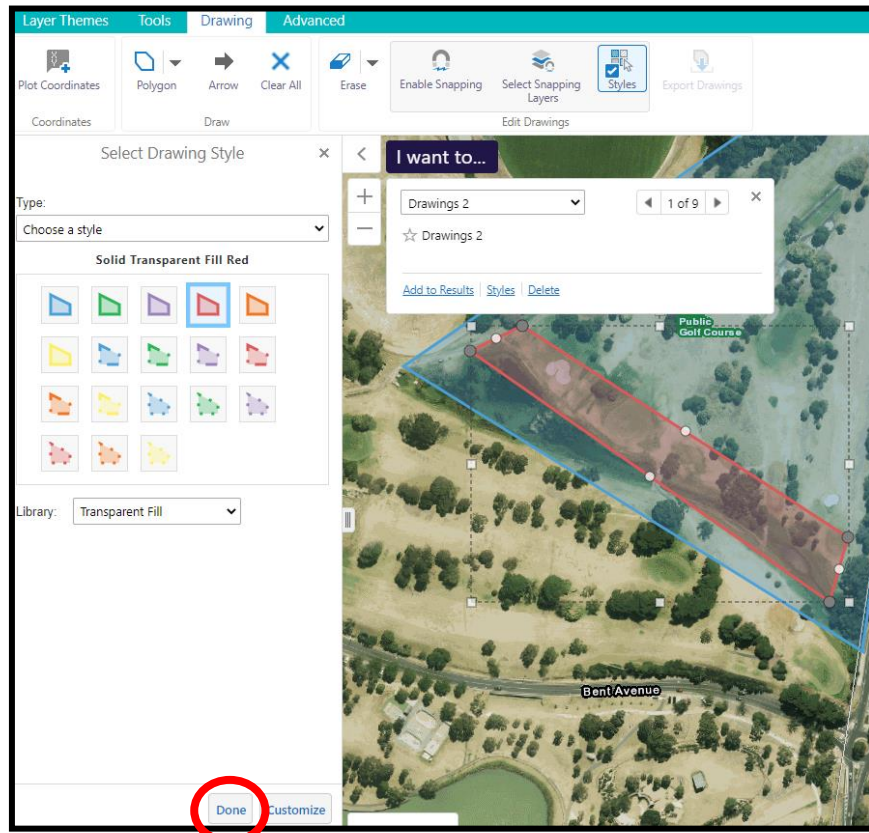


11. Now you can change the style of the shape you drew. It is best to leave it on 'Transparent Fill'.



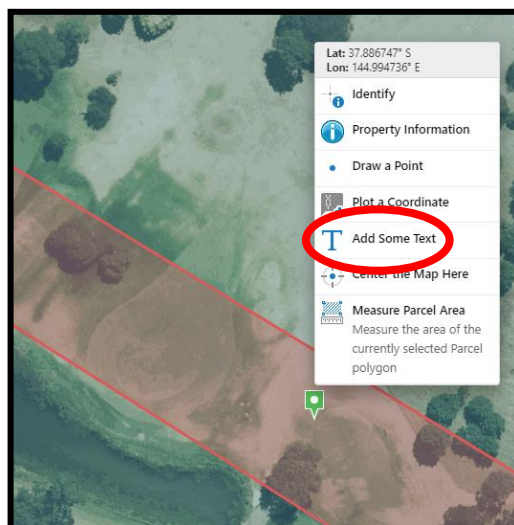
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12. Select 'Done' once you have adjusted the style to your liking.



13. In your application, you should describe the different shapes you have drawn within your map. For example, 'Revegetation works will be carried out in the area defined by the red rectangle in the PDF map'.

