Coastcare Victoria Community Grants Guidelines

2023

Acknowledgements

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

Photo credit

Bellarine Catchment Network

Accessibility

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Message from the Minister

Coastcare Victoria was launched by the Victorian Government in 1994 as part of its commitment to support coastal volunteers' efforts caring for the coast. Its launch also made Victoria the first state in Australia to formally support its coastal volunteers.

In the 28 years since, Coastcare Victoria has evolved; paving the way for productive, outcome-driven collaboration between various groups, including state and local government, agencies, non-government organisations and community groups.

Launched in 2021 the Coastcare Victoria Strategy 2021 – 2026 outlines the importance of protecting, preserving and enhancing our marine and coastal environments; with a vision for healthy, valued marine and coastal environments.

The strategy's three pillars - marine and coastal stewardship; thriving community groups and networks; and Victorians valuing the coast – can only be achieved through a collaborative approach between government and the community.

The Victorian Government is proud to support Coastcare Victoria, Coast Action and Coastcare groups, Friends groups, coastal committees of management, not-for-profit organisation, citizen science effort and special interest groups.

These groups have delivered many outstanding examples of on-ground action, education and awareness, to the benefit all Victorians.

On behalf of the Victorian Government, I thank the thousands of people across the state, whose valued contributions have helped Coastcare Victoria. Your combined efforts to protect and enhance Victoria's marine and coastal environments are seen, appreciated and make a difference.

Ingrid Stitt MP

Minister for Environment

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1. What is the Coastcare Victoria Community Grants 2023 program?

The Coastcare Victoria Community Grants program provides grants to community organisations to protect and enhance the public (coastal Crown land) coastal and near-shore marine environment. Coastal Crown land is defined in the Marine and Coastal Act 2018, the marine and coastal environment includes all waters between the outer limit of Victorian coastal water and five (5) kilometres inland of the high-water mark of the sea.

The Victorian Government's VicCoasts program is funding these grants to promote the preservation of coastal and marine ecosystems and environments across Victoria through rehabilitation, restoration and preventative conservation actions. It also seeks to build community capacity, support community adaptation and improve ecosystem resilience to climate change.

The Coastcare Victoria Community Grants program aims to support the three pillars in the *Coastcare Victoria Strategy 2021-2026*:

Pillar 1. Marine and Coastal Stewardship - conservation, rehabilitation, restoration and preventative actions for Victoria's coastal and marine ecosystems.

Pillar 2. Thriving Marine and Coastal Community Groups and Networks – supporting community organisations to diversify, plan for the future and be responsive to change.

Pillar 3. Victorians Valuing the Coast - supporting community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management.

2. Who can apply?

It is strongly recommended that you contact any Coastcare Victoria Facilitator to check your organisation and project activities comply with the eligibility criteria. See our website for contact details:

Coastcare Victoria (marineandcoasts.vic.gov.au)

The following community groups and organisations with a focus on marine and coastal environs are eligible:

• Coastcare Victoria groups

• Landcare groups

• Aboriginal groups and organisations, land councils, trusts and co-operatives working on-country

• 'Friends of' groups

• Field naturalist groups

• Non-government community organisations

• Community service organisations and clubs

• Coastal Committees of Management

• Educational institutions including schools and universities (recommended to partner with local coastal volunteer group).

Financial Governance

In addition to be eligible for funding, applicants must be:

• an incorporated association registered through Consumer Affairs Victoria (check here: www.consumer.vic.gov.au) or other state incorporating agency; or

• a registered not-for-profit organisation with the Australian Charities and Not-for-profits Commission (check here: ACNC www.acnc.gov.au); or

• a coastal Committee of Management incorporated under the *Crown Land (Reserves) Act 1978*; or

• a Registered Aboriginal Party under the *Victorian Aboriginal Heritage Act 2006*, or

• an educational institution;

AND

• hold sufficient insurance including public liability insurance of at least $10 million and personal accident insurance. See Section 8 below for further detail.

Groups and organisations that do not meet the above requirements can still apply for funding but must operate under the auspice of a sponsor organisation. See Section 8 below for further detail.

Who can sponsor (auspice) an applicant?

An auspice is only accepted when the applicant is unable to meet the above financial governance requirements. An auspice organisation must:

• be a State Government statutory body/authority or local government, or be one of the community groups and organisations listed above *and* be incorporated through Consumer Affairs Victoria (www.consumer.vic.gov.au) or other state

incorporating agency, or registered as a not-for-profit with ACNC (www.acnc.gov.au);

• hold sufficient insurance including public liability insurance of at least $10 million and personal accident insurance (see Section 8 below for further detail);

• agree to take responsibility for the management and safety of the group's volunteers and participants; and

• sign the funding agreement, receive the grant payment and be accountable for the delivery and reporting of the project.

