

2020 Coastcare Victoria Community Grants Guidelines



Acknowledgements

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.



Our commitment to inclusion and diversity

Coastcare Victoria supports liveable, inclusive and sustainable communities. Coastcare Victoria supports a volunteering culture diverse in ability, gender, sexuality, age, socio-economic status, ethnicities and religious beliefs. Coastcare Victoria believes everyone has the right to feel safe, welcome and have their life experience valued. Fostering diversity and inclusion helps people to learn from each other and develop new ways to work effectively. At Coastcare Victoria we are connected to liveable, inclusive and sustainable communities; we are diverse; we are inclusive and flexible; we are safe and respectful.

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2020 Coastcare Victoria Community Grants Guidelines

What is the 2020 Coastcare Victoria Community Grants program?

The Coastcare Victoria Community Grants program supports community organisations to protect and enhance the coastal and near-shore marine environment. The grants program is funded by the Victorian Government's Sustainability Fund which seeks to build community capacity, support community adaptation and improve ecosystem resilience to climate change. The Grants Program aims to support the three pillars in the Coastcare Victoria Strategy 2020-2025:

Marine and Coastal Stewardship - conservation, rehabilitation, restoration and preventative actions for Victoria's coastal and marine ecosystems.

Thriving Marine and Coastal Community Groups and Networks – supporting community organisations to diversify, plan for the future and be responsive to change.

Victorians Valuing the Coast - supporting community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management.

How much funding is available?

The Victorian government is providing funding up to \$495,000 for the 2020 Coastcare Victoria Community Grants program.

Eligible applicants can apply for grants of up to \$30,000 per project.

Key dates

Applications open	Monday 16 March 2020
Applications close	Friday 15 May 2020, 5pm
Successful applicants notified	July 2020
Agreements signed (milestone 1) and payments made	July-August 2020
Job Safety Plan due (milestone 2)	November 2020
Final report due (milestone 3) and project completed	June 2022

What types of grants are available?

Two categories of grants are available in 2020 -

1. Stewardship and Education
2. Strengthening Our Volunteer Groups

1. Stewardship and Education Grants:

- To build community capacity, support community adaptation and improve ecosystem resilience to climate change through actions which:
 - Conserve, rehabilitate, restore and protect Victoria's coastal and marine ecosystems
 - Support community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management

2. Strengthening Our Volunteer Groups Grants*:

- To build community capacity and support community adaptation to climate change through actions which:
 - Expand, diversify and increase inclusivity of volunteer bases (e.g. encourage participation of volunteers from different backgrounds, cultures, nationalities, abilities and youth)
 - "Reimagine volunteering" to attract more/ different volunteers e.g. flexible, casual, event-based or short-term volunteering
 - Improve volunteer recruitment and retention
 - Succession planning for your group

*Project must focus primarily on marine and coastal volunteering in Victoria

Who can apply?

The following community groups and organisations with a focus on marine and coastal environs are eligible for funding:

- Coastcare Victoria groups
- Landcare groups
- 'Friends of' groups
- Field naturalist groups
- Coastal Committees of Management
- Non-government community organisations
- Community service organisations and clubs
- Aboriginal groups and organisations, land councils, trusts and co-operatives working on-country
- Educational institutions including schools and universities

Eligibility

To be eligible for funding applicants must be:

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- an incorporated association registered through Consumer Affairs Victoria or be incorporated through an umbrella group such as Landcare Victoria Inc; or
- registered as a not-for-profit organisation with the Australian Charities and Not-for-profits Commission (ACNC); or
- coastal Committee of Management incorporated under the *Crown Land (Reserves) Act 1978*

AND

- hold sufficient insurance to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least \$10million and personal accident insurance.

Groups and networks that do not meet the above requirements can still apply for funding but must operate under the auspices of a sponsor organisation. You will be required to supply written approval (such as supporting letter) from your auspice (sponsor) as part of your application.

Who can sponsor an applicant?

A sponsoring group or organisation must:

- be either incorporated, a State Government/ statutory bodies/authority or registered as a not-for-profit with ACNC;
- hold insurance sufficient to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least \$10 million and personal accident insurance;
- agree to take responsibility for the management and safety of the group's volunteers and participants; and
- sign the funding agreement, receive the grant payment and be accountable for the delivery and reporting of the project.

Ineligible applicants

- Commonwealth Government agencies
- Private companies or trusts
- Private individuals
- Catchment Management Authorities
- Industry bodies
- State Government statutory bodies/authorities
- Water Authorities
- Local government

Previous recipients of a Coastcare Victoria Community Grant with outstanding project completion reports are ineligible for further funding until reporting requirements are met.

Assessments

Applications will be assessed by a panel of Coastcare Victoria and Department of Environment, Land, Water and Planning (DELWP) staff based on the criteria set out in this document (pages 7 and 8).

Budget

Your application must fully and clearly define project costs, including any GST on supply items required to deliver your project (for example nursery plants or contractor services).

We encourage applicants, where possible, to provide quotes from contractors etc to support their application.

