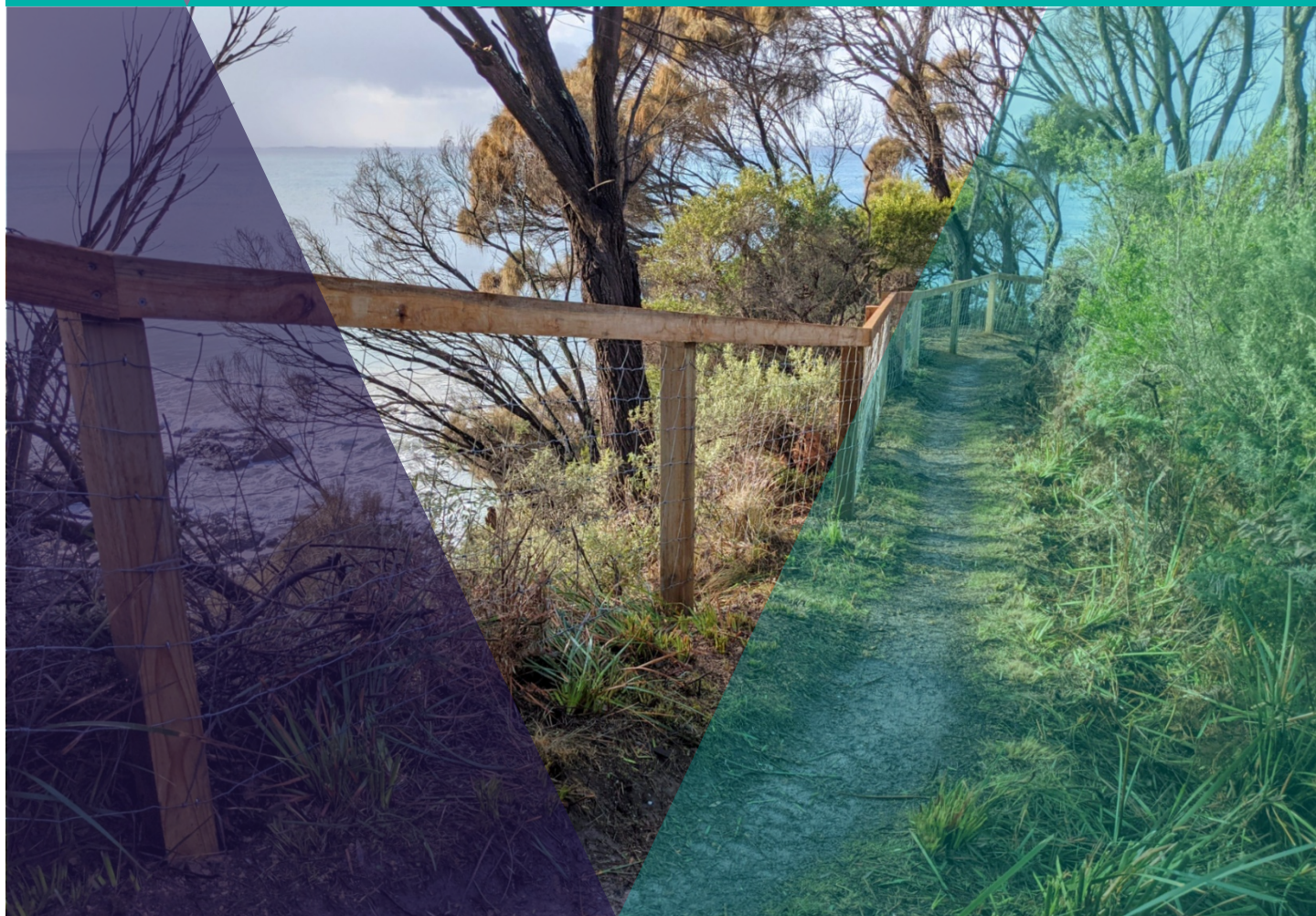


# Coastal Public Access and Risk Grants 2022-23

Application guidelines



**Photo credit**

Ted Landy, Walkerville Foreshore Reserve Committee of Management. The rebuild and repair of this coastal track was funded by a 2020-21 CPAR grant.

