

# Coastal Public Access and Risk Grants 2021-22

Application guidelines



## 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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## 1. What is the Coastal Public Access and Risk Grants program?

The Coastal Public Access and Risk (CPAR) Grants program provides financial assistance to Victorian coastal Crown land managers to reduce coastal risk and improve public access.

The Victorian Government is funding these grants to reduce coastal risk through identification, mitigation and monitoring.

Given the range of risks that are inherent in a dynamic coastal environment, this program aims to support a strategic and balanced approach to risk management along the Victorian coast.

## 2. Who can apply?

This program provides funds for activities that support coastal Crown land managers to develop and implement projects that reduce risk and prioritise public access to coastal Crown land.

The following organisations can apply for funding:

- Appointed Victorian coastal Crown land managers under the *Crown Land (Reserves) Act 1978*, including Parks Victoria, local councils and other committees of management.

In addition, to be eligible for funding applicants must:

- have fully expended and delivered all funding received in previous CPAR grant rounds to the satisfaction of DELWP and
- have submitted to DELWP a 2019-2020 annual return (this does not apply to councils and Parks Victoria).

## 3. Who cannot apply?

The following organisations and individuals cannot apply for funding:

- individuals
- private sector businesses and agencies
- educational institutions
- not for profit organisations
- government departments and agencies.

Although project proposals may involve other participating groups, only the appointed Crown land manager is eligible to apply.

## 4. What might be funded?

The following is a non-exhaustive list of the types of projects (activities) eligible for funding:

### 4.1 Risk identification, assessment, and evaluation

- risk assessment frameworks and guidelines
- feasibility / preliminary studies and investigations
- condition or safety audits.

### 4.2 Risk treatment

- works supported by strategic risk assessments, coastal and marine management plans, preliminary condition audits or engineering and geotechnical reports
- removal of damaged or dangerous assets
- renewal or replacement of coastal dependent assets or infrastructure
- installation of signage and access barriers or fencing
- engineering responses to geological and erosion risks.

### 4.3 Risk monitoring

- land stability monitoring
- longitudinal studies (for example erosion, coastal processes, geotechnical).

### 4.4 Improved access

- construction of safe access structures (for example handrails, stairs, ramps, boardwalks, paths/shared trails)
- enable access for people with varied levels of physical ability or capability (for example accessible change rooms, parking, beach matting)
- consolidation of informal access points
- prohibit off-road access to coastal areas by private vehicles.

## Priorities for funding

The CPAR Grants program aims to assist coastal Crown land managers in developing and implementing projects that reduce risk and prioritise public access to coastal Crown land.

DELWP recognises that projects will be varied given the range of risks and mitigation approaches.

All projects funded under the program must provide outcomes that contribute to the overall objectives of reducing risk and prioritising public access on coastal Crown land.

## 5. What will not be funded?

The Coastal Public Access and Risk grants program will not fund the following activities:

- the purchase of land
- activities that have already started
- routine or ongoing maintenance activities that should be part of the day to day management of the reserve, including weed removal
- recurrent operating costs, for example salaries (including project management), rent and utility costs, and activities establishing expectations of ongoing funding
- projects on reserves with limited public access, or relating to private land or assets
- projects supported by other government funding programs and initiatives such as those relating to local ports, recreational boating and fishing, sport and recreation and non-coastal dependent facilities or infrastructure
- tree risk studies or mitigation works
- activities located outside the State of Victoria.

## 6. What are the funding details?

The total funding available is \$1,000,000 over the period of 23 June 2021 to 28 October 2022.

Grants of **up to \$150,000 (excluding GST)** are available to successful applicants.

The program provides a financial contribution to projects based on the annual revenue of the applicant:

Applicant annual revenue	Maximum CPAR program contribution
< \$600,000	100% of project cost
> \$600,000	70% of project cost
Parks Victoria	50% of project cost

## 7. What are the assessment criteria?

Applications will be checked for eligibility to ensure that the applicant and their activity are eligible for funding. Applications must meet the following criteria of eligibility:

1. The project location must be on coastal Crown land, as defined in the *Marine and Coastal Act 2018* s.4(1), where the reservation / management status provides for public access.
2. The applicant must be a coastal Crown land manager.
3. The proposed project must be consistent with the scope of the program and support outcomes consistent with the program's objectives.
4. A letter of in-principle support from the relevant DELWP Regional Manager Land and Built Environment Programs.
5. For previous recipients of CPAR grants, completion of all reporting requirements to the satisfaction of DELWP.
6. For volunteer community-based committees of management, completion of 2019-2020 annual return (this does not apply to councils and Parks Victoria).

Eligible applications will then be assessed using the criteria listed below. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process. Applications should address all relevant criteria.

### Why? 40%

Why is the project required? Demonstrate the extent to which the project will reduce coastal risk and/or improve public access to the coast:

- state the problem
- describe the current asset condition (including photographs), where relevant

- identify all known existing risks that the project will address (address each of the following as appropriate: public safety, social, cultural, environmental, and economic)
- identify any need for improved/consolidated access and nearby alternatives, where relevant.

### What? 25%

What will be delivered? Provide details of what the funding will be used for and:

- demonstrate the extent to which the project will address identified risks of significant priority and/or provide a strategic approach to a coastal risk mitigation priority
- demonstrate consistency with the Victorian Marine and Coastal Policy 2020 and, where the project relates to a structure, Siting and design guidelines for structures on the Victorian coast 2020
- where the project relates to assessment/monitoring, explain the assessment process and implementation
- explain how the proposed structure will be managed and its benefits sustained once the project is delivered, where relevant.

