

Victoria's Resilient Coast Grants Program 2023-2024

Application Guidelines

VICTORIA'S RESILIENT COAST – ADAPTING FOR 2100+



Energy,
Environment
and Climate Action

OFFICIAL

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.



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Contents

1.	What is the Victoria’s Resilient Coast Grants program?	2
2.	Who can apply?	2
3.	Who cannot apply?	2
4.	What might be funded?.....	2
5.	What will not be funded?	2
6.	What are the funding details?	3
7.	What are the assessment criteria?	3
8.	What supporting documents will need to be provided?	3
9.	What are the funding conditions?	3
10.	What is the application process?	4
11.	What is the notification process?	5
12.	Key dates	5
13.	Checklist.....	5

1. What is the Victoria’s Resilient Coast Grants program?

Victoria’s Resilient Coast Grants Program (2023-2024) provides grants to progress strategic coastal hazard risk management and adaptation.

This is the third year of the Grants Program. Information on projects funded in round one can be found here:

www.marineandcoasts.vic.gov.au/marine-coastal-management/victorias-resilient-coast-adapting-for-2100.

Projects typically span several years for delivery.

2. Who can apply?

Applications are sought from:

- Local Governments along the Victorian coast (Bass Coast Shire Council, Bayside City Council, Borough of Queenscliff, Cardinia Shire Council, Casey City Council, City of Greater Geelong, City of Port Phillip, Colac Otway Shire Council, Corangamite Shire Council, East Gippsland Shire Council, Frankston City Council, Glenelg Shire Council, Hobsons Bay City Council, Kingston City Council, Melbourne City Council, Mornington Peninsula Shire Council, Moyne Shire Council, South Gippsland Shire Council, Surf Coast Shire Council, Warrnambool City Council, Wellington Shire Council, Wyndham City Council).
- Registered Aboriginal Parties with recognised boundaries within the marine and coastal environment.
- Other organisations with land management responsibilities within the marine and coastal environment (including statutory agencies/authorities, Committees of Management, and Catchment Management Authorities).
- Joint applications from the above.

3. Who cannot apply?

Only organisations with management responsibilities within the “marine and coastal environment” as defined under the *Marine and Coastal Act 2018* may

apply. No individuals or other organisations are eligible to apply.

4. What might be funded?

Funding is available for coastal hazard risk management and adaptation activities (including technical, engagement, strategic planning and management) that are aligned to one or more of the stages of Victoria’s Resilient Coast framework (Figure 1).

Organisations that have previously received funding may apply for funds for new activities.



Figure 1. Victoria’s Resilient Coast framework ([VRC website](http://www.vic.gov.au))

5. What will not be funded?

Victoria’s Resilient Coast Grants Program will not fund the following activities:

- Activities already funded through a grant program, including Victoria’s Resilient Coast Grants Program (rounds one or two)
- Activities located outside the State of Victoria
- Duplicate services that are in operation or are planned
- Routine or ongoing maintenance activities/programs
- The purchase of land
- Recurrent operating costs, for example rent and utility costs
- On-ground works
- Activities not supported by the *Victoria’s Resilient Coast – Adapting for 2100+* guidelines.

6. What are the funding details?

The total funding available is \$1,000,000. Grants of up to \$200,000 (excluding GST) are available to successful applicants.

Organisations may apply for funding for multiple projects. No individual project will be awarded more than \$200,000.

Applicants are required to contribute monetary or in-kind support.

7. What are the assessment criteria?

First, applications will be checked to ensure that the applicant and their activities are eligible for funding. Then, all eligible applications will be assessed using the six criteria listed below. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process.

There is no minimum for the funding criteria, however applications with higher co-contribution or in-kind support will be rated higher within this criterion.

Applications should address all relevant criteria.

Criteria	%
Rationale – What is the underlying need for funding your project, and how does the project align to <i>Victoria’s Resilient Coast – Adapting for 2100+</i> framework?	25%
Collaboration - How does your proposed project demonstrate commitment to a collaborative approach?	25%
Readiness - What level of readiness does your organisation have to complete the proposed project? (e.g. internal/external support, alignment with strategic directions).	20%
Governance - How does the proposed implementation model demonstrate strong governance for progressing adaptation planning?	20%
Funding - What funding or in-kind support will your organisation contribute?	10%

8. What supporting documents need to be provided?

Please submit the following documents with your application via the online portal.

- **A high-level project plan** that includes key tasks and timing for delivery and an indicative budget including monetary co-contribution and/or in-kind support.
- **A letter of support** from the lead applicant organisation’s authorised representative.

9. What are the funding conditions?

Funding agreements

Successful applicants must enter into a funding agreement with the Department of Energy, Environment and Climate Action (DEECA). The Victorian Common Funding Agreement is used for funding agreements with not for profit organisations and Local Government Authorities.

The DEECA Transfer Payment Funding Agreement is used for Victorian public entities, as defined under section 5 of the *Public Administration Act 2004*.

It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement>

The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

Successful applicants are also required to:

- discuss projects with DEECA staff, which includes providing further information to support an application if requested, and identifying major project milestones and completion
- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date, including providing project acquittal and completion reports
- where applicable, complete tender works in accordance with Victorian Government requirements, including procurement guidelines
- be responsible for arranging and preparing specifications for tender and signing project agreements or contracts.

(DEECA may be able to provide some assistance in preparing briefs, agreements, and contracts, and

on sourcing contractors with appropriate specialised expertise).

Legislative and regulatory requirements

In delivering the activity, grant recipients are required to comply with all relevant Commonwealth and state legislation and regulation, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982*
- *Occupational Health and Safety Act 2004*
- *Marine and Coastal Act 2018*
- *Flora and Fauna Guarantee Act 1988*
- *Native Title Act 1993*
- *Traditional Owner Settlement Act 2010*
- *Aboriginal Cultural Heritage Act 2003*
- *Aboriginal Heritage Amendment Act 2016*
- *Aboriginal Heritage Regulations 2018*
- *Planning and Environment Act 1987.*

Tax implications

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

Successful applicants without an ABN will need to provide a completed Australian Taxation Office form 'Statement by a Supplier' so that no withholding tax is required from the grant payment.

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines (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.

Payments

Payments will be made if:

- the funding agreement has been signed by both parties;
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected;
- 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 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.

DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at 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@delwp.vic.gov.au.

10. What is the application process?

Applications are submitted online using the Grants Online portal.

To apply, go to the grant program web page and click on the 'Start New Application' button.

www.marineandcoasts.vic.gov.au/marine-coastal-management/victorias-resilient-coast-adapting-for-2100.

To return to a saved draft application, click on the 'Access Saved Application' button.

Attaching required documents:

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.

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

If you have documents to submit that cannot be attached to your online application, you can email them grantsinfo@delwp.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.

Make sure your application is submitted by **4.00 pm on 17 November 2023**.

Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered.

11. 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 ask for feedback on their application.

12. Key dates

Applications open	11 September 2023
Applications close	17 November 2023
Applicants notified	February 2024
Activities commence	March 2024
Activities completed and acquittal reports submitted	Project dependant and subject to individual agreements.

13. Checklist

Read these guidelines and the information about this grant program 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 proposal is eligible for this grant funding?

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

prepared the appropriate supporting documents?

14. Contacts

For assistance submitting your application online

grantsinfo@delwp.vic.gov.au

For information about the application guidelines or the assessment process

vicresilientcoast@delwp.vic.gov.au

