

# DEECA Biodiversity Environment and Community Grants

Fact Sheet 6 of 10  
Budget and Risk template instructions

This Fact Sheet will guide you through how to complete the Budget and Risk template for a Biodiversity Environment and Community Grants application.

As part of your application, we require you to complete the Budget and Risk template for your proposed project and include this as an attachment to your application.

**These instructions will show you how to complete the following sections:**

- A. Worksheet Tab 1 – Budget Summary (see page 1)
- B. Worksheet Tab 2 – Project Budget (see page 2)
- C. Worksheet Tab 3 – In Kind Support (see page 3)
- D. Worksheet Tab 4 – Risk (see page 4)

## A. Worksheet Tab 1 – Budget Summary

- Make sure you select the appropriate budget template in the application form and do not modify the template. There is one spreadsheet for funding up to \$25,000 and separate spreadsheet for funding up to \$100,000.
- Open up the spreadsheet to the first **Worksheet Tab 1 – Budget Summary**.

Enter the amount that you are requesting from this program

**TAB 1 OF 3**  
Summary of your budget, for your application form

**INSTRUCTIONS:**  
DO NOT edit Tab 1 of 3 (this tab). This page automatically calculates based on your entries in "Tab 2 - Project Budget" and "Tab 3 - In Kind Support".  
COMPLETE Tab 2 (Budget for project), and Tab 3 (In kind support for project)

**PROJECT BUDGET**  
If you are **registered for GST**, where applicable we will pay the grant amount you enter here plus GST. The budget provided in your application should be exclusive of GST.  
If you are **not registered for GST**, please ensure that the budget provided in your application covers your costs (eg. include the impact of any GST on your purchases).

INCOME	Amount	EXPENDITURE	Amount
Amount Requested from this Program	\$ -	Advertising (eg costs to advertise in newspapers, posters etc)	\$ -
		Communication and Engagement activities (eg seminars, webinars, etc)	\$ -
		Contractors (Weed control, fencing etc)	\$ -
		Equipment hire or purchase (eg post hole diggers, etc)	\$ -
		Materials (Fencing, tubestock and guards)	\$ -
		Other	\$ -
		Personal protective equipment (gloves, masks etc)	\$ -
		Printing/design (eg flyers, newsletters, signage, etc)	\$ -
		Project management and coordination	\$ -
		Site preparation (eg revegetation)	\$ -
		Technical specialist and advisers (e.g. Cultural heritage, cultural practice)	\$ -
		Training and education	\$ -
		<b>Income minus expenditure (should be \$!)</b>	\$ -

**MATCHED FUNDING**

	Amount in \$
Contribution - your organisation (value of staff hours)	\$ -
Contribution - your organisation (cash)	\$ -
Contribution - your organisation (other)	\$ -
Contribution - partner organisation (value of staff hour)	\$ -
Contribution - partner organisation (cash)	\$ -
Contribution - partner organisation (other)	\$ -
Volunteer labour	\$ -
<b>Total</b>	\$ -

These columns are auto populated. You need to go to **Tab 2-Project Budget** and select your project expenditure in the dropdown list.

This amount should be zero when you complete populating **Tab 2-Project Budget**.

These columns are auto populated from **Tab 3 – In Kind Support**.

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## Budget categories

- Advertising (eg costs to advertise in newspapers, posters etc)
- Communication and Engagement activities (eg seminars, webinars, etc)
- Contractors (Weed control, fencing etc)
- Equipment hire or purchase (eg post hole diggers, etc)
- Materials (Fencing, tubestock and guards)
- Other
- Personal protective equipment (gloves, masks etc)
- Printing/design (eg flyers, newsletters, signage, etc)
- Project management and coordination
- Site preparation (eg revegetation)
- Technical specialist and advisers (e.g. Cultural heritage, cultural practises)
- Training and education

## Additional budget considerations

Your application must fully and clearly define project costs required to deliver your project (for example nursery plants or contractor services). We encourage applicants, where possible, to provide quotes from contractors and/or quotes for large items to support your application.

