

# Coastal Public Access and Risk Grants 2020-21

Application guidelines



### Photo credit

Great Ocean Road Coast Committee – all abilities beach access ramp at Anglesea, funded in part by the 2018-19 Coastal Public Access and Risk Grants program.

### 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 Coastal Public Access and Risk Grants program?

The Coastal Public Access and Risk (CPAR) Grants program provides financial assistance to Victorian coastal Crown land managers to reduce coastal risk and improve public access.

The Victorian Government is funding these grants to reduce coastal risk through identification, mitigation and monitoring.

Given the range of risks that are inherent in a dynamic coastal environment, this program aims to support a strategic and balanced approach to risk management along the Victorian coast.

## 2. Who can apply?

This program provides funds for activities that support coastal Crown land managers to develop and implement projects that reduce risk and prioritise public access to coastal Crown land.

The following organisations can apply for funding:

- Victorian coastal Crown land managers, including Parks Victoria, local councils and other committees of management.

In addition, to be eligible for funding applicants must:

- be financially solvent and
- have fully expended and delivered all funding received in previous CPAR grant rounds to the satisfaction of DELWP.

## 3. Who cannot apply?

The following organisations and individuals cannot apply for funding:

- individuals
- private sector businesses and agencies
- educational institutions
- not for profit organisations.

Although project proposals may involve other participating groups, only the appointed Crown land manager is eligible to apply.

## 4. What might be funded?

The following types of activities (or projects) are eligible for funding:

### 4.1 Risk identification, assessment and evaluation

- feasibility / preliminary studies and investigations
- condition or safety audits.

### 4.2 Risk treatment

- works supported by strategic risk assessments, coastal and marine management plans, preliminary condition audits or engineering and geotechnical reports
- removal of damaged or dangerous assets
- renewal or replacement of coastal dependent assets or infrastructure
- installation of signage and access barriers or fencing
- construction of safe access structures (for example handrails, stairs, ramps)
- engineering responses to geological and erosion risks.

### 4.3 Risk monitoring

- land stability monitoring
- longitudinal studies (for example erosion, coastal processes, geotechnical).

### Priorities for funding

The CPAR Grants program aims to assist coastal Crown land managers in developing and implementing projects that reduce risk and prioritise public access to coastal Crown land.

DELWP recognises that projects will be varied given the range of risks and mitigation approaches.

All projects funded under the program must provide outcomes that contribute to the overall objective of reducing risk on coastal Crown land.

## 5. What will not be funded?

The Coastal Public Access and Risk grants program will not fund the following activities:

- the purchase of land
- activities that have already started
- routine or ongoing maintenance activities that should be part of the day to day management of the reserve, including weed removal
- recurrent operating costs, for example salaries (including project management), rent and utility

costs, and activities establishing expectations of ongoing funding

- projects on reserves with limited public access, or relating to private land or assets
- projects supported by other government funding programs and initiatives such as those relating to local ports, recreational boating and fishing, sport and recreation and non-coastal dependent facilities or infrastructure
- tree risk studies or mitigation works
- activities located outside the State of Victoria.

## 6. What are the funding details?

The total funding available is \$500,000 over the period of 3 July 2020 to 30 June 2021.

Grants of up to \$80,000 (excluding GST) are available to successful applicants.

The program provides a financial contribution to projects based on the annual revenue of the applicant.

Applicant annual revenue	Maximum CPAR program contribution
< \$600,000	100% of project cost
> \$600,000	70% of project cost
Parks Victoria	50% of project cost

Applications that include a contribution from the applicant (either cash or in-kind) will be considered favourably, particularly for projects of high cost or applications requesting a large program contribution.

In-kind contributions will be assessed at \$30 per hour.

## 7. What are the assessment criteria?

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

Applications must meet the following criteria of eligibility:

<b>Project location</b>	Coastal Crown land, as defined in the <i>Marine and Coastal Act 2018</i> s.4(1), where the reservation / management status provides for public access
<b>Applicant</b>	Coastal Crown land manager
<b>DELWP in-principle support</b>	In-principle support from relevant DELWP Regional Manager Land and Built Environment Programs

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.

<b>85% proposal</b>	<p>Consistent with the scope of the program</p> <p>Supports outcomes consistent with the program's objectives</p> <p>Consistent with the Marine and Coastal Policy 2020, including consideration of adaptation planning</p> <p>Addresses a risk of significant priority and provides a strategic approach to a coastal risk mitigation priority</p> <p>Appropriate to the risk identified including detailing the existing risk to public access and safety</p> <p>Provides value for money</p>
<b>15% proposal</b>	<p>Capacity (or access to appropriate resources) to deliver the project outcomes on time and to budget</p> <p>Compliance with program requirements and conditions where projects have been funded in the past, including acquittals</p>

Applications will be assessed by an independent risk assessor against the DELWP Risk Management Guidelines 2019.