An auspice can sponsor multiple applicants.

3. Who cannot apply?

The following organisations and individuals cannot apply for funding:

• Commonwealth Government agencies

• Private companies or trusts

• Private individuals

• Catchment Management Authorities

• Industry bodies

• State Government departments and statutory bodies/authorities (acceptable auspice/sponsor)

• Water Authorities

• Local government (acceptable auspice/sponsor)

• Previous recipients (as applicant, not auspice) of an active Coastcare Victoria Community Grant with outstanding project milestones, at the time of grant application closing date (see Section 13 below). Examples of outstanding milestones include progress reports, completion reports and acquittals, job safety plans and any special condition milestones.

4. What might be funded?

Projects must be undertaken wholly on coastal Crown land.

Your project budget must fully and clearly define project costs, including any GST on supply items required to deliver your project (for example nursery plants or contractor services).

The following categories of expenditure are eligible for funding:

• Advertising

• Environmental assessments*

• Equipment hire or purchase directly related to project's on-ground components**

• Materials (e.g. chemicals, plants, etc)

• Printing / design

• Rubbish removal

• Site preparation

• Training and certification (if directly related to funded activity)

• Contractors*

• Exclusion fencing

• Personal protective equipment (e.g. gloves, goggles and masks)

• Postage

• Project coordination#

• Signage

• Site security

• Pilot projects

• Costs of permits, Cultural Heritage checks, etc, directly related to the project

• Insurance renewal or organisation membership renewal that includes insurance cover, such as Landcare Victoria Incorporated membership.

* Contractors must be from an external party

** Capital items must become a registered asset of the entity.

A maximum of 15% of total grant funding can be used for incurred costs for project coordination (e.g. staff wages for time worked on project and project associated administrative costs) and does not need to be itemised.

5. What will not be funded?

The Coastcare Victoria Community Grants program will not fund the following activities:

• Projects assessed as not meeting the eligibility and/or assessment criteria will not be funded.

• Wages of staff for project delivery activities (e.g, paying an employee to deliver training/workshop; listing 'contractors' when those contractors are employed by the applicant organisation with the same ABN), contractors must be from an external party.

• Summer by the Sea Program activities

• Works or activities on, or for the benefit of, private land, including asset protection and seawall structures

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- Development of recreation facilities or projects primarily focused on improving amenity
- Any activity involving clearing of native vegetation, unless it is a declared environmental weed in your area and appropriate permits are obtained
- Revegetation works using species which are not local indigenous species
- Removal of exotic trees from coastal foreshore areas where there is little or no remnant vegetation
- Large infrastructure or engineering works, such as coastal asset protection erosion mitigation activities
- Activities (or components of projects) that have already been funded on the same site by other sources
- The purchase or production of goods or merchandise which are considered to be environmentally damaging e.g. single use plastics (hard or soft), polystyrene
- Goods or services for competitions, prizes, gifts, vouchers or alcohol
- General operating costs (not including insurance renewal or organisation membership renewal that includes insurance cover, such as Landcare Victoria Incorporated) or travel costs not directly associated with a project/event
- Sand/beach renourishment
- Activities involving the use of fire-arms, tranquilisers, explosives, trapping, ferreting or harbour destruction for animal control.
- Feral cat control
- Using LPG devices, ferreting or harbor destruction for rabbit control
- Shooting animals
- Trapping animals
- Any activity required as an offset (as a condition of a permit to clear native vegetation)
- Projects not relating to Victoria's marine and coastal environments
- Project activities commenced prior to the project activities start date (see key dates section)
- Political campaigning or advocacy activities for political parties
- Environmental assessments for development or contaminated land

Products produced from Victorian Government funding, including Coastcare Victoria, cannot be sold or reproduced for money.

6. What are the funding details?

The total funding available is $210,000 over the period of June 2023 to June 2024.

Small grants of up to $10,000 per project are available to successful applicants.

Multiple grant applications may be submitted by the same applicant. See Assessments in Section 7 below for further detail.

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 and therefore will receive a higher score against the Value for Money / Budget criterion. Contributions can be in various forms including time, resources or funds.

Volunteer time contributions should be valued at $40 per hour. Multiply the number of volunteers by the hours they will spend on your project, then multiply by $40. Example: 35 volunteers x 10 hours each x $40 = $14,000 in volunteer time contribution.