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

The Coastal Public Access and Risk (CPAR) Grants Program delivers funding to coastal Crown land managers to reduce coastal risk and improve public access.

The Victorian Government is funding these grants for activities that 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?

The following organisations can apply for funding:

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

To be eligible for funding the applicant must also meet the following criteria of eligibility:

- The project location is on coastal Crown land (defined in the *Marine and Coastal Act 2018* s.4[1]) over which the applicant is the land manager, where the reservation / management status provides for public access.
- The project is consistent with the scope of the program and support outcomes consistent with the program's objectives.
- The applicant has discussed the project with their regional DELWP Land and Built Environment officer and attached a letter of in-principle support for the project from the relevant DELWP Regional Manager Land and Built Environment Programs to the application.
- The applicant organisation has completed reporting requirements for any previous CPAR grants, to the satisfaction of DELWP.
- Applicants that are voluntary committees of management have returned their 2020-2021 Annual Financial Return to DELWP.

## 3. Who cannot apply?

The following organisations and individuals cannot apply for funding:

- individuals
- government departments and government agencies which are not Crown land managers
- private sector businesses and agencies
- educational institutions
- not for profit organisations.

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

## 4. What might be funded?

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 is a non-exhaustive list of the types of activities that may be 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 well-designed and 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 Department of Environment, Land, Water and Planning (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 objective of reducing risk on coastal Crown land.

## 5. What will not be funded?

The CPAR Grants program will not fund the following activities:

- the purchase of land
- routine or ongoing maintenance activities that should be part of the day-to-day management of the reserve, including weed removal
- activities that have already started
- where duplicate services are in operation or planned for in a targeted community
- recurrent operating costs, for example rent and utility costs, salaries (including project management) and/or 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 for the 2022-23 financial year.

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

Applicants may submit more than one application.

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

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

Applicants' contributions must be financial rather than in-kind.

## 7. What are the assessment criteria?

Applications will be checked for eligibility to make sure that the applicant and their proposed initiative are eligible for funding.

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

The assessment panel includes an independent risk expert and is overseen by an independent probity advisor. Final recommendations are sent to the Minister for Environment and Climate Action for endorsement.

### a) Why is the project required? (40%)

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.

### b) What will be delivered? (25%)

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  
[www.marineandcoasts.vic.gov.au/coastal-management/marine-and-coastal-policy](http://www.marineandcoasts.vic.gov.au/coastal-management/marine-and-coastal-policy) and, where the project relates to a structure, siting and design guidelines for structures on the Victorian coast 2020  
[www.marineandcoasts.vic.gov.au/coastal-management/guidelines](http://www.marineandcoasts.vic.gov.au/coastal-management/guidelines)
- 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.

### c) Who will the project impact and how? (25%)

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.

### d) How will the project be delivered? (10%)

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 over-runs, including consideration of relevant permits, approvals and consents
- demonstrate capacity to implement and/or source expertise to manage the delivery of the project
- demonstrate stakeholder engagement has commenced or is being considered, to ensure project acceptance for delivery
- 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.

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

Please submit the following documents with your application:

- Evidence of confirmation of other funding sources.

- Site specific project costings, i.e., at least one written quote for each eligible component of works totalling the estimated cost of the project, OR a registered Quantity Surveyor's estimate. This must be dated and obtained within the past six (6) months.
- Where project costings cannot be supported by these items, the applicant must attach a letter detailing the reasons why, for consideration by the assessment panel.
- In-principle support letter to undertake the project from the relevant DELWP Regional Manager Land and Built Environment program.
- Current images depicting the risk that will be addressed through this initiative (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 is used for funding agreements with not-for-profit organisations and Local Government Authorities. The DELWP 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 [www.vic.gov.au/victorian-common-funding-agreement](http://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.

