

# Coastcare Victoria Summer By The Sea 2025 Grants – FAQs

2025

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.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.



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### **Accessibility**

To receive this document in an alternative format, phone the Customer Service Centre on 136 186, email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au), or contact National Relay Service on 133 677. Available at [DEECA website](http://www.deeca.vic.gov.au) ([www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)).

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# 1. DEECA Grants Online

DEECA Grants Online - for Community Users. The DEECA Grants Online Portal 'GEMS' is used to accept applications for the Coastcare Victoria Community Grants. This Portal is used across all DEECA grants programs.

## Registration & login

If you will be creating/submitting grant applications on behalf of your community group, it is highly recommended that you register an account with an organisational generic email address, so that account login details can be shared across the organisation.

DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING

HOME > GRANTS ONLINE > LOG IN

Log In

\* Username:  
your registered email address

\* Password:  
\*\*\*\*\*

Log In

Remember Me?

Don't have an account? [Create an Account](#) [Forgot Password?](#)


## Starting a new application


The 'Create new application' link will be available from the relevant DEECA website, as well as the Grants Victoria website, for example:

### Application Process

All applications must follow the funding guidelines and be submitted via Grants Online.

Expressions of Interest must be submitted by 15 November 2018. To complete a new application or to access a saved application please use the following links.

New Expression of Interest: <https://delwp1.force.com/publicform?id=a0h0B00001R4gzW> 

Saved applications: <https://delwp1.force.com/grantsportallogin> 

## Accessing existing draft & submitted applications

A unique application reference number is generated by the system when your application is saved as a draft. The application number starts with "GA-F" and looks like "GA-F12345-1234". It is important that you include your application reference number in any communication regarding the grant program.

There are three ways to access existing draft and submitted applications:

1. Login to <https://deeca.my.site.com/> to access all your draft and submitted applications.
2. Using the link provided on the Coastcare Victoria Grants webpage and this document under "How to apply" section
3. Using the link provided in notification email you received after creating a new draft.

## Site navigation

1. The side navigation bar helps you to quickly navigate to the page you have worked on. The navigation bar colour changes from grey to green once the page is completed. And you can only jump to a page that is in green colour.
2. When you click on **Save as Draft** button, your application form is saved.
3. When you click on **View as PDF** button, you can view the entire application form.
4. When you click on **Next Page** button, the previous page content is saved automatically.

DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING

HOME > GRANTS ONLINE > RURAL COUNCILS TRANSFORMATION PROGRAM EXPRESSION OF INTEREST

**Rural Councils Transformation Program Expression of Interest (page 1 of 11)**  
Application

Applications close: 15 November 2018 at 5pm

INTRODUCTION

PROPOSAL NAME

LEAD COUNCIL DETAILS

PROJECT CONTACT

INVOLVED COUNCILS

PROJECT OVERVIEW

PROJECT DESCRIPTION

PROJECT DESCRIPTION - CONTINUED

BUDGET

SUPPORTING DOCUMENTS & DECLARATION

OVERALL PREVIEW

Notes

Throughout this application form you will be asked to provide information that is mandatory and must be completed.

If you wish to go back and forth between pages, please use the 'Previous Page' and 'Next Page' buttons - do not use the back and forward buttons on your browser.

For assistance with online applications, please contact the Grants Online Helpdesk:  
Call: 1300 366 356  
Email: grantsinfo@delwp.vic.gov.au

Save as Draft View as PDF Next Page >>

## Communicate with Program representatives

When communicating with program representatives (Coastcare facilitators), for example, emailing [coastcare.victoria@deeca.vic.gov.au](mailto:coastcare.victoria@deeca.vic.gov.au), please include the program name abbreviation, your application reference number, and program staff name if known in the subject line.

## 2. Frequently Asked Questions

### Key Information

#### 1. How much funding is available for each grant?

Up to \$7,000 (ex. GST) per application is available to successful applicants.

#### 2. Can we submit more than one application?

Only one application per applicant is permitted.

#### 3. Will we be required to match funding?

Applicants do not have to contribute funding to their project, however, a project that can demonstrate contributions provides greater value for money to Coastcare Victoria and therefore will receive a higher score against the 'Value for Money / Budget' assessment criterion. Contributions can be in various forms including time, resources or in-kind funds.

#### 4. How long do successful applicants have to complete their project?

Events must be delivered during 6-25 January 2025.

#### 5. Who should we talk to about the project?

Coastcare Victoria requires you discuss your project with any Coastcare Victoria Officer before submitting your application to ensure your organisation and project activities are eligible.

Please see Coastcare Victoria Officer contact details as per the Coastcare Victoria website:  
<https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria>.

#### 6. Can we apply for a grant if we have received Coastcare Victoria funding in the past?

Yes, provided that you are not currently funded under the Coastcare Victoria Community Grants.

Coastcare Victoria will not fund activities (or components of projects) that have already been funded on the same site by other sources.