7. What are the assessment criteria?

Determine which Stream best fits your project activities using the descriptions below. Applications should address all criteria in the Stream they are applying under.

Stream 1: Stewardship and Education

Objectives

To build community capacity, support community adaptation and improve ecosystem resilience to climate change through actions which:

- Conserve, rehabilitate, restore and protect Victoria's coastal and marine ecosystems
- Support community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management in the face of climate change, including projects that utilise the Coastcare Victoria Schools Kit for educational activities

Note: Project must focus primarily on marine and coastal volunteering in Victoria.

Stream 1 Assessment criteria and weighting

Criteria	Weighting	Description
Environmental outcome	40%	Extent to which project will directly help to, or educate about how to, conserve, rehabilitate, protect or enhance the coastal or near shore marine environment.
Community involvement	40%	Extent to which project involves volunteers or the community in on-ground action, engagement or education.
Risk management	10%	Application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks.
Value for Money / Budget	10%	Project represents good value for money by delivering multiple outcomes, high public benefit, reasonable costings and adequate in-kind contribution as well as the level of effectiveness in how well the outcomes are maintained after the funding ends.

See our website for a list and descriptions of Stream 1 projects previously funded by the Coastcare Victoria Community Grants program: https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare-Victoria/coastcare-victoria-community-grants

Stream 2: Strengthening our Volunteer Groups (marine and coastal volunteering)

Objectives

To build community capacity and support community adaptation to climate change through actions which:

• Expand, diversify and increase inclusivity of volunteer bases e.g. encourage participation of volunteers from different backgrounds, cultures, nationalities, abilities and youth

• "Reimagine volunteering" to attract more / different volunteers e.g. flexible, casual, event-based or short-term volunteering

• Improve volunteer recruitment and retention

• Succession planning for your group

Further reading – Victorians Volunteering for Nature Environmental Volunteering Plan, State Government of Victoria, 2018: https://www.environment.vic.gov.au/environmental-volunteering/volunteering

Note: Project must focus primarily on marine and coastal volunteering in Victoria.

Stream 2 Assessment criteria and weighting

Criteria	Weighting	Description
Volunteering outcome	50%	Extent to which project helps to strengthen and / or expand marine and coastal volunteering.
Future benefits	30%	Extent to which project will improve future capacity for volunteers or future involvement of community in on-ground action, engagement or education.
Risk management	10%	Application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks.
Value for Money / Budget	10%	Project represents good value for money by delivering multiple outcomes, high public benefit, reasonable costings and adequate in-kind contribution as well as the level of effectiveness in how well the outcomes are maintained after the funding ends.

See our website for a list and descriptions of Stream 2 projects previously funded by the Coastcare Victoria Community Grants program: https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare-Victoria/coastcare-victoria-community-grants

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Stream 3: Supporting Traditional Owner Self-Determination

Objectives

To support Traditional Owner capacity and support community adaptation to climate change through actions which:

• Recognise Traditional Owners longstanding and deep knowledge and connection to Country

• Recognise and support Traditional Owners' role in leading healing and ongoing care and use of Country

• Support Traditional Owners in restoring marine and coastal cultural knowledge and practice

• Support two-way capability and capacity building to improve the effectiveness of working relationships and build a shared understanding between Traditional Owners and other marine and coastal land managers

Note: Project must focus primarily on marine and coastal volunteering in Victoria.

Stream 3 Assessment criteria and weighting

Criteria	Weighting	Description
Supporting Self-Determination	50%	Extent to which project helps to strengthen and support Traditional Owner Self-Determination and/or Traditional Owner communities.
Environmental outcome	30%	Extent to which project will directly help to, or educate about how to, conserve, rehabilitate, protect or enhance the coastal or near shore marine environment.
Risk management	10%	Application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks.

Criteria	Weighting	Description
Value for Money / Budget	10%	Project represents good value for money by delivering multiple outcomes, high public benefit, reasonable costings and adequate in-kind contribution as well as the level of effectiveness in how well the outcomes are maintained after the funding ends.

See our website for a list and descriptions of Stream 3 projects previously funded by the Coastcare Victoria Community Grants program: https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare-Victoria/coastcare-victoria-community-grants

Assessments

Applications will be checked for eligibility to make sure that the applicant and their project activities are eligible for funding. Sections 2 to 5 above will be used to determine whether an application is eligible or not eligible. Eligible applications will be assessed by a panel of Coastcare Victoria and other Department of Energy, Environment and Climate Action (DEECA) staff against the criteria listed above per Stream. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process.

Applications will also be subjected to a DEECA risk assessment to determine suitability of funding according to DEECA's risk appetite.