The program will support the following categories of expenditure (note this list is not exhaustive - please discuss your project and items to be funded with your local Coastcare Victoria Facilitator):

- Advertising;
- Environmental assessments*;
- Equipment hire or purchase directly related to project's on-ground components**;
- Materials (e.g. chemicals, plants, etc);
- Printing / design;
- Rubbish removal (if necessary, prior to site restoration);
- Site preparation;
- Training and certification (if directly related to funded activity);
- Contractors*;
- Exclusion fencing;
- Personal protective equipment (e.g. gloves, goggles and masks);
- Postage;
- Project coordination*^;
- Signage;
- Site security;
- Pilot projects;
- Costs of permits, Cultural Heritage checks etc directly related to the project;

*MUST demonstrate that contractors, environmental assessment and/or project coordination are essential to facilitate the on-ground works component of the project and are for tasks which your group is unable to carry out.

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

*^ A maximum of 15% of total grant allocation can be used for project coordination (e.g. management of resources, meetings, information, project plans and

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schedules, administrative tasks, risks, reporting, stakeholders).

Ineligible activities and budget items

Funding is NOT available for the following (note this list is not exhaustive - please discuss your project and items to be funded with your local Coastcare Victoria Facilitator):

- Summer by the Sea Program activities.
- Works on or for the benefit of private land.
- Development of recreation facilities or projects primarily focused on improving amenity.
- Any activity involving clearing of native vegetation, unless it is a declared environmental weed in your area and appropriate permits are obtained.
- Revegetation works using species which are not local indigenous species.
- Removal of exotic trees from coastal foreshore areas where there is little or no remnant vegetation.
- Large infrastructure or engineering works.
- Activities (or components of projects) that have been funded by other funding bodies.
- The purchase or production of promotional goods or merchandise which are considered to be environmentally damaging e.g. plastics (hard or soft), polystyrene, single use items.
- Goods or services for competitions, prizes, gifts, vouchers or alcohol.
- General operating or travel costs not directly associated with a project/event.
- Sand/beach renourishment.
- High-risk activities involving the use of fire-arms, tranquilisers, or explosives for vermin control.
- Any activity required as an offset (as a condition of a permit to clear native vegetation).
- Projects not relating to Victoria's marine and coastal environments.
- Projects assessed as not meeting the eligibility and assessment criteria.

Does the applicant need to contribute to their project's budget?

Applicants do not have to contribute funding to their project, however, a project that can demonstrate in-kind contributions provides greater value for money to Coastcare Victoria. Contributions can be in various forms including time, resources or funds.

How do I calculate the value of our volunteer contribution?

Volunteer time contributions should be valued at \$30 per hour. Multiply the number of volunteers by the hours they will spend on your project, then multiply by \$30.

Example: 35 volunteers x 10 hours each x \$30 = \$10,500 in volunteer time contribution.

How to apply?

Applications are submitted online using the DELWP Grants Online portal. Use the links below to start your application:

1. Stewardship & Education Grants, go to: <https://delwp1.force.com/publicform?id=a0h4P00001d8PaL>
2. Strengthening our Volunteer Groups grants, go to: <https://delwp1.force.com/publicform?id=a0h4P00001d8m8z>

To access existing drafts or submitted applications, go to: <https://delwp1.force.com/>

You'll need register for an account prior to commencing your application. You will receive an application number after you apply online. Please quote this number in all communications with the department relating to your application.

Make sure your application is submitted by **5pm on 15 May 2020**. Late and incomplete applications will not be considered.

If you require assistance submitting your application online, contact the Grants Information Line on 1300 366 356 or grantsinfo@delwp.vic.gov.au.

What supporting documents will need to be provided?

Please submit the following documents with your application:

1. Written support from the relevant public land manager to undertake the activity;
2. Map of proposed work area
3. Current condition photo(s) of the area for pre and post work monitoring purposes.

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.

Category 1: Stewardship and Education

Objectives

To build community capacity, support community adaptation and improve ecosystem resilience to climate change through actions which:

- Conserve, rehabilitate, restore and protect Victoria's coastal and marine ecosystems
- Support community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management in the face of climate change

Assessment criteria and weighting

Applications MUST address ALL the following criteria:

Criteria	Value	Description
Environmental outcome	40%	Extent to which the project will help to conserve, rehabilitate, protect or enhance the coastal or near shore marine environment
Community involvement	30%	Extent to which project involves volunteers or the community in on-ground action, engagement or education
Risk management	15%	Application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks
Value for money	15%	Project represents good value for money by delivering multiple outcomes, high public benefit, reasonable costings and adequate in-kind contribution

mitigate the effects of coastal erosion, establishing wildlife corridors or enhancing/protecting high quality remnant native coastal habitat.

- Establish or contribute to long term community based 'citizen science' programs for monitoring of coastal or marine environments as well as marine species.
- Protect critical habitat for coastal and marine species, e.g. nesting sites, feeding sites, roosting sites, aggregation sites, from the impacts of threats including pest animals and domestic animal disturbance.
- Increase participation of individuals and communities in coastal and marine conservation projects, including enhancing skills and knowledge and raising community awareness.
- Reduce or control marine plastic pollution.
- Foster new partnerships between community groups and organisations working to protect the coast.
- Educate the community about caring for Victorian marine and coastal environments. Focus will be on how communities understand dynamic coastal landscapes, and how they can adapt to climate change.