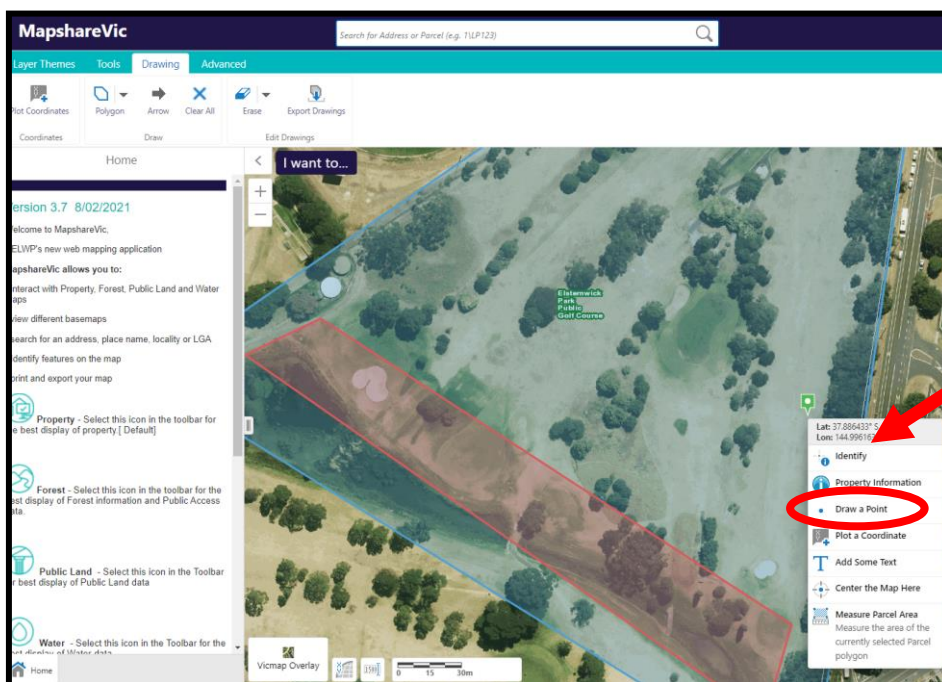
14. If the project site is big enough, you could also add text to describe the activity. To do this you right-click and choose 'Add some text' from the drop-down menu.



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Add an icon to your map to show a monitoring site or fixed-point activity:

1. In the MapshareVic browser, right click your mouse at the point your monitoring site is located and select 'Draw a Point' from the menu.

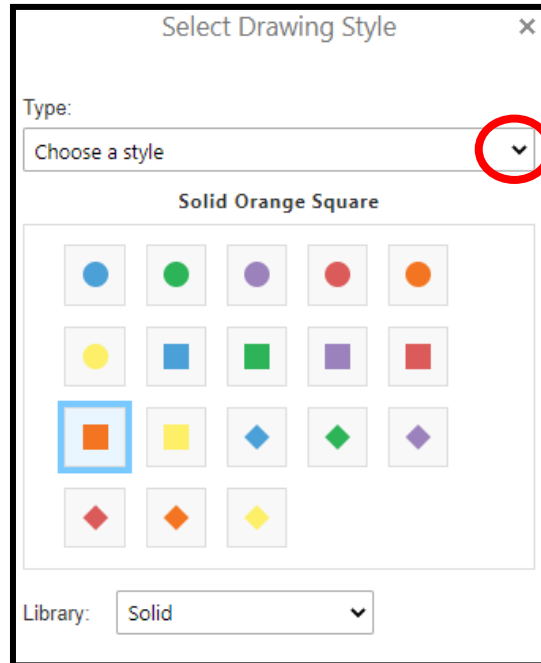


2. An icon will appear in the precise location you clicked your mouse, you can drag the icon around to place it in the correct location.
3. To change the style of the icon, select the shape and click 'Styles'.

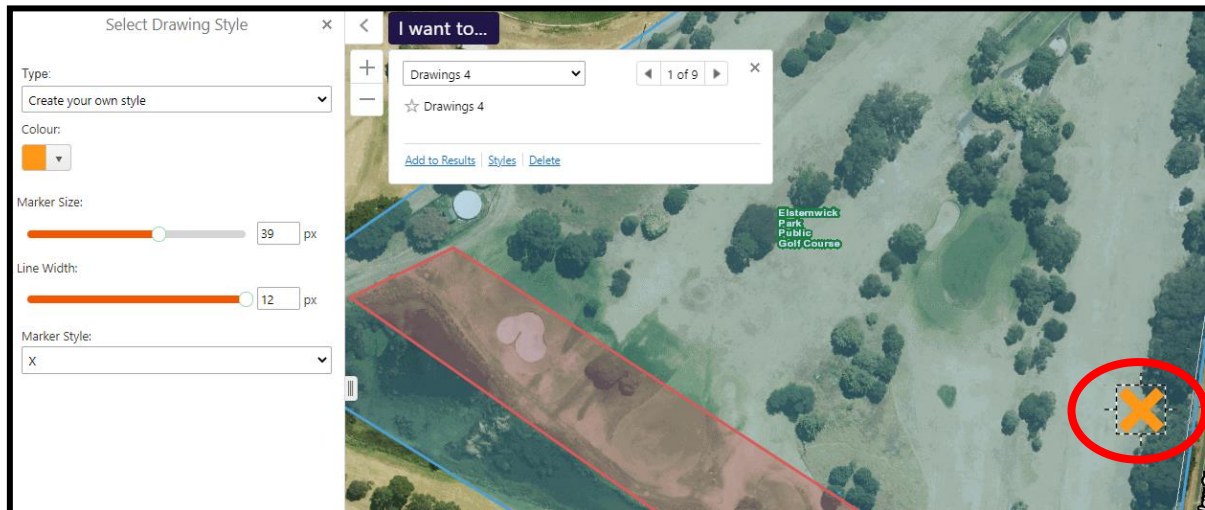


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- The 'Select Drawing Style' Pane will appear on the left of your window. You can select an icon style from the menu or select 'Create your own style' from the drop-down menu under the 'Type' heading. This will allow you to change the size of the icon.



