

Summer by the Sea 2026 Guidelines

3 – 18 January 2026



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 Summer By The Sea 2026 Grants program?

The Summer By The Sea (SBTS) 2026 Grants Program enables free public events on coastal Crown Land, delivered in partnership with professional activity suppliers.

The theme for 2026 is 'The coast, the sea, and our community', reflecting the value and importance of community in how beautiful local places are cared for.

The Summer By The Sea Grants objectives are:

- champion inclusivity and increase the diversity of Victorians visiting and caring for our coastal environments
- strengthen the capacity of Victorians to take informed action on conservation, sustainability and climate change through event-based educational activities
- prioritise Traditional Custodians' Self-Determination in caring for Country, recognising their deep knowledge and enduring connection to Sea Country
- promote positive behaviour change and marine and coastal volunteering and stewardship.

More information can be found at: <https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria/summer-by-the-sea/>

2. What are the grant funding details?

The total funding available is \$70,000 (ex. GST). Funding details per application are outlined below:

Funding available	Up to \$7,000 (ex. GST)
Application limit	Applicants may only submit one application outlining all events.
How many events can be included?	Minimum: 1 event Maximum: As many as can be budgeted
Minimum attendance (people) per event	Minimum attendance is approximately 25. This may be reduced due to safety requirements.
Community attendance	Priority will be given to applicants with community organisation connections related to the focus groups below, and who can commit to designating one or more events for their participation. Focus groups: <ul style="list-style-type: none">• people from culturally and linguistically diverse backgrounds• migrant and refugee communities• people with disabilities (including, but not limited to; physical, intellectual, neurological, learning, immunological and sensory disabilities)• people with mental health struggles• people from disadvantaged backgrounds• local community group/s.
Event Delivery	3 – 18 January 2026
In-kind	Applicants are not required to contribute (cash or in-kind) toward the cost of the Activity; however, an event that can demonstrate contributions provides greater value for money to Coastcare Victoria and therefore may receive a higher score against the Value for Money / Budget criterion.

3. Who can apply?

Applicant Eligibility

Eligible applicants include:

- Aboriginal groups and organisations, Traditional Owners, land councils, trusts, co-operatives and Registered Aboriginal Party under the Victorian Aboriginal Heritage Act 2006
- incorporated groups, organisations and educational institutions with a focus on the marine and coastal environment
- individual/sole traders or private businesses
- local or state government bodies, committees of management

Applicants must also hold:

- an active ABN
- public liability insurance of at least \$20 million, covering the specific event category(s) outlined in the grant application.

Applicants that do not meet the above requirements can still apply for funding but must operate under the auspice of a sponsor organisation. (See **Additional Information**).

Additional requirements:

- First Aid Certificate (level 2 with CPR) for activity leader/s
- Working With Children Certificates for activity leader/s, including activity support volunteers.

Event Safety Requirements

Safety and Supervision Requirements

All events must:

- have parent/guardian supervision for children 16 years of age and under
- meet the Victorian Government's policy on the ratio of leaders to participants
 - 1:4 for children from birth to 24 months
 - 1:4 for children over 24 months and less than 36 months
 - 1:11 for children up to and including preschool age
 - 1:15 for children over preschool age.
- be fully compliant with Child Safety policies and procedures
- align safety requirements with the relevant Adventure Activity **Guidelines** prepared by the Department of Education. It is the applicant's responsibility to be aware of any/all updates to the Guidelines (<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>).

All activity leaders must have the relevant and up to date industry qualifications and training for the intended events.

All adventure activities must align with the Australian Adventure Activity **Standards**. It is the applicant's responsibility to be aware of any/all updates to the Standards (<https://www.outdoorsvictoria.org.au/resources/australian-adventure-activity-standard/>).

Completed Job Safety Plan with Land Manager Approval

Applicants will be required to complete a Job Safety Plan (JSP) and submit this with evidence of land manager approval. This evidence may be in the form of a land manager signature on the plan, or it may be via written correspondence.