## D. Worksheet Tab 4 – Risk

Before completing the Risk Matrix, please consider how risks may impact or affect the delivery of your project.

Type of Risks	Likelihood of risks:		Consequences Ratings	
	Category	Example of Qualitative Measures	Category	Risk Assessment Scale example
<b>Timeframe</b> to deliver project (projects must be completed including financial acquittal by Stream 1 - 15/9/2023 or 15/8/2024 for stream 2)				
<b>Staff changes</b> (e.g. key project personnel left the organisation)	Almost Certain	The event is expected to occur in most circumstances	Extreme	Project termination, long term damage e.g. financial loss never covered by insurance, serious injuries or death and failure to meet funding agreement and regulations.
<b>Financial</b> (e.g. increased budget cost to complete the project activity or lack of support or investment from partners)	Likely	The event will probably occur in most circumstances	High	Short term cessation of any particular activity, financial loss covered by insurance, lost time due to injury, major variations required due to failure in meeting funding agreement.
<b>Engagement</b> (e.g. insufficient support or interest from the community, schools, or Traditional Owners groups)	Possible	The event might occur at some time	Moderate	Some disruptions to timeline, moderate cost increase. Project will be delivered as per agreement with minor variations.
<b>OH&amp;S -COVID 19</b> (e.g. delays caused by restrictions)	Unlikely	The event is not expected to occur in most circumstances	Low	Slight impact on the project and requires minimum treatment. No variation to funding agreement required.
<b>OH&amp;S -Other</b> (e.g. in and around water, environmental hazard, other potential hazards in the delivery of this project)	Rare	The event will only occur in exceptional circumstances		
<b>Contractors or consultants</b> (e.g. delays in appointing contractor or consultant, affect the workflow or priorities)				
<b>Permits, approval or Technical advice</b> (e.g. botanizing cultural heritage permit, land manager approval, or unaware of legislative requirements)				
<b>Others</b>				

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1. Click on the drop-down arrow to choose a **risk category**.

2. This cell is where you can explain more about your risk and the consequences to your project

**RISK MANAGEMENT**

Please use the below table to describe the potential risks to the project and adequate actions to remove, manage or reduce the risks. We have provided some potential risk categories to consider, but this list is not exhaustive.

Project Risk Assessment		Initial Risk Rating (before treatment)			Mitigation (Steps to reduce likelihood and/or impact of risk (free text))	Residual Risk Rating
No.	What are the risks to your projects? (see Explanation below)	Details of risks and consequences (free text)	Likelihood	Consequences Rating		
1						
2	<div style="border: 1px solid black; padding: 2px;">                     Timeframe                      Staff changes                      Financial                      Engagment                      OH&amp;S                      Permit                      Approval                      Other                 </div>					
3						
4						

3. Click on the drop-down arrow to choose the **Likelihood** of this risk occurring.

Initial Risk Rating (before treatment)		
Details of risks and consequences (free text)	Likelihood	Consequences Rating
		<div style="border: 1px solid black; padding: 2px;">                     Almost certain                      Likely                      Possible                      Unlikely                      Rare                 </div>

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4. Click on the drop-down arrow to choose the **Consequence rating** of this risk occurring.

5. This cell is where you can explain what steps you will take to reduce the risks to your project.

6. The last step is to Click on the drop-down arrow to choose the **Residual Risk rating** of this risk

Initial Risk Rating (before treatment)			
Details of risks and consequences (free text)	Likelihood	Consequences Rating	Mitigation (Steps to reduce likelihood and/or impact of risk (free text))
		▼	
		<ul style="list-style-type: none"> <li>Extreme</li> <li>High</li> <li>Medium</li> <li>Low</li> </ul>	

Residual Risk Rating
▼
<ul style="list-style-type: none"> <li>Extreme</li> <li>High</li> <li>Medium</li> <li>Low</li> </ul>

**Note** – please repeat these steps for every risk you have identified for your project.

## 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](mailto: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](mailto: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 DELWP.

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