

# Frequently Asked Questions

Coastal Public Access and Risk Grants 2023-24

## Before you start your application:

- 1) Read the [Coastal Public Access and Risk Grant Application Guidelines 2023-24](#)
- 2) Read these Frequently Asked Questions (FAQ)
- 3) Discuss your grant project with your regional DEECA Land and Built Environment officer, listed in section 15 of the Application Guidelines.

## Q1. What is the purpose of the Coastal Public Access and Risk (CPAR) Grants Program?

A. The Coastal Public Access and Risk (CPAR) Grants Program provides grants to coastal Crown land managers to reduce coastal risk and improve public access. The Victorian Government is funding these grants for activities that reduce coastal risk through identification, mitigation, and monitoring. Given the range of risks that are inherent in a dynamic coastal environment, this program aims to support a strategic and balanced approach to risk management along the Victorian coast.

## Q2. Is my organisation eligible to apply for a CPAR grant?

A. Before you get started, read the [Coastal Public Access and Risk Grant Application Guidelines 2023-24](#) ('Application Guidelines') to check that your organisation is eligible to apply. That is:

"Appointed Victorian coastal Crown land managers under the *Crown Land (Reserves) Act 1978* can apply for funding. This includes local government authorities, committees of management, Parks Victoria, Great Ocean Road Coast and Parks Authority, and Phillip Island Nature Parks."

The Application Guidelines also specify who may *not* apply.

## Q3. Is my project eligible for a CPAR grant?

A. A non-exhaustive list of the types of activities eligible for funding can be found in section 4 of the [Application Guidelines](#). A list of successful projects from previous years can also be found on the CPAR grant webpage at [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants). Types of successful projects funded through CPAR grants include:

- new boardwalks and boardwalk extensions
- new all-abilities beach access ramps
- stair replacements and repairs
- realignment and repair of foreshore paths and trails
- decommissioning/consolidation of access paths
- safety signage

- erosion management planning
- coastal stability assessments
- erosion and coastal process studies.

A list of the types of activities *not* eligible for funding is in section 5 of the Application Guidelines. Projects that have not been funded in the past include:

- where the land manager has not met the eligibility criteria listed in the Application Guidelines
- where the activity has been better suited to another grants program, such as Public Safety on Public Land
- where the activity is considered 'day-to-day maintenance' of a reserve, such as rubbish or weed removal
- tree risk studies or mitigation works
- where the detail provided in the application has been insufficient.

#### Q4. How much funding is available for each grant?

A. The maximum funding for each grant is \$150,000 (excluding GST).

#### Q5. Can I apply for more than one CPAR grant?

A. Yes, you may apply for up to three different grant projects (one application per project, each up to the value of \$150,000 ex GST).

#### Q6. Does my organisation need to contribute to project funding?

A. As per section 6 of the Application Guidelines, the CPAR grants program provides a financial contribution to projects based on the annual revenue of the applicant. Maximum program contributions are calculated as a percentage of the total project cost.

- Where your organisation's annual revenue is less than \$1 million, the program will contribute 100% of the project cost (up to the amount of \$150,000 excluding GST).
- Where your organisation's annual revenue is more than \$1 million, the program will contribute 70% of the project cost (up to the amount of \$150,000 excluding GST).

For example (all figures exclusive of GST): an eligible land manager with an annual revenue of over \$1 million has a project estimated to cost a total of \$75,000. The land manager needs to commit to a contribution of \$22,500 (30% of the estimated total project cost). DEECA would contribute \$52,500 (70% of the total project cost) via the CPAR grants program.

Contributions must be 'cash' only – the CPAR grants program does not include in-kind contributions.

#### Q7. Do I need to provide quotes with my application?

A. Your application must include *at least* one written quote or registered Quantity Surveyor's estimate for each eligible component of works, totalling the estimated cost of the project. The quote must be dated and have been obtained within the past six (6) months.

Please ensure **contingency** is built into your budget.

#### Q8. Should I include GST in my budget?

A. DEECA does not pay GST in addition to the approved grant amount, as our grant payment is a GST free transaction. DEECA grant and funding agreement templates are drafted to be GST exclusive.

Whether you include GST or not depends on whether you are registered for GST – you can check at <https://abr.business.gov.au/>

**If you are registered for GST:** The budget provided in your grant application should be exclusive of GST. For example, if a contractor has quoted \$20,000 including GST to undertake works, you should only include the GST exclusive amount of \$18,182 in your budget.

**If you are not registered for GST:** The budget provided in your grant application should cover the total cost of your expenses including GST where applicable (e.g., include the impact of any GST on your purchases). The budget provided in your application should be inclusive of GST – this will ensure you are not out of pocket. For example, if a contractor has quoted \$20,000 including GST to undertake works, include the whole \$20,000 in your budget.

## Q9. Do I need to discuss my application with DEECA before I apply?

**A.** You must discuss your project with your regional DEECA Land and Built Environment (LBE) officer (listed in [section 15](#) of the Application Guidelines) before applying. This is one of the grant eligibility criteria.

You can contact your relevant LBE officer by phoning the DEECA Customer Contact Centre on 136 186 and asking to be put through to the Coastal Public Access and Risk grants LBE contact officer for your part of the state.