In the event the grants program is oversubscribed, the assessment panel will also aim to ensure appropriate geographic and grants streams (project activities) spread using the principles laid out below:

Principles:

1. Port Phillip Bay Coastcare Victoria region projects should aim to account for no more than 50% of all grants allocated (assuming there are sufficient applications of similar merit available to expend funding from other regions).

2. Stream 2 projects should aim to account for at least 20% of recommended projects (assuming there are sufficient applications of similar merit available to reach this quota).

3. Stream 3 projects should aim to account for at least 10% of recommended projects (assuming

there are sufficient applications of similar merit available to reach this quota).

4. Only one application per applicant across all streams may be deemed successful where applicants have submitted multiple grant applications.

Methodology:

1. The panel will assess the list of recommended projects against the four principles above.

2. If the four principles are not met, the Panel will endeavour to achieve them by nominating projects to recommend and not recommend based on the score of the relevant projects.

8. What supporting documents will need to be provided?

Depending on your organisation and project activities, applicants must provide all of the following relevant documents with the application for it to be eligible. Failure to provide one of the following relevant documents with the application may result in the application being set aside and considered ineligible.

Project Activity	Supporting Documentation Required
All applications	A certificate of insurance demonstrating provision of insurance to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least $10 million and personal accident insurance; Please note: • Where your Land Manager's insurance covers your group (for example Parks Victoria), please upload the Letter of Support in place of the Certificate of Insurance in the Grants Online Portal Application Form. If your group has a similar arrangement, please discuss with any Coastcare Victoria Facilitator. • Where you are covered by insurance through membership with an organisation such as Landcare Victoria Incorporated, please upload evidence of current membership status (membership certificate in place of certificate of insurance).

Project Activity	Supporting Documentation Required
If your project involves on-ground work, changing a site in some way and/or events on Crown land	• MapShare file type map of proposed work area/site/ location/s. See MapShare written and video instructions on our website. Contact any Coastcare Victoria Facilitator to produce the MapShare file type map for you, if needed. • Written support from the relevant public land manager/s to undertake the activity. An example template Letter of Support from Land Manager is available on our website. (At the application stage, we are only asking for evidence of support. If successful, formal consents, permits and Cultural Heritage requirements will be required.) • Current condition photo(s) of the area for pre and post work monitoring purposes. Not required for events.

If your organisation requires an auspice (sponsor)	• Written approval from your auspice (an example template Letter from Auspice is available on our website), confirming the following, that they:
	  − agree to take responsibility for the management and safety of the group's volunteers and participants; and
	  − will sign the funding agreement, receive the grant payment and be accountable for the delivery and reporting of the project.

If your project includes a project delivery partner/s	Letter/s of support from partner organisation/s that are directly involved in delivery of the project.

Letters of support for the project in general are not required.

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 10MB. Attachments are limited to 10 per application.

9. What are the funding conditions?

Funding agreements

Successful applicants must enter into a funding agreement with DEECA. It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common

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Funding Agreement is available on https://www.vic.gov.au/victorian-common-funding-agreement

Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*
- *Aboriginal Heritage Act 2006*
- *Prevention of Cruelty to Animals Act 1986*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Flora and Fauna Guarantee Act 1988*
- *Marine and Coastal Act 2018*
- *Native Title Act 1993*
- *Working with Children Act 2005*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines (https://www.deeca.vic.gov.au/grants) will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Payment

Agreed payments will be made as long as:

- the funding agreement has been signed by both parties; and
- other terms and conditions of funding continue to be met.

Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and maintaining acquittal documentation.

Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws.

DECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at https://www.deeca.vic.gov.au/privacy.

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing Foi.unit@deeca.vic.gov.au.

Coastcare Victoria Funded Project Standards

Visit our website (https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare-Victoria/coastcare-victoria-community-grants) to read the latest version of 'Coastcare Victoria Funded Projects Standards', which will also form part of your funding agreement.

10. What is the application process?

Applications are submitted online using the DEECA Grants Online portal.

Applications consist of:

Step 1 – Completion of an online application form via the DEECA Grants Online portal. See our website for a MS Word document template of this form for drafting your application prior to copying it into the online form.

Step 2 – Completion of a multi-tab MS Excel spreadsheet, also available on our website. This

must be uploaded to the DEECA Grants Online portal as part of the online application form.

Step 3 – Supporting documentation uploaded to the DEECA Grants Online portal (see Section 8 above for details).

Determine which Stream best fits your project activities using the descriptions in Section 7 above.