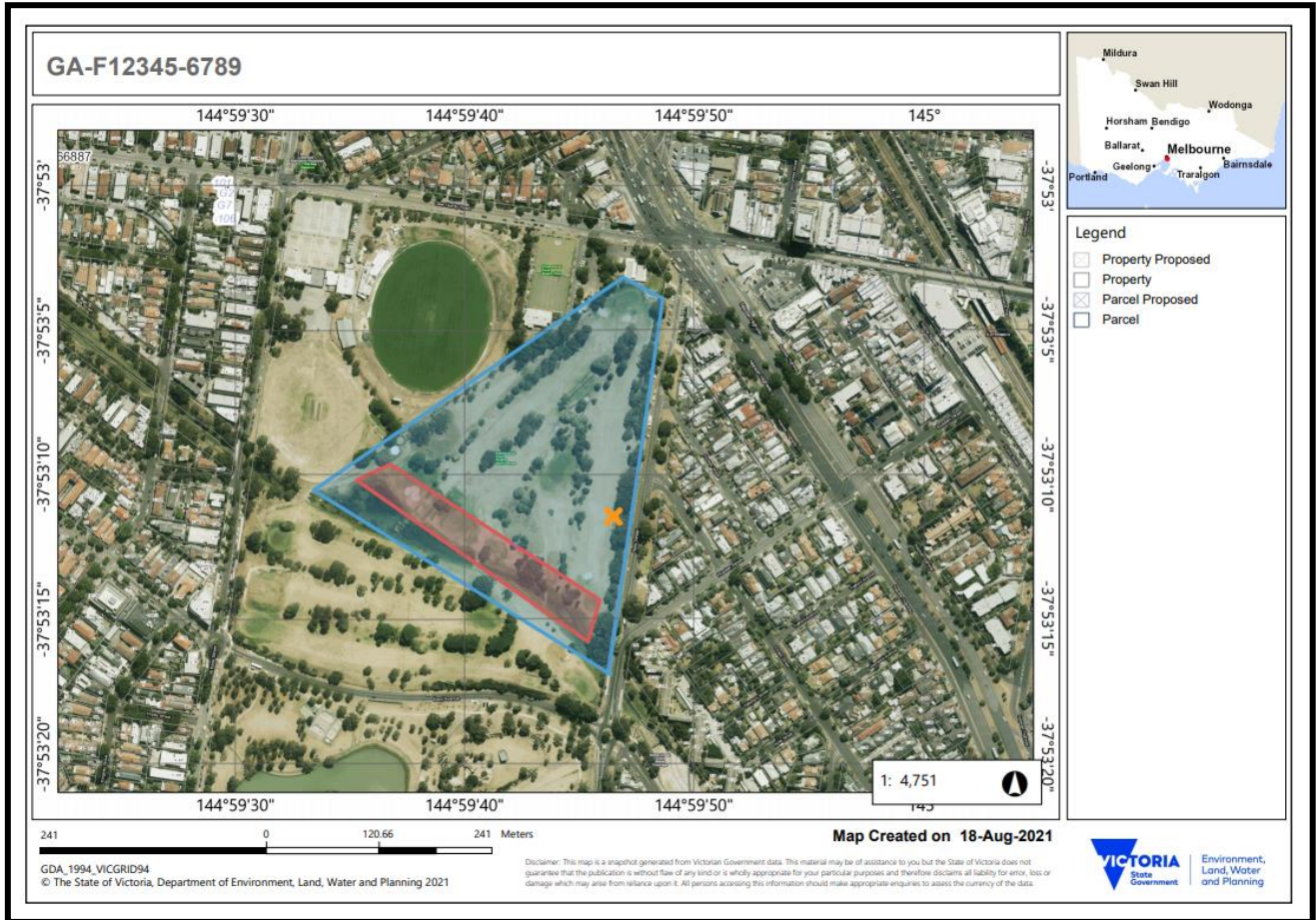
- It is good to make the colour something that will stand out. See my example below.



- In your application, you should describe the different icons within your map. For example, 'We will take observations of XXX at the park monthly. The monitoring point is shown by the orange cross in the PDF map.'
- Once you have inserted all the shapes and icons relevant to your project, you are ready to create a PDF of your map – see **Step C** for instructions.

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Here is a PDF of my map using the icons and shape features.



Contact us

Mapping assistance

If you require mapping assistance or are having issues producing a pdf map or shapefiles, please contact the Community Programs team directly via email at enviro.grants@delwp.vic.gov.au.

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 and quote your application number and the grant program.

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.

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