DEECA Biodiversity Environment and Community Grants



Fact Sheet 3 of 10 How to apply for funding

This Fact Sheet will guide you through how to fill out the Biodiversity Environment and Community Grants application form.

Before applying

- Make sure you have checked if you are an eligible applicant. Refer to Fact Sheet 2: Eligibility and required supporting documentation for further information.
- Make sure you have the relevant supporting documentation for the project before submitting. Keep copies of your application including supporting documentation. This information will be useful should your application be successful. Refer to Fact Sheet 2: Eligibility and required supporting documentation for further information.

1. Registering with Grants Online

To apply, you will need to register with Grants Online. Go to: https://delwp1.force.com/GrantsPortallogin

| Environment, Lond, Worker ond Planning | | DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNIN | G 🚨 |
|--|--|--|---------------------|
| | HOME > GRANTS ONLINE > LOG IN | | |
| | Log In | No | |
| | | Gername: | |
| Create a new ac | ccount | login | Reset your password |
| | | Remember Me? | K |
| | Don't have an account! Create an Account | unt | Forgot Password? |

If you have previously registered, you will be able to access your Grants Online home page. If you don't have one, click the **Create an Account** button.

Note – ensure that you remember your username (email) and password for future reference. Try to choose an email that will not change in the future – because over time your account will record your grant history.

2. Completing the application

You can preview the application prior to starting an application by clicking the **View as PDF** button, which appears at the bottom of each page of the application (see screenshot below). This allows you to see what is required before beginning an application.



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Suggestion: Save the PDF on your desktop and copy the questions to a word document. You can draft your responses in a word document before copying and pasting them to the application portal. Keep in mind the word limit for each question and the application closing date. The <u>application form can be saved as you go</u>. You can click through the sections and submit or save a draft. You can access your draft application by click on the 'Access Saved Application' button.

You must answer all fields before submitting your application. If fields are left blank, your application may be ineligible, scored lower as it does not meet the assessment criteria or may not be submitted for consideration.

Note – the symbol * denotes mandatory fields. If these fields are left blank, the application form will not save or allow you to move to the next or previous page.

Below is an example of what the front grants home page will look like when you click on the application link.

| | _ | | | | | | | |
|------------------------|------|---------------------------------|---|---|--|--|--|--|
| | | INTRODUCTION | 2021-22 Port Phillip Bay Fund (page 1 of 1 | 3) | | | | |
| | | ELIGIBILITY | Application | | | | | |
| | | YOUR ORGANISATION | Applications close: Wednesday 23 February 2022 3:30pm | | | | | |
| | 1 II | PRIMARY CONTACT | To avoid losing data, we encourage you to save your application as you g | to. You can do this by clicking the 'save as draft' button at the bottom of every page. | | | | |
| he different sections | | AUTHORISED REPRESENTATIVE | INTRODUCTION | | | | | |
| of the grant | | PROJECT OUTLINE | User Registration | | | | | |
| n the grant | | PROJECT ACTIVITIES AND OUTCOMES | It is a requirement that you are a Grants Online registered user in order to 'Save as Draft' or 'Submit' an application form. Upon clicking 'Next Page', if you are already a Grants Online registered user you will be prompted to enter your username and password. If you are not a Grants Online registered user, you will be asked to create a | | | | | |
| pplication will appear | | ASSESSMENT CRITERIA 1 · WEIGHT | username and password. | | | | | |
| on the left-hand side | | ASSESSMENT CRITERIA 2 · WEIGHT | Privacy Collection Notice The personal information on this form is collected by the Department of Environment, Land, Water and Planning (DELWP) for the purposes of administering your gran | | | | | |
| | | ASSESSMENT CRITERIA 3 - WEIGHT | application and informing Members of Parilament of successful appl | Ications. The personal information in this form will be disclosed to relevant DELWP staff and may | | | | |
| | - 11 | BUDGET | also be disclosed to Members or Parliament and their staff, where application. Personal information may also be disclosed to external ex- | cyou do not provide the information required by this form we may be unable to process your sperts, such as members of assessment panels, or other Government Departments for assessment, | | | | |
| | | SUPPORTING DOCUMENTS | reporting, advice, comment or for discussions regarding alternative or | collaborative grant funding opportunities. | | | | |
| | | FEEDBACK & DECLARATION | Website Navigational Information | | | | | |
| | | OVERALL PREVIEW | The Grants Online portal uses cookles that are session-based and pe | ersistent-based. Session cookles exist only during one session and disappear from your computer | | | | |
| | ! | | computer. No cookles contain your personal information. | based cookles remain on your computer after you have closed your browser or turned off your | | | | |
| | | | Coardol losing data, we encourage you to save your application as your application applicatio | ou go. You can do this by clicking the 'save as dard' button at the bottom of every page. (') Indicates that it is mandatory and must be completed. It he 'Previous Page' and 'Next Page' buttons - do not use the back and forward buttons on your | | | | |
| | L | | 1 | | | | | |
| | | | | · · · · · · · · · · · · · · · · · · · | | | | |
| | | 5 | Save your application | This allows you to preview the whole | | | | |
| | | | as a draft and return | application in a PDF document you can | | | | |
| | | c | | application in a r Dr document, you can | | | | |
| | | t | o it later | do this before you commence an | | | | |
| | | | | application | | | | |