The land manager can ensure the proposed event/s comply with the objectives of the relevant coastal and marine management plans and relevant legislation and policy.

Location of Events

Events must be undertaken on, or relate to, Victorian *marine and coastal Crown land*. This is defined in the Marine and Coastal Act as 'the outer limit of Victorian coastal waters and 200 metres inland of the high-water mark of the sea', or 'reserved under the Crown Land (Reserves) Act 1978 for the purposes of the protection of the coastline'.

Additionally, transport can be a major challenge for individuals to access events. Please consider event locations that have access to public transport where possible.

Free of Charge to Victorian's

All SBTS events must be offered free of charge to the Victorian public.

4. Who cannot apply?

The following organisations cannot apply for funding:

- Commonwealth Government agencies

5. What might be funded?

The SBTS 2026 Grants program supports community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management in the face of climate change.

The following event types are eligible for funding:

- Citizen science event
- Educational walks
- Indigenous cultural activities
- Marine related art and craft
- Online education sessions
- Rockpool ramble
- Snorkelling events
- Stand-up paddle boarding/canoeing/kayaking events
- Other events designed to promote positive behaviour change, marine and coastal stewardship and environmental volunteering

The following costs are eligible for funding:

- Technical contractors (ie. AUSLAN interpreters, language translators)
- Training & certification (if directly related to funded events)
- Equipment hire or purchase directly related to event on-ground components*
- Consent or permit costs
- Transportation costs for Activity Leaders
- Transportation costs for participants (only available for applicants who are partnering with a local community organisation to offer designated participation- see Section 2 What are the grant funding details)
- Catering costs for participants (only available for applicants who are partnering with a local community organisation to offer designated participation- see Section 2 What are the grant funding details)
- Event coordination#

*Ensure assets and equipment are hired, borrowed, and shared between groups rather than purchased for events where possible. Capital items must become a registered asset of the entity.

While grant funding can be used for costs incurred for event coordination it **must be itemised**. This can include staff wages of the applicant organisation for time worked on event administration. This cannot include non-event related wages, or wages already being paid.

5.1 Renumeration guide (Optional)

Remuneration guide to help inform budget design of common expenditure items for an event:

Expenditure type	Description	Cost range per event ex GST
Technical consultants	AUSLAN interpreter, language interpreter if required	\$0 – 200
Training & certification	WWCC and First Aid	\$0 – 300
Equipment hire	If required	\$0 - \$200
Permit costs	Depends on land manager pricing	\$0 - \$200
Transportation for Activity Leaders	If required	As per the <u>Australian Taxation Office</u> , 88 cents/km
Transportation for participants	Only available for events delivering to community organisations	\$0 - \$500
Catering costs for participants	Only available for events delivering to community organisations	\$0 - \$500
Event coordination	Consider the following; liaising with community organisations, event promotion, travel, providing event documentation and permits, creating event registration, attending 1 hour briefing meeting, leading events, completing evaluation.	\$25-40/hour, depending on applicant

This is a general guide only. Costs may differ for varied suppliers and the above does not indicate capped limits for expenditure items.

If you have questions regarding costings, you can contact coastcare.victoria@deeca.vic.gov.au.

6. What will not be funded?

The following events will not be funded:

- any event involving offsetting, clearing of vegetation or revegetation works using species which are not local indigenous species
- infrastructure or engineering works, such as coastal protection structures and erosion mitigation activities
- events (or components of projects) that have already been funded on the same site by other sources
- political campaigning or advocacy events for political parties
- conferences.

The following expenditure items will not be funded:

- wages and works not relating to the specific grant, or wages that are already funded
- the purchase or production of goods or merchandise which are environmentally damaging e.g. single use plastics (hard or soft), polystyrene
- events or deliverables designed to gain financial profit for the recipient
- goods or services for competitions, prizes, gifts, vouchers or alcohol
- travel and accommodation outside Victoria
- professional photography and video services.

