

# Summer by the Sea Grant Guidelines

2025

# SUMMER BY THE SEA

Statewide program connecting  
Victorians to the coastline

6 - 25 Jan, 2025

For more information, you can check  
out this link down below:

[www.summerbythesea.vic.gov.au](http://www.summerbythesea.vic.gov.au)  
[@summerbythesea\\_vic](https://www.instagram.com/summerbythesea_vic)

## 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 2025 Grants program?

The Summer By The Sea (SBTS) 2025 Grants program provides grants to organisations to deliver free public events on coastal Crown land. The SBTS 2025 Grants program uses education and engagement to deliver outcomes of positive behaviour change among coastal users.

The Victorian Government is funding these grants to address the need to build community capacity, support community adaptation and improve ecosystem resilience to climate change through action.

The SBTS 2025 Grants program will achieve the following outcomes:

- Supporting community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management in the face of climate change
- Enable Traditional Owner self-determination and acknowledge land and sea interconnection
- Promote marine and coastal volunteering in Victoria

**The theme for 2025 is 'The Beach is For Everyone', celebrating diversity and finding different ways to include everyone within the marine and coastal environment.**

## 2. Who can apply?

The following community groups and organisations with a focus on marine and coastal environments are eligible:

- Aboriginal groups and organisations, Traditional Owners, land councils, trusts, co-operatives and Registered Aboriginal Party under the Victorian Aboriginal Heritage Act 2006
- an incorporated body, cooperative or association (including business associations) registered through Consumer Affairs Victoria (check here: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)) or other state incorporating agency
- a registered not-for-profit organisation with the Australian Charities and Not-for-profits Commission (check here: ACNC [www.acnc.gov.au](http://www.acnc.gov.au))
- a coastal Committee of Management (excluding Local Government) incorporated under the Crown Land (Reserves) Act 1978
- Educational institutions including schools and universities (recommended to partner with local coastal volunteer group)
- an Individual/Sole Trader and private businesses

In addition to the above, eligible organisations must meet the following requirements:

- hold Public Liability Insurance of at least \$20 million
- have a current Australian Business Number (ABN) (check here: Australian Business Register <https://abr.business.gov.au>)
- Working With Children Certificates for all individuals involved in events
- First Aid Certificate (Level 2 with CPR) for Event Leader

Groups and organisations that do not meet the above requirements can still apply for funding but must operate under the auspice of a sponsor organisation. Please note, an auspice can sponsor multiple applicants. An auspice organisation must:

- be a State Government statutory body/authority or local government
- be one of the community groups and organisations listed above *and* be incorporated through Consumer Affairs Victoria ([www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)) or other state incorporating agency
- registered as a not-for-profit with ACNC ([www.acnc.gov.au](http://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.

### 3. Who cannot apply?

The following organisations cannot apply for funding:

- Commonwealth Government agencies
- Industry bodies
- State Government departments and statutory bodies/authorities (acceptable auspice/sponsor)
- Water Corporations
- Catchment Management Authorities
- Local government (acceptable auspice/sponsor)
- Local Government Committees of Management (acceptable auspice/sponsor)

### 4. What might be funded?

The SBTS 2025 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:

- |                                                     |                                                                                                  |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------|
| • Bike/cycling events                               | • Rockpool ramble                                                                                |
| • Stand-up paddle boarding/canoeing/kayaking events | • Snorkelling events                                                                             |
| • Citizen science event                             | • Wildlife walk                                                                                  |
| • Educational Walks                                 | • Other events designed to promote marine and coastal stewardship and environmental volunteering |
| • Marine related art and craft                      |                                                                                                  |
| • Online education sessions                         |                                                                                                  |

The following costs are eligible for funding:

- |                                                                              |                                   |
|------------------------------------------------------------------------------|-----------------------------------|
| • Training & certification (if directly related to funded events)            | • Consent or permit costs         |
| • Equipment hire or purchase directly related to event on-ground components* | • Transportation costs            |
|                                                                              | • Event coordination <sup>#</sup> |

\* Capital items must become a registered asset of the entity.