The funding agreement will include reference to the following:

- Projects must be completed within twelve (12) months of execution of funding agreement.
- Recipients may seek timing and/or scope variations for funded projects. Consideration of variations may lead to changes in deliverables, milestones, grant amount and payments.

Maximum program contributions are calculated as a percentage of the total project cost. For successful applications, the total project cost must be supported by project costings as outlined in section 8 of these Guidelines.

Discrepancies in project costs must be funded by the applicant.

Successful applicants are also required to:

- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date, i.e., within 12 months of the funding agreement being executed
- 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* \*
- 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.)

\* Works on coastal Crown land requires consent under the *Marine and Coastal Act 2018* ('MACA consent'). Under the *Planning and Environment Act 1987*, a planning permit may also be required. Under the *Aboriginal Heritage Act 2006*, a Cultural Heritage Management Plan may also be required.

Funding may be sought for projects prior to permits and/or consents being obtained, however a letter of in-principle support must be obtained from the relevant DELWP Regional Manager Land and Built Environment Programs prior to submitting your grant application.

You must contact your DELWP Regional Land and Built Environment officer (listed in section 15 of these Guidelines) before applying for a grant to ensure that appropriate processes are followed and current turnaround times for permits/consents are considered in your project timeline.

### 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. 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 emailing [Foi.unit@delwp.vic.gov.au](mailto:Foi.unit@delwp.vic.gov.au).

## Caretaker conventions 2022

As the Victorian State election will be held on Saturday 26 November 2022, the Victorian Government will assume a caretaker role from 6.00pm on 1 November 2022 until such time that either it becomes clear that the incumbent government will be returned, or when a new government is commissioned.

In line with the caretaker conventions, the incoming government will determine whether to proceed with this grant process and award the grants after the caretaker period.

Applicants should be aware that:

- all information about this grant process represents the position of the current government only, and is subject to change; and
- the incoming government may decide to not proceed with this grant process.

## 10. What is the application process?

Applicants must discuss their potential project with their local DELWP Land and Built Environment

officer (see section 15 for details) and obtain a letter of in-principle support for the project from the relevant Regional Manager, Land and Built Environment before applying.

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.

Where more than one project is proposed, please ensure a separate application is made for each project.

### 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 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 **4.00 pm on Wednesday 12 October 2022**.

**Please note:** Hard copy applications will **not** be accepted. **Late and incomplete applications will not be considered.**

If you require assistance submitting your application online, email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

## 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)

DELWP's 'On Board' provides information for DELWP agencies about risk: [www.delwp.vic.gov.au/boards-and-governance/risk-management](http://www.delwp.vic.gov.au/boards-and-governance/risk-management).



## 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 ask for feedback on their application.

## 13. Key dates

Applications open	Wednesday 7 September 2022
Applications close	Wednesday 12 October 2022 at 4:00 pm
Applications assessed	October-November 2022
Applicants notified and funding agreements executed	January-February 2023
Activities commence	Early 2023, upon execution of funding agreement
Activities completed and acquittal reports submitted	12 months from execution of funding agreement

## 14. Checklist

Read these guidelines 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 you are, or 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 Land and Built Environment contacts

Contact your local Land and Built Environment (LBE) officer (details below) via the DELWP Customer Contact Centre on 136 186 or email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au).

#### *DELWP Barwon South West*

Hannah Fallon

#### *DELWP Port Phillip*

Jacky Priestley

Andrew Stevens

#### *DELWP Gippsland*

##### *Bass Coast*

Pat Lambert

##### *South Gippsland*

Kylie Douglas

##### *Wellington*

Angie Hughes

##### *East Gippsland*

Tracey West

### 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

CPAR Grants Officer –  
[marine.coasts@delwp.vic.gov.au](mailto:marine.coasts@delwp.vic.gov.au)