

This fact sheet will guide through how to plan and build your Port Phillip Bay Fund application.

Application check list

Make sure you are ready to build your application by doing the following prior to applying:

- reading the funding guidelines carefully
- checking if you are eligible for this grant funding
- checking if your items/activity is eligible for this grant funding
- checking that you would be able to comply with all relevant laws and regulations in delivery of your project
- preparing to submit the appropriate supporting documents
- preparing to submit the budget table (check all the worksheets including risk)
- obtaining all relevant permits and approvals and uploading them as supporting evidence
- considering if your project could impact on an Aboriginal cultural site and including cultural heritage assessment in your budget (if applicable)

Read relevant documents

Funding guidelines

Read the funding guidelines carefully as they may have changed since the last time you applied. The funding guidelines outline potential projects that may be funded.

Application form

The application form collects important information about the project that you are proposing. Make sure you read each question carefully.

Start planning how you can answer all questions on the application form to demonstrate how your project aligns with the fund's objectives.

You can download a pdf version of the application form to assist your submission, or you may like to start by writing your answers in a separate document to review and refine. Refer to Fact Sheet 2: Applying for Funding for further information.

Tips and tricks

Be prepared

A good application takes time. A well-planned application demonstrates that you have mapped out your proposal in context with fund's objectives. It also shows that you are organised and have a plan of action to deliver the project.

Target your application

Make sure your application tells the story from start to finish. Describe the background behind the project and any specific events or issues. Set the scene and link the project you are applying for with your group's priorities and the fund's objective.

Illustrate the benefits that will be achieved with the project and state how they align with Fund's objectives. All applications will be assessed against the assessment criteria.

Gather supporting documents

Our grant applications require you to provide supporting documents as outlined in the application form. Make sure you provide all the supporting documents requested in the application as it could affect your eligibility or the scoring if not provided.

Extra writing tips

Good applications are those that use the following to support their project application:

- use plain English

- do not use acronyms
- clearly and concisely answer the questions
- provide statistics (facts and figures)
- clearly explain the purpose and need for the project
- provide an explanation of the project timeline
- spell-check

Auspicing projects

What is an auspice?

If you are not eligible according to the funding guidelines or would like help managing the funding and project, there is an opportunity to have your project supported (sponsored) by another organisation. This is called auspicings.

Do I need an auspice?

An auspice is needed to apply for a Biodiversity Environment and Community grant if you **do not meet** the below criteria:

1. Your group is one of the following types of organisations:
 - a. incorporated through Consumer Affairs Victoria OR
 - b. registered as a not-for-profit organisation with the Australian Charities and Not for Profit Commission (ACNC) OR
 - c. registered with the Office of the Registrar of Indigenous Corporations (ORIC) OR
 - d. DEECA Public Land Committee of Management?
2. You have at least \$10 million public liability and personal accident insurance.

To check to see if your organisation is incorporated or to find your group's incorporation number, please visit the Consumer Affairs Victoria website <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>.

Applicants that meet the eligibility criteria, can also have an auspice if they choose to.

What if I partner with an organisation?

Applicants can partner on projects with other organisations, including those that do not meet the eligibility criteria. If one of the partner organisations is eligible to apply, they can apply as the 'lead applicant'. In this instance an auspice is not required. The lead applicant will take legal and financial responsibility for the project. Include details of all partnering organisations in your application.

What will the auspice be responsible for?

Auspices of a DEECA Grant will be responsible for the following during the course of the project:

- Hold at least \$10 million public liability insurance and personal accident insurance.
- Sign the funding agreement and provide supporting documentation if required.
- Receive and manage the grant funds.
- Be accountable for the delivery and reporting of the project.

Further information

You can find further information on auspicings here <https://www.nfplaw.org.au/auspicings>

Aboriginal Cultural Heritage

Aboriginal Cultural Heritage in Victoria including Aboriginal Intangible Heritage (traditional practices and knowledge), Aboriginal sites, places and objects are protected under the *Aboriginal Heritage Act 2006* and *Aboriginal Heritage Act Regulations 2018*. It is the responsibility of everyone working on Country to respect, understand, and protect our Aboriginal Heritage.