### Submitting Applications

#### 7. How do we apply?

Applications are submitted online using the DEECA Grants Online portal.

Use the link found on the [Coastcare Victoria website](#) to start your application and click on the 'Start New Application' button.

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 **11:59pm Australian Eastern Daylight Time (AEDT) on 23 October 2024.**

## **8. Can we view previous applications?**

Yes, so long as you use the same Grants Online portal login as last time.

## **9. We are having trouble with the online application - where do we go for help?**

If you require assistance submitting your application online, contact [grantsinfo@deeca.vic.gov.au](mailto:grantsinfo@deeca.vic.gov.au) or contact any Coastcare Victoria Officer. Contact details can be found here: <https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria>.

## **10. Is there a word count for the application?**

Please pay attention to the word count as detailed in the relevant sections. These are also stated in the MS Word version template of the application. We encourage you to use the word document to draft your application prior to copying into the Grants Online portal form.

## **11. Does the application form auto-save or should we save it manually?**

The application auto-saves when going to the next page.

If you wish to go back and forward between pages, you should use the 'Previous Page' and 'Next Page' buttons – do not use the back and forward buttons on your browser.

If you press the save button you will need to log back into the application.

See the Grants Online guide for further information about navigating the Grants Online Portal.

## **12. What kind of supporting documentation should we submit?**

Check the Guidelines (section 8 - What supporting documents will need to be provided?) for supporting documentation that must be submitted with your application.

## **13. How many attachments can we submit?**

Applicants can submit up to 10 attachments via the online GEMS Grants system, with the system file size limit of 10MB each.

### **DEECA Grants Online Portal Hints**

- Do not use the Internet Explorer browser – choose Firefox, Chrome or another browser as these browsers are more stable with the DEECA Grants Online Portal.
- When you register, note down the email and password you used. You will need it to access your application later. If your application is successful, it will form part of your funding agreement.
- After you start your application, you will receive a notification email with a link to return to the application form. It is easiest to continue accessing your application via this link.
- If completing your application in the supplied MS Word template first, keep formatting simple to assist with copying work across to the DEECA Grants Online portal.
- If converting your application to a PDF document, there are known alignment issues. Apologies, there has been no known resolution to this issue.
- Two people logging into the same grant application may cause issues such as data loss. You are encouraged to only have one person working in the application at any one time.
- Refer to the DEECA Grants Online Information available on the Coastcare Victoria website.



## Land Manager Support and Consent

### 14. Do we need consent from a land manager?

Yes, you will need consent from the land manager for your application to be eligible for all in-person events.

If you have any queries about land manager consent, seek advice from the land manager or from any Coastcare Victoria Officer.

When submitting your application, you are required to attach your Job Safety Plan with written support from relevant land managers (see template available on the Coastcare Victoria website).

It is advised to check the land manager status of your project site with any Coastcare Victoria Officer as this can sometimes be unclear where borders cross and can even change. Keep in mind that your site may be managed by more than one land manager.

### 15. Do we need consent from all land managers?

Yes. You will need consent from all relevant land managers that own or manage a site you intend to work on.

### 16. We are not sure who the land manager/s is/are – do we need consent?

Yes. If you need assistance determining the land manager of your site, please contact any Coastcare Victoria Officer. Contact details can be found here: <https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria>.

### 17. We have never needed consent from a land manager before – do we need it now?

If your project involves changing a site in some way and/or then you will need consent – even if you haven't needed (or had) it for similar activities before.

### 18. What is the definition of 'coastal area'?

The coastal area 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.

Noting that the Coastcare Victoria Community grants project sites must be on public (coastal and near-shore marine Crown) land.

## Budgets and GST

### 19. What do we do if we think one of our activities or budget items is ineligible?

Discuss your project with any Coastcare Victoria Officer before submitting your application to ensure your organisation and project activities are eligible and your application has the best chance of success.

If you think one of your activities or budget items may fall under one of the types listed under 'what will not be funded' section of the guidelines, but you're not sure, contact any Coastcare Victoria Officer with your scenario so they can confirm whether the activity or budget item is ineligible.

Contact details can be found here: <https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria>

### 20. Do we need to have an ABN?

Yes.

**21. Do we need to be registered for GST?**

Applicants do not need to be registered for GST.

**22. Do we include GST in the budget when costing the project?**

Yes. Applicants will need to list the actual costs of the activities or materials you are seeking to be funded. This may include taxable supply items which include a GST charge such as nursery plants or contractor services. Include each item you are requesting grant funding for and its total cost, including GST.

**23. Does the grant payment include GST?**

If you have an ABN and are registered for GST, your grant payment will be taxable and GST will be added to the total amount of funding you have requested/has been approved (e.g total amount requested is \$7,000, your GST registered organisation will receive a total amount of \$7,700).

If you are not registered for GST, your grant payment will not be taxable, so will not include GST (e.g total amount requested is \$7,000, you're not GST registered, organisation will receive a total amount of \$7,000).