

This Fact Sheet will help you understand the reporting requirements if you are successful in obtaining a Biodiversity Environment and Community Grant.

Reporting requirements

A requirement of receiving the grant funding and entering into a formal funding agreement (contract), is reporting. Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement.

Your funding agreement will list the key milestones for reporting and may include annual progress reporting in addition to a Project Completion Report (sometimes referred to as a Final Acquittal) at the end of your project using templates provided by the Department of Energy, Environment and Climate Action (DEECA).

Part of your reporting requirements may include, but are not limited to, the following:

- reporting against Protecting Victoria's Environment – Biodiversity 2037 targets
- financial/budget expenditure
- volunteer hours and in-kind contribution
- before and after photos of completed works
- spatial mapping of your project activities

Progress Reports

For multi-year projects, you may be required to submit a Progress Report which provides an update to DEECA on what you have delivered so far and how your project is tracking.

This is an opportunity to highlight the work you've completed including an update on your budget

expenditure as well as the opportunity to raise any delivery concerns or discuss any requests for variations.

Project Completion Report

A report template will be provided to you closer to the time of reporting and will request information about the activities you completed, a financial expenditure report and some information for project publicity.

For on-ground activities, before and after photos of completed works must be included. It is best if photos are taken at the same photo point to show an accurate representation of the works completed.

Other evidence could include invitations to engagement events, photographs during engagement events (with appropriate permissions), social media or other communication examples, copies of communication materials produced (e.g. brochures), links to webpages, spreadsheets with collected data and output reports. This evidence allows us to determine if the project has been completed to a satisfactory standard and allows us to see the great outcomes of your work.

Spatial (mapping) reporting

Activities delivered by projects must be reported spatially (mapped) and meet the [Biodiversity 2037 Activity data requirements](#).

We strongly encourage you to enter your activity data as soon as you can – you can enter much of the information before you complete your activities.

Data must be submitted at the completion of the project in one of the following ways:

- DEECA activity recording system (e.g. ActivityKit).
- GIS Shapefile, Biodiversity Division will supply the template.

If you do not have existing spatial recording capability, we suggest that you use ActivityKit as it will be the easiest and most efficient tool for you to use. More

DEECA Biodiversity Environment and Community Grants

information on ActivityKit can be found at <https://www.environment.vic.gov.au/biodiversity/activity-data>

DEECA will provide spatial (mapping) training to successful recipients that require assistance and help you with your mapping. Further information will be provided to you if your project is successful.

Victorian Biodiversity Atlas (VBA) reporting

VBA species observations show where wildlife is currently located and can be compared over time to see how it has changed. Species data feeds into many of DEECA's biodiversity tools used for everyday decision making - showing where wildlife is now and how this has changed over time. This makes it a core input to the majority of the governments processes and programs that impact native species.

Projects collecting species data will record on-ground species observations using the [VBA](#). The VBA is not a species identification tool. If you need to identify species there are great citizen science tools such as Birdlife Australia's [Birdata](#), [eBird](#), [iNaturalist](#) and the Royal Botanic Gardens Victoria [Herbarium service](#) that can help you with fauna and flora species identification.

Information about how to enter data into the VBA can be obtained from the Department's website: <https://www.environment.vic.gov.au/biodiversity/victoria-n-biodiversity-atlas/about-the-vba> or contact enviro.grants@delwp.vic.gov.au if you require further assistance.

Variations to your funding agreement

You must use the funding only for the activity in accordance with your Funding Agreement or as otherwise agreed in writing by Us. You need our consent in writing to:

- use any of the Funding for anything other than the Activity or in any way that is not in accordance with this Agreement (e.g. budget variations);
- change the Deliverables/Milestones, Start Date or End Date of the Activity;
- change the reporting requirements;
- you must let Us know in writing within 5 business days from when you become aware:
- of the issue/item that requires a variation;
- that you will not complete the Activities; or
- that you will not spend the total amount of the funding.

To request a variation, contact the Environment and Community Grants team at enviro.grants@delwp.vic.gov.au and in the subject line include your application number and the team will provide a variation form for you to complete.

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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