To access a saved application, return to <u>https://delwp1.force.com/GrantsPortallogin</u>, all your commenced applications will be listed here, including your previously submitted applications.

| HOME > GRANTS ONLINE > MY GRANTS AND ASSISTANCE My Grants and Assistance Manage grants and assistance that you have applied for. | | | | | |
|--|-----------------------------------|---------------------------|---------|------------------------|--------------------------|
| Username: | Update My Account Change Password | | assword | Log Out | |
| Applications | | | | | |
| PROGRAM | IDENTIFIER | REFERENCE NO. | STATUS | LAST MODIFIED | ACTION |
| 2022 Port Philip Bay Fund | | GA-F29389-6488 | Draft | 25/11/2021 | â |
| Click this link to access your draft application | This is applica | your grant tion number | | This will draft app | delete your blication |

OFFICIAL

| Status: | Draft | | | | | | |
|---|-------------------------------------|--|---------------|---------|------------|--------|--|
| Created: | 24/11/2021 | | | | | | |
| 0 | Documents | | | | | | |
| NAME | | | TYPE | CREATOR | DATE | ACTION | |
| 🖌 CL | CLICK HERE to view application form | | Form Response | | 24/11/2021 | | |
| | κ | | Cancel | | | | |
| After clicking the program link on the previous page, you will be directed to this page where you can then access your application and continue editing it | | | | | | | |

3. Submitting your application

Once you have completed all fields and uploaded all attachments and supporting documentation, review your application in its entirety before you press **submit**. You will be prompted to do this on the **Feedback & Declaration** page of the application.

Once submitted, you will only be able to view your application form the Grants Online portal: <u>https://delwp1.force.com/GrantsPortallogin</u>. You **cannot edit** your application once submitted.

Note - 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.

| | Previous Page | Save as Draft | View as PDF | Save an | d Preview | |
|--|----------------------------|--------------------|----------------|--------------------------------|--|---------------------------|
| | | | | You must pre entirety befo | eview your application re the submit button | on in its will appear. |
| | << Previou | s Page Save | as Draft Sa | After re applica able to | viewing your tion, you will be click submit. | |
| My Grants and Assista Manage grants and assistance that you | nce I have applied for. | Lindate My Account | Change Pag | sword | Log Out | |
| Applications | | epare in Account | Gridige Pa | | LOB OUT | |
| GRAM | | IDENTIFIER | REFERENCE NO. | STATUS | LAST MODIFIED | ACTION |
| Port Philip Bay Fund | | | GA-F29363-8736 | Submitted | 25/11/2021 | |



4. What happens next?

Once submitted, your application will be collated with all other applications and undergo a completeness and eligibility check. Then Independent Assessors will evaluate all the applications against selection criteria which involves scoring and ranking.

It may take several months for the grants team to undertake the assessment process, so please be patient. All applicants will be notified once grants have been approved.

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.

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