Please note, if your application is successful, you will again need to contact the LBE team in your part of the state to ensure the timely issue of any permits/consents required. Phone the DEECA Customer Contact Centre on 136 186 and ask to be put through to the LBE team in your part of the state, or email: [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) (and your enquiry will be forwarded to the public land email in your region).

## Q10. Do I need a letter of in-principle support for my project from DEECA?

**A.** Yes – one of the eligibility criteria is that you must have received a letter of in-principle support from the relevant DEECA Regional Manager LBE Programs. Without this letter, your application will be ineligible and will not proceed to assessment. Your regional LBE officer listed in section 15 of the Application Guidelines will coordinate this letter.

To allow time to coordinate this letter, it is suggested that you provide your LBE officer with a summary of each proposal against the assessment criteria listed in the application guidelines (why, what, who and how) at least **two weeks** before grant applications close (please confirm preferred timing with your LBE officer).

## Q11. When do grant applications close?

**A.** Applications must be submitted online by **Wednesday 1 November 2023 at 5:00 pm**. To avoid missing the cut-off, please ensure your application is submitted at least 30 minutes prior. Late applications will not be considered.

## Q12. When do I hear whether my application has been successful?

**A.** Successful and unsuccessful applicants will be notified in writing in early 2024.

## Q13. How long do successful applicants have to complete their project?

**A.** Projects must be completed (including the submission of acquittal documentation to DEECA) within 12 months following the execution of the funding agreement.

## Q14. What happens if the project is overspent?

**A.** Discrepancies in project costs must be funded by the applicant (section 9 of the Application Guidelines). Please ensure a contingency amount is included in your project budget.

## Q15. What happens if the project is underspent?

**A.** If the activity is completed for less than the original total project budget, including contingency, the funding will be reduced on a pro rata basis. The reduction in the funding will be deducted from the final grant payment or may be otherwise recovered from your organisation (DEECA will issue your organisation an invoice).

Please refer to the terms and conditions of the Transfer Payment Funding Agreement (clause 3.8.1) and Victorian Common Funding Agreement (clause 4.8, noting the specific clause in Item 2 of the Schedule where grants for activities will be reduced in line with actual activity expenditure.)

**Example 1:** A small voluntary committee of management (revenue less than \$1 million) has a project estimated to cost \$75,000. It is awarded a grant totalling 100% of the project cost.

The first milestone payment made to the committee is \$67,500 (90% of the total grant amount). DEECA withholds the final milestone payment of \$7,500 (10% of the total grant amount), to be paid to the committee upon project acquittal.

At project completion, the total cost of the project comes to \$66,000, which is \$9,000 less than the estimated project cost (awarded grant amount). The committee is still entitled to the full amount of the actual project cost, however, has now been overpaid. The committee has been paid \$67,500 (\$1,500 in overpayment). DEECA invoices the committee for \$1,500 and DEECA retains the original final milestone payment of \$7,500.

**Example 2:** A large committee of management (revenue over \$1 million) has a project estimated to cost \$75,000. The grant awarded is 70% of the total project cost (\$52,500). The committee contributes 30% to the project (\$22,500).

The first milestone payment made is \$47,250 (90% of the total grant amount). DEECA withholds the final milestone payment of \$5,250 (10% of the total grant amount), to be paid to the committee upon project acquittal.

At completion of the project, the total cost of project comes to \$66,000 which is \$9,000 less than the estimated project cost. The funding split is re-calculated based on the final total project cost, with DEECA now funding \$46,200 (70%) and the committee contributing \$19,800 (30%). The original grant (\$52,500) less the revised grant (\$46,200) equates to a reduction of \$6,300.

The committee has been paid \$47,250, which equates to overpayment by \$1,050. DEECA invoices the committee for \$1,050 and DEECA retains the original final milestone payment of \$5,250.

DESCRIPTION	AMOUNT (EX GST)	NOTE
<b>Estimated total project cost</b>	\$ 75,000	
DEECA contribution (70%)	\$ 52,500	
Recipient contribution (30%)	\$ 22,500	
<b>Total final project cost</b>	\$ 66,000	
Revised DEECA contribution (70%)	\$ 46,200	
Revised recipient contribution (30%)	\$ 19,800	
Difference between original/revised DEECA contribution (CPAR grant)	\$ 6,300	
First milestone paid	\$ 47,250	PAID
DEECA revised contribution less first milestone paid	-\$ 1,050	DEECA TO INVOICE RECIPIENT
Final milestone due	\$5,250	DEECA TO WITHHOLD

#### Example 2 calculations – tabular format

## Q16. Who can I contact for further information or help in completing my application?

A. If you require assistance submitting your application online, contact [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au).

To discuss the status of applications, the guidelines or the assessment process, contact the CPAR Grants Officer via [marine.coasts@delwp.vic.gov.au](mailto:marine.coasts@delwp.vic.gov.au).

To discuss the specifics of your project and for help obtaining your DEECA letter of in principle support, contact your local Land and Built Environment (LBE) officer (details below) as early as possible in the application process via the DEECA Customer Contact Centre on 136 186 or email: [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au).

### DEECA Barwon South West region

Jacob Mathieson

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### DEECA Gippsland region



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