Use the links below to start your application and click on the 'Start New Application' button:

Stream 1. Stewardship and Education, go to: https://deeca.my.site.com/publicform?id=a0h8u000000U9sw

Stream 2. Strengthening our Volunteer Groups, go to: https://deeca.my.site.com/publicform?id=a0h8u000000U9t1

Stream 3. Supporting Traditional Owner Self-Determination, go to: https://deeca.my.site.com/publicform?id=a0h8u000000U9t6

To access existing drafts or submitted applications, go to: https://deeca.my.site.com/ and click on the 'Access Saved Application' button.

You will need to 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 DEECA relating to your application.

You will receive an application number when you submit an application online. Please quote this number in all communications with the department relating to your application.

Make sure your application is submitted by **5pm Australian Eastern Daylight Time (AEDT) on Thursday 30 March 2023**

Late, errors in, or incomplete applications

The online portal will not allow applications to be lodged after the closing time. However, late lodgement can be manually allowed for an individual application, where the applicant has clearly demonstrated (to the satisfaction of the Assessment Panel Chair) that late lodgement of the application:

• resulted from an error or failure in the application lodgement processes; or

• was hindered by a major incident on the part of the applicant which could not have been foreseen (e.g. flood, fire, traffic accident,

sustained period without access to electricity); and

• in any case, that the integrity of the application process (both real and perceived) would not be compromised by accepting the application after the closing time.

The Panel Chair will also consult with the Probity Advisor on any late submissions and seek advice on probity implications of accepting the late submission. The determination by the Assessment Panel Chair as to the actual time that an application is lodged is final. All applications lodged after the closing time will be recorded by the Grants Officer.

If an emailed or hard copy application is received, the applicant will be notified in writing by the Project Manager whether their late application was deemed eligible or ineligible.

If a required document has been submitted by the applicant but is unable to be accessed/opened for some reason (such as incorrect file type or corrupt file) then the applicant will be asked to contact the Grants Officer within 48 hours to provide access to their documentation.

The applicant will be contacted in writing and asked to email the problematic file, saved as an accepted file type, to the Coastcare.Victoria@delwp.vic.gov.au email address. If the document is still unable to be accessed/opened the Assessment Panel Chair in consultation with Probity Advisor, may exercise their discretion to determine whether the application is ineligible or assessors will assess the original application in question and score accordingly.

An applicant must notify Coastcare Victoria immediately when they become aware of an error in their applications after the closing date.

If there is an error (as opposed to an omission) in an application, the Assessment Panel Chair, in consultation with the Probity Advisor, may exercise their discretion to allow the applicant to correct the error or the application will be assessed as lodged. Should a correction be allowed (e.g. resubmission of a budget with <15% of total funds allocated to project coordination budget category or removal of all references to any private land activities), the applicant is to provide the corrected information only, within a specified timeframe. The Assessors will apply their scoring based on the original application with error.

If an application is incomplete, including required supporting documentation, the Assessment Panel Chair in consultation with Probity Advisor, may exercise their discretion to request the missing information from the applicant within a specified time

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or the application will be assessed based on the documents submitted.

11. Additional information

Additional information is available on our website https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare-Victoria/coastcare-victoria-community-grants.

After reading these Guidelines if you have any questions, please contact any Coastcare Victoria Facilitator – see contact details on our website. Coastcare Victoria strongly recommends that you discuss your project with any Coastcare Victoria Facilitator before submitting your application to check your organisation and project activities meet eligibility criteria.

> If you require assistance submitting your application online, email grantsinfo@delwp.vic.gov.au.

12. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can request feedback on their application.

13. Key dates

Applications open	Thursday 16 Feb 2023
Applications close	**5:00pm AEDT Thur 30 Mar 2023**
Applicants notified	June 2023
Project activities commence	July 2023
Project activities completed and acquittal reports submitted	1 June 2024

14. Checklist

Read these guidelines and the information about this grant program at https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare-Victoria/coastcare-victoria-community-grants before applying and complete the following checklist.

Have you:

☐ read these guidelines carefully?

☐ checked if your organisation is eligible for this grant funding?

☐ checked if your project activities are all eligible for this grant funding?

☐ spoken to any Coastcare Victoria Facilitator about your project and checked eligibility?

☐ spoken to and obtained written support from relevant land managers for your project (if it's an on-ground project)?

☐ spoken to and obtained written support from your auspice/sponsor for your project (if you require a sponsor)?

☐ prepared the required and appropriate supporting documents and checked they are appropriate file types?

☐ determined the most appropriate Stream to apply under?

☐ completed your application form in the MS Word template first?

☐ completed your application spreadsheet in the MS Excel template ready to upload?

☐ checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?