

This Fact Sheet will guide you through how to plan and build your application for a Biodiversity Environment and Community Grant.

## 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)
- 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)
- considering the writing tips

## Read relevant documents

### Funding guidelines

The funding guidelines outline potential projects that can be funded through the Department of Energy, Environment and Climate Action's (DEECA's)

Biodiversity Environment and Community Grants Program, and the process involved. Read the Funding Guidelines carefully as they may have changed since the last time you applied.

### Fact sheets

The fact sheets have been developed to provide further information and support the information in the funding guidelines document. The fact sheets may have additional information not included in the guidelines, so they should be read in conjunction with the guidelines.

### Eligibility

Before applying, make sure you have checked if you are an eligible applicant. Refer to Fact Sheet 2: Eligibility and required supporting documentation for further information.

### Auspice information

If you are not eligible according to the funding guidelines or fact sheets, there is an opportunity to have your project supported by another organisation. This is called auspicing. If your application is being auspiced, you must include the auspice organisation's details in the relevant section. Refer to Fact Sheet 4: Auspicing projects for further information.

### Application form

The application form collects important information about the project that you are proposing. Application forms may change since the last time you applied for a grant. 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 3: Applying for Funding for further information.

## Program considerations

### Health and safety is paramount

You must put in place relevant Work Health Safety policies and procedures to ensure the safety of those undertaking grant activities. You must comply with all public health measures and directions in relation to coronavirus (COVID-19) when planning and implementing your project. Stay up to date at <https://www.dhhs.vic.gov.au/coronavirus> and <https://www.coronavirus.vic.gov.au>

### Legal accountability

DEECA is legally responsible to properly account for public money. This responsibility includes accounting for any funds provided to groups through the Department, under any funding program. By accepting funds from DEECA, the group also becomes legally accountable to ensure that the public money is properly spent. If you are successful in your grant application, then you will be required to submit monitoring and reporting as part of your legal obligations. Refer to Fact Sheet 9: Monitoring and Reporting requirements for further information.

### Child Safe Standards

Organisations operating in Victoria, including community-based organisations, that provide service or facilities where children are involved are required to meet new Child Safe Standards from the beginning of 2017. More information on the child safe standards can be found on the Commission for Children and Young People website <https://ccyp.vic.gov.au/child-safe-standards/>

### Risk management

You should consider and identify the extent of potential risks to your project and ensure adequate actions to remove, manage or reduce the risks are addressed.

Project risks may include, but are not limited to, the timeframe to deliver the project, financial costs, project managers/staff changes or turnover, communication and engagement activities, health and safety considerations including COVID-19, contractors or consultant availability, obtaining permits and environmental conditions.

### Traditional Owner engagement

DEECA works in partnership with Traditional Owners. Applicants are encouraged to look at Traditional Owner Country Plans where available and consider projects that align with Traditional Owner objectives. Refer to Factsheet 8: Traditional Owners and Cultural Heritage considerations for further information.

### Tax implications

Applicants should 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."

## 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 your group's strategic priorities and the fund's objectives. All applications will be assessed against the Assessment Criteria. Ensure that you address how your project will meet each of them clearly.

### Write a draft

You can download the application form to assist you in planning your application proposal. Refer to Fact Sheet 3: Applying for Funding for further information.

Consider typing and saving your application in a Word document before copying and pasting into the online application form. This reduces the risk of losing work

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due to internet connection issues and can also help with editing.

**Please note** that final applications in a word document will not be accepted.

## Proof-read

Once you have drafted your application, ask someone to proof-read (in Word) before submitting your application through the online portal.

## 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

## Useful resources and strategic documents

There are many resources to help you build the best application possible and we recommend you review Protecting Victoria's Environment – Biodiversity 2037 document (which is the Victorian State Government's policy response to addressing the decline in biodiversity) before you commence planning your project.

The Biodiversity Plan presents a long-term vision for Victoria's biodiversity supported by two goals:

- Victorians Value Nature, and
- Victoria's natural environment is healthy.

Specific targets have been developed to deliver on these goals, and 20 priorities have been identified to guide actions. Conservation actions delivered through the plan will be more strategic, deliver better value for money and will be underpinned by the best available science to ensure efforts deliver the most benefit for the most species.

There is also a lot of public information about grant writing and applications. If using resources outside of those provided by DEECA, it is recommended to use Australian sources for greater relevance. Refer to Fact Sheet 10: Strategic documents and useful resources for further information.

## 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](mailto: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](mailto: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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