Note: products produced from Victorian Government funding, including Coastcare Victoria, cannot be sold or reproduced for money.

7. What are the assessment criteria?

First, applications will be checked to ensure that the applicant and proposed event/s are eligible for funding. Following this, eligible applications will be assessed by Coastcare Victoria using the criteria listed below. Each criterion is given a weighting percentage to indicate value within the assessment process. Applications must address each criteria category to be assessed.

Criteria	Weighting	Description
Community involvement	60%	Applicants must demonstrate the extent to which the event involves community engagement, education and on-ground action, and how it will meet the SBTS objectives outlined in section 1 of these guidelines. Priority will be given to applicants with community organisation connections related to one or more of the outlined focus groups (see Section 2 What are the grant funding details), and who can commit to designating one or more events for their participation.
Risk management	20%	Applications must identify potential risks to the event in the Job Safety Plan(s) and provide adequate actions to remove, manage, or reduce the risks. Job Safety Plan(s) must be approved by the relevant Land Manager.
Value for Money/ Budget	20%	Applications must demonstrate the event represents good value for money, reaching maximum participants, with reasonable costings.

The Coastcare Victoria team will also use the principles below to ensure an appropriate distribution of funds.

Principles:

1. An even geographic spread across the regions of Barwon South West, Port Phillip Bay and Gippsland.

2. A variety of event types available across Summer By The Sea.
3. Traditional Owner Corporations and First Nations owned businesses will be prioritised in line with the Victorian Government's commitment to Traditional Owner Self-Determination.
4. Community-based/small-business applicants will be prioritised where possible over large commercial businesses.
5. Events with higher anticipated participant attendance, and lower average cost per participant, may be prioritised.

8. What supporting documents will need to be provided?

All applicants must provide the following relevant documents to be eligible. Failure to provide one of the following relevant documents with the application will result in the application being marked ineligible.

Compulsory:

- ☐ Public Liability Insurance Certificate of Currency of at least \$20 million, covering the specific event categories(s) outlined in the grant application
- ☐ Job Safety Plan with Land Manager Approval (dated signature or written email approval, or evidence of correspondence to date, if approval is pending)
- ☐ First Aid Certificate (Level 2 with CPR) for activity leader/s
- ☐ Working With Children Certificates for activity leader/s (evidence for volunteers not required).

If applicable:

- ☐ Declaration of Conflict of Interest (if the applicant will use contractors & there is a perceived or actual relationship between the applicant and contractor)
- ☐ Letter of support from Auspice organisation (example template) detailing agreement to supervise the event, take responsibility for the management and safety of the group's volunteers and participants
- ☐ Letter of support from a local community organisation outlining their agreement to be involved in a designated event(s).

9. What are the funding conditions?

Funding agreements

Successful applicants must enter into a funding agreement with DEECA. The Victorian Common Funding Agreement (VCFA) is used for funding agreements with not-for-profit organisations. It is recommended that applicants review the terms and conditions before applying. Information about the VCFA is available on <https://www.vic.gov.au/victorian-common-funding-agreement>

The event does not include using the Funding for political campaigning or advocacy events for political parties. Products produced from Victorian Government funding, including Coastcare Victoria, cannot be sold or reproduced for money.

Legislative and regulatory requirements

In entering the funding agreement and delivering the events, 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*
- *Aboriginal Heritage Act 2006*
- *Prevention of Cruelty to Animals Act 1986*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Flora and Fauna Guarantee Act 1988*
- *Marine and Coastal Act 2018*
- *Native Title Act 1993*
- *Working with Children Act 2005*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines (<https://www.deeca.vic.gov.au/grants>) will form part of the funding agreement. Successful

applicants must liaise with Coastcare Victoria to coordinate any public events or announcements related to the event.

Payment

Agreed payments will be made as long as:

- the funding agreement has been signed by both parties; and
- other terms and conditions of funding continue to be met.