### Who? 25%

Who will the project impact and how? Demonstrate the extent to which the project will deliver key benefits:

- clearly identify the intended benefits (public safety, social, cultural, environmental, and economic) that the project will deliver.

### How? 10%

How will the project be delivered? Provide details that demonstrate a sound approach to the project planning, implementation and delivery process:

- demonstrate well-defined timelines, planned sequences, and time-bound actions with sufficient risk measures taken for time overruns
- demonstrate capacity to implement and/or source expertise to manage the delivery of the project
- where the project relates to assessment/monitoring, state the initiation time for the next course of action
- outline the proposed funding contributions for the project.

Applications will be assessed by an independent risk assessor against the DELWP Risk Management Guidelines 2019.

Recommendations on projects to be funded are sent to the Minister for Energy, Environment and Climate Change for approval.

## 8. What supporting documents will need to be provided?

Please submit the following documents with your application:

- Evidence of confirmation of other funding sources.
- At least two written quotes (GST exclusive) for each eligible component of works, totalling the estimated cost of the project. Quotes must be dated and have been obtained within the past six (6) months.
- In-principle support letter to undertake the project from the relevant DELWP Regional Manager Land and Built Environment.
- Current images depicting risk (where relevant).

## 9. What are the funding conditions?

### Funding agreements

Successful applicants must enter into a funding agreement with DELWP. The Victorian Common Funding Agreement (VCFA) is used for funding agreements with not for profit organisations and Local Government Authorities. It is recommended that applicants review the terms and conditions before applying.

Information about the VCFA is available at <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>

Maximum program contributions are calculated as a percentage of the total project cost. For successful applications, the total project cost must be supported by at least two contractor quotes.

Discrepancies in project costs must be funded by the applicant.

Successful applicants are also required to:

- discuss projects with DELWP 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
- where applicable, complete tender works in accordance with Victorian Government requirements, including procurement guidelines
- obtain all necessary land manager relevant permits, approvals and consents prior to the commencement of any works, including consent under the *Marine and Coastal Act 2018*
- complete and provide a project acquittal and any other completion reports required
- provide to the state any information or documents requested in relation to the project (including documents produced as a result of program funding)
- be responsible for arranging and preparing specifications for tender and signing project agreements or contracts.

(DELWP may be able to provide some assistance in preparing briefs, agreements and contracts, and on sourcing contractors with appropriate specialised expertise.)

Work on coastal Crown land requires consent under the *Marine and Coastal Act 2018*. Funding may be sought for projects prior to planning approvals being obtained, however in-principle support must be obtained from the relevant DELWP Regional Manager Land and Built Environment Programs for your region prior to submitting your application. A letter of in-principle support for your project can be sought through your DELWP regional contact, listed in section 15 of these guidelines.

### **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*
- *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 (<https://www2.delwp.vic.gov.au/grants>) will form part of the funding agreement, including installation of signage acknowledging the CPAR Grants program (applicable to high value projects only).

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 as long as:

- 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.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at [www.delwp.vic.gov.au/privacy](http://www.delwp.vic.gov.au/privacy).

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by phone on 9637 8697.

## 10. What is the application process?

Applications are submitted online using the Grants Online portal.

To apply, go to the grant program web page [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants) and click on the 'Start new application' button.

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 5MB.

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.

If you have documents to submit that cannot be attached to your online application you can email them to [marine.coasts@delwp.vic.gov.au](mailto:marine.coasts@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 **4pm on Thursday 5 August 2021**.

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

## 11. Additional information

Additional information is available at the program web page [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants).

If you require assistance submitting your application online, please email [grantsinfo@delwp.vic.gov.au](mailto: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	Wednesday 23 June 2021 9am
Applications close	Thursday 5 August 2021 4pm
Applicants notified	Late September 2021
Activities commence	October 2021
Activities completed and acquittal reports submitted	28 October 2022

## 14. Checklist

Read these guidelines, the FAQ and the information about this grant program at [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-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 activity 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?



## 15. Contacts

### Regional contacts

#### ***DELWP Barwon South West***

Hannah Fallon – 0436 811 412

[hannah.fallon@delwp.vic.gov.au](mailto:hannah.fallon@delwp.vic.gov.au)

#### ***DELWP Gippsland***

##### *Bass Coast*

Tamika Darragh | 0436 616 642

[tamika.darragh@delwp.vic.gov.au](mailto:tamika.darragh@delwp.vic.gov.au)

##### *South Gippsland*

Angie Hughes | 0436 622 540

[angenita.hughes@delwp.vic.gov.au](mailto:angenita.hughes@delwp.vic.gov.au)

##### *Wellington*

Kellinde Chester | 0436 641 991

[kellinde.chester@delwp.vic.gov.au](mailto:kellinde.chester@delwp.vic.gov.au)

##### *East Gippsland*

Tracey West – 03 5152 0422

[tracey.west@delwp.vic.gov.au](mailto:tracey.west@delwp.vic.gov.au)

#### ***DELWP Port Phillip***

Jacky Priestley – 03 9210 9403

[jacky.priestley@delwp.vic.gov.au](mailto:jacky.priestley@delwp.vic.gov.au)

### **For assistance submitting your application online**

[grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

### **For information about the application guidelines or the assessment process**

Caren Benson – 0427 187 424

[marine.coasts@delwp.vic.gov.au](mailto:marine.coasts@delwp.vic.gov.au)