<sup>#</sup> Grant funding can be used for costs incurred for event coordination **and** 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.

Contact your regional [Coastcare Victoria Officers](#) to ensure your organisation and events meet the eligibility criteria.

#### Additional event requirements

Events must be undertaken wholly on **Victorian coastal Crown land**. Coastal Crown land 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.

#### Free of Charge

All events must be delivered free to the Victorian public.

#### Safety and Supervision Requirements

- All events require parent/guardian supervision for children 16 years of age and under
- Meet the Victorian Government policy of 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.
- All events must align safety requirements with the relevant Adventure Activity Guidelines prepared by the Department of Education  
(<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>)

## 5. 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 costs will not be funded:

- Wages and works not relating to Victoria's Crown marine and coastal environment
- The purchase or production of goods or merchandise which are considered to be environmentally damaging e.g. single use plastics (hard or soft), polystyrene
- Goods or services for competitions, prizes, gifts, vouchers or alcohol
- Travel outside Victoria

## 6. What are the funding details?

The total funding available is \$60,000 (ex. GST). Applicants may only submit one application outlining all events.

Funding details per application are outlined below:

<b>Grant funding available</b>	Up to \$7,000 (ex. GST)
<b>How many events can be included?</b>	Minimum: 1 event Maximum: As many as can be budgeted
<b>Minimum attendance (people) per event</b>	Minimum attendance is approximately 25. This can be reduced due to safety requirements.
<b>Event Delivery</b>	Event availability must be within the dates of 6 – 25 January 2025.
<b>Required match funding ratio (organisation:grant)</b>	No matched funding required.
<b>In-kind</b>	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 will receive a higher score against the Value for Money / Budget criterion.

## 7. What are the assessment criteria?

First, applications will be checked for eligibility to make sure that the applicant and their events are eligible for funding. After that, eligible applications will 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.

Criteria	Weighting	Description
Community involvement	60%	Applicants must demonstrate the extent to which the event involves community engagement, education and on-ground action.
Risk management	20%	Applications must identify potential risks to the event and provides adequate actions to remove, manage, or reduce the risks.
Value for Money / Budget	20%	Applications must demonstrate the event represents good value for money, reaching many participants, delivering multiple outcomes, high public benefit, reasonable costings, and effectiveness in maintaining the outcomes after the funding ends.

The assessment panel will also use the principles below to ensure an appropriate geographic and event type distribution.

Principles:

1. An even geographic spread across the regions of Barwon South West, Port Phillip Bay and Gippsland
2. Traditional Owner Corporations and First Nations owned businesses will be prioritised in line with the [Aboriginal Procurement Strategy \(deeca.vic.gov.au\)](http://deeca.vic.gov.au) to support Traditional Owner Self-Determination.

## 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.

- Public Liability Insurance Certificate of Currency of at least \$20 million including the specific event
- Working With Children Certificates for all individuals involved in the event
- First Aid Certificate (Level 2 with CPR) for event leader
- Copy of Land Manager approved Job Safety and Emergency Plans
- Promotional Photo of Events
- Letter/s of support from partner organisation/s that are directly involved in delivery of the event (the applicant is responsible for ensuring the partner meets all guidelines) (if applicable)
- A declaration of Conflict of Interest if the contractor has a relationship with the applicant (if applicable)
- 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 (if applicable)

## 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](mailto: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>

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

**Please allow plenty of time to prepare you application. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

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

## 12. Key dates

Event	Date
Applications open	4 October 2024
Applications close	11:59pm AEDT
<b>Late applications will not be accepted</b>	<b>23 October 2024</b>
Applicants notified	November 2024
Events commence	January 2025
Events completed and evaluation submitted	February 2025

## 13. 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?
- Contacted a Coastcare Victoria team member?
- Prepared the required supporting documents?