Monitoring

Grant recipients are required to comply with event monitoring and reporting requirements as outlined in the funding agreement. This may include attendance lists, feedback 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. DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at <https://www.deeca.vic.gov.au/privacy>.

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing Foi.unit@deeca.vic.gov.au.

10. What is the application process?

Applications are submitted online using the DEECA Grants Online portal.

Use the link below to start your application and click on the 'Start New Application' button:

<https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria/summer-by-the-sea/>

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 grantsinfo@deeca.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 **5pm Australian Eastern Daylight Time (AEDT) on 15 October 2025**.

Please allow enough time to prepare your application.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

If you require assistance submitting your application online, email grantsinfo@deeca.vic.gov.au

11. 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 by emailing coastcare.victoria@deeca.vic.gov.au.

12. Key dates

Event	Date
Applications open	15 September 2025
Applications close	5pm AEDT
Late applications will not be accepted	15 October 2025
Applicants notified	November 2025
Time-sensitive documentation due: <i>(if applicable)</i>	November 2025
<ul style="list-style-type: none">• Event permit(s)• Event registration link(s)• Event accessibility key(s) (template will be provided)	
Successful recipient briefing meeting	November 2025
Recipients & CV promoting upcoming events	December 2025
Event delivery	3 January – 18 January 2026
Grant evaluations submitted	February 2026

13. Event registrations and promotion

IMPORTANT: Please read the following and consider which option is most suitable to your mode of delivery.

Option 1: Applicant managed registrations

If event registrations will be wholly managed by the applicant (e.g. hosted on applicants own website), this section does not apply to you. Please proceed to the next section.

Option 2: Coastcare Victoria managed registrations

If the applicant requires Coastcare Victoria to manage event registrations, event reminders, and promotion, note that you **must** include the following in your application:

- ☐ Promotional Photo of Event/s
- ☐ Promotional Event Description
- ☐ Meeting Location Details
- ☐ Activity Lead Contact Details
- ☐ Consent for Activity Lead to be contacted by participants

If you have any questions about the above, get in touch with a Coastcare Officer (See **Additional Information**).

14. Additional Information

Auspice information

Please note, an auspice can sponsor multiple applicants. An auspice organisation must:

- be a State Government statutory body/authority or local government (including committee of management); OR
- be incorporated through Consumer Affairs Victoria (www.consumer.vic.gov.au) or other state incorporating agency; OR
- be registered as a not-for-profit with ACNC (www.acnc.gov.au)
- hold sufficient public liability insurance of at least \$20 million
- agree to take responsibility for the management and safety of the group's volunteers and participants including supervision of the event; and
- sign the funding agreement, receive the grant payment and be accountable for the delivery and reporting of the event delivery.

Coastcare Victoria support

If you have questions or require additional information, get in touch with the Coastcare Victoria team:

Contact details:	
Barwon South West Region	Shaya Kaartinen-Price 0436 604 127 or shaya.kaartinen-price@deeca.vic.gov.au
Port Phillip Bay and Western Port Region	Jess Schubert-Hoban 0475 557 628 or jess.schubert-hoban@deeca.vic.gov.au
Gippsland Region	Laura Town-Hopkinson 0427 818 683 or laura.town-hopkinson@deeca.vic.gov.au
General enquiries	Coastcare.Victoria@deeca.vic.gov.au

Supporting templates and resources

Can be found at <https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria/summer-by-the-sea/>

Checklist

Read these guidelines and the information about SBTS at <https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria> before applying and complete the following checklist:

Have you?

- ☐ Read these guidelines carefully
- ☐ Checked if your organisation is eligible?
- ☐ Checked if your event/s is/are eligible?
- ☐ Checked that you would be able to comply with all relevant laws and regulations in delivery of your events?
- ☐ Made contact with relevant land manager/s as early as possible?
- ☐ Prepared the required supporting documents?