Coastcare Victoria Community Grant 2019 project: Caring for Jan Juc's heathlands. Awarded to Jan Juc Coast Action.

What sort of projects will be funded?

Examples of applications Coastcare Victoria is seeking include projects which:

- Protect, rehabilitate and enhance coastal and marine habitats, waterways and wetlands by stabilising dunes,

Category 2: Strengthening Our Volunteer Groups (marine and coastal volunteering)

Objectives

To build community capacity and support community adaptation to climate change through actions which:

- Expand, diversify and increase inclusivity of volunteer bases (e.g. encourage participation of volunteers from different backgrounds, cultures, nationalities, abilities and youth)
- “Reimagine volunteering” to attract more/ different volunteers e.g. flexible, casual, event-based or short-term volunteering
- Improve volunteer recruitment and retention
- Succession planning for your group

Further reading – Victorians Volunteering for Nature Environmental Volunteering Plan, State Government of Victoria, 2018, **pages 8-13**:

www.environment.vic.gov.au/biodiversity/victorians-volunteering-for-nature

Note: Project must focus primarily on marine and coastal volunteering in Victoria

Assessment criteria and weighting

Applications MUST address ALL the following criteria:

Criteria	Value	Description
Volunteer resilience outcome	40%	Extent to which project helps to strengthen marine and coastal volunteering
Innovation	30%	Application demonstrates willingness to try something new or do something in a different way
Risk management	15%	Application identifies potential risks to the project and adequate actions to remove, manage or reduce the risks
Value for money	15%	Project represents good value for money by delivering multiple outcomes, high public benefit, reasonable costings and adequate in-kind contribution

What sort of projects will be funded?

This is a new grants category for Coastcare Victoria, designed to support the second strategic pillar of the Coastcare Victoria Strategy 2020-2025:

Thriving Marine and Coastal Community Groups and Networks – supporting community organisations to diversify, plan for the future and be responsive to change.

Coastcare Victoria is looking forward to receiving a diverse range of innovative applications. Below are two case studies which provide examples of suitable projects:

Case Study 1: Eco Peako – Planting, weeding and music on the Merri Creek: Friends of Merri Creek

Eco Peako combines live music with active invasive weed management along the Merri Creek, providing young adults with basic weed identification skills, knowledge of local weed species, and connections to local conservation activities.

Funded by Agriculture Victoria - <https://weedsandrabbits.com/youth-engagement/>

Case Study 2: Planning for Success: Geelong Animal Rescue GAR Ltd

Address priorities for the long-term sustainability of GAR including strategic planning, succession planning and mentoring. Project aims to reduce burnout and ensure a sustainable and efficient future for its leadership, volunteers and organisation.

Funded by City of Greater Geelong Healthy and Connected Communities Grant Program - <https://www.geelongaustralia.com.au/grants/article/item/8cb908930b66779.aspx>

Terms and conditions

Prior to receiving funding, successful applicants will be required to enter into a Victorian Common Funding Agreement.

Funding Agreements

Successful applicants must enter into a Victorian Common Funding Agreement with DELWP. It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement>

Please note, successful applicants may be subject to additional Coastcare Victoria specific funding agreement conditions.

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 those listed below. Speak to the relevant land manager for advice on requirements specific to your project.

- *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*
- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*

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 Coastcare Victoria to

coordinate any public events or announcements related to the project.

Payments

Payments will be made if:

- 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, photos, 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.

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.

Additional information and Enquiries

Additional information is available at the program web page: https://www.marineandcoasts.vic.gov.au/coastal-programs/Coastcare_Victoria

After reading these Guidelines if you have any questions, please contact your local Coastcare Victoria Facilitator – see contact details below. Coastcare Victoria requires you discuss your project with your Facilitator before

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submitting your application to ensure your project has the best chance of success.

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.

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?
- spoken to your local Coastcare Victoria Facilitator about your project?
- spoken to and obtained written support from relevant land managers for your project?
- prepared the appropriate supporting documents?

Bellarine and Surf Coast

Elise Snell

Coastcare Victoria Facilitator

Phone: 0437 035 120

Email: elise.snell@delwp.vic.gov.au

Port Phillip Bay and Westernport

Phillip Wierzbowski

Coastcare Victoria Facilitator

Phone: 0411 409 815

Email: phillip.wierzbowski@delwp.vic.gov.au

Gippsland

Bethany Hunting

Coastcare Victoria Facilitator

Phone: 0436 629 941

Email: bethany.hunting@delwp.vic.gov.au

Coastcare Victoria Coordinator

Bec Cross

Coastcare Victoria Statewide Coordinator

Phone: 0447 165 716

Email: bec.cross@delwp.vic.gov.au

Checklist

Before applying, please complete the following checklist.