Application considerations

If a Cultural Heritage Permit or Cultural Heritage Management Plan is required, you may need to include budget in your grant application and allow at least 30 days to complete the permit and approval process.

Cultural Heritage Permits

A Cultural Heritage Permit is required if you plan to:

DEECA Biodiversity Environment and Community Grants

- disturb or excavate land to uncover or discover Aboriginal Cultural Heritage
- rehabilitate land at an Aboriginal place
- carry out research on an Aboriginal place
- carry out an activity that will, or is likely to, harm Aboriginal cultural heritage
- sell an Aboriginal object (where it was not made for the purpose of sale)
- remove an Aboriginal cultural heritage object from Victoria

You need a cultural heritage permit for these activities even if you don't require a Cultural Heritage Management Plan.

For further information, visit <https://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans-permits-agreements-and-tests>

Checking your project location

It is recommended that applicants conduct an Aboriginal Cultural Heritage check early in the planning stage. This can be done through the relevant Registered Aboriginal Party or the First Peoples – State Relations Heritage Programs Team.

To determine if your planned project is within an area of cultural heritage sensitivity, you will need to look at the online mapping tool, which can be found at <https://achris.vic.gov.au/weave/wca.html>

If your project is not within an area of cultural heritage sensitivity, this does not guarantee there are no Aboriginal cultural heritage sites in the area. If potential Aboriginal cultural heritage is found during the delivery of your project, you must **STOP IMMEDIATELY** and call First Peoples – State Relations on [1800 762 003](tel:1800762003).

Aboriginal Cultural Heritage Guide

The Aboriginal Cultural Heritage Guide steps out the process for meeting the requirements of the *Aboriginal Heritage Act 2006* and helps groups and networks determine whether a Cultural Heritage Permit is required. The guide also provides the key Aboriginal cultural heritage contacts, including for the 11 Registered Aboriginal Parties (RAPs) in Victoria. Visit <https://www.landcarevic.org.au/resources/aboriginal-cultural-heritage-guide/> for further information.

How much will it cost for a Heritage Advisor?

The cost for a Heritage Advisor to do a cultural heritage assessment will depend on the location of the site and what type of assessment is required to determine cultural heritage within the site.

The costs for getting permissions to harm can vary. It may range to many thousands for a Cultural Heritage Management Plan, which is more likely required for major works.

The cost of a cultural heritage assessment and permit (if required) will need to be factored into the grant funds applied for by the applicant. Projects that are likely to require a Cultural Heritage Management Plan should be reconsidered.

Strategic documents

The following strategic documents may be valuable in helping you to design and plan your project.

- Biodiversity 2037
<https://www.environment.vic.gov.au/biodiversity/biodiversity-plan>
- Healthy Waterways Strategy 2018-28
<https://www.melbournewater.com.au/about/what-we-do/publications/healthy-waterways-strategy>
- Marine and Coastal Policy
<https://www.marineandcoasts.vic.gov.au/coastal-management/marine-and-coastal-policy>
- Port Phillip Bay Environmental Management Plan
<https://www.marineandcoasts.vic.gov.au/coastal-programs/port-philip-bay>
- Port Phillip and Western Port Catchment Strategy
<https://portphilipwesternport.rcs.vic.gov.au/>
- Pupangarli Marnmarnepu – Aboriginal Self-Determination Reform Strategy 2020-2025
<https://www.delwp.vic.gov.au/aboriginalselfdetermination/self-determination-reform-strategy>
- Traditional Owner Country Plans
- Victorians Volunteering for Nature – Environmental Volunteering Plan
<https://www.environment.vic.gov.au/environmental-volunteering/volunteering>
- Yarra Strategic Plan
<https://www.melbournewater.com.au/about/strategies-and-reports/yarra-strategic-plan>

Useful resources

The following resources may also assist in helping you to design and plan your project:

- [Strategic Management Prospects - tools to support biodiversity decisions](#)
- Coastkit
<https://www.marineandcoasts.vic.gov.au/marine-and-coastal-knowledge/coastkit>
- NatureKit
<https://www.environment.vic.gov.au/biodiversity/naturekit>

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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