Recommendations are sent to the Minister for Energy, Environment and Climate Change for approval.

## 8. What supporting documents will need to be provided?

Documents to be submitted with your application include:



- evidence of confirmation of other funding sources
- in-principle support letter to undertake the project from the relevant DELWP Regional Manager Land and Built Environment.

## 9. What are the funding conditions?

### Funding agreements

Successful applicants must enter into a funding agreement with DELWP. The Victorian Common Funding Agreement is used for funding agreements with not for profit organisations and Local Government Authorities. It is recommended that applicants review the terms and conditions before applying.

Information about the Victorian Common Funding Agreement is available at <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>

Maximum program contributions are calculated as a percentage of the total project cost. For successful applications, the total project cost must be supported by written quotation(s) and details of in-kind contributions prior to payment of the grant.

Discrepancies in project costs must be funded by the applicant.

Successful applicants are also required to:

- discuss projects with DELWP staff, which includes providing further information to support an application if requested, and identifying major project milestones and completion
- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date
- where applicable, complete tender works in accordance with Victorian Government requirements, including procurement guidelines
- obtain all necessary land manager relevant permits, approvals and consents prior to the commencement of any works, including consent under the *Marine and Coastal Act 2018*
- complete and provide a project acquittal and any other completion reports required
- provide to the State any information or documents requested in relation to the project (including documents produced as a result of program funding)

- be responsible for arranging and preparing specifications for tender and signing project agreements or contracts.

(DELWP may be able to provide some assistance in preparing briefs, agreements and contracts, and on sourcing contractors with appropriate specialised expertise.)

Work on coastal Crown land requires consent under the *Marine and Coastal Act 2018*. Funding may be sought for projects prior to planning approvals being obtained, however in-principle support must be obtained from the relevant DELWP Regional Manager Land and Built Environment Programs for your region prior to submitting your application. A letter of in-principle support for your project can be sought through your DELWP regional contact, listed in section 15 of these guidelines.

### 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:

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

### 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, including installation of signage acknowledging the CPAR Grants program (applicable to high value projects only).

Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

## Payments

Payments will be made as long as:

- 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, 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](http://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.

## 10. What is the application process?

Applications are submitted online using the Grants Online portal.

To apply, go to the grant program web page [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants) and click on the 'Start new application' button.

To return to a saved draft application, click on 'Access saved application'.

### 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 5MB.

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 [marine.coasts@delwp.vic.gov.au](mailto:marine.coasts@delwp.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 **4pm on Monday 17 August 2020**.

**Note:** No hard copy applications will be accepted. Late and incomplete applications will not be considered.

## 11. Additional information

Additional information is available at the program web page [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants).

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

## 12. 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.

## 13. Key dates

Applications open	Friday 3 July 2020 9am
Applications close	Monday 17 August 2020 4pm
Applicants notified	Late September 2020
Activities commence	October 2020
Activities completed and acquittal reports submitted	1 June 2021

## 14. Checklist

Read these guidelines, the FAQ and the information about this grant program at [www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants](http://www.marineandcoasts.vic.gov.au/grants/coastal-public-access-and-risk-grants) before applying and complete the following checklist.

Have you:

- ☐ read these guidelines carefully?
- ☐ checked if you are, or your organisation is, eligible for this grant funding?
- ☐ checked if your activity is eligible for this grant funding?
- ☐ checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- ☐ prepared the appropriate supporting documents?

## 15. Contacts

**For assistance submitting your application online:**

Email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

**For information about the application guidelines or the assessment process:**

Cindy Wood (Program Manager) – 0458 793 819  
[marine.coasts@delwp.vic.gov.au](mailto:marine.coasts@delwp.vic.gov.au)

**DELWP regional contacts:**

### *DELWP Barwon South West*

Rob Armstrong – 0436 644 822  
[rob.armstrong@delwp.vic.gov.au](mailto:rob.armstrong@delwp.vic.gov.au)

### *DELWP Gippsland*

#### **Bass Coast**

Tamika Darrah – 0436 616 642  
[tamika.darragh@delwp.vic.gov.au](mailto:tamika.darragh@delwp.vic.gov.au)

#### **South Gippsland**

Angie Hughes – 0436 622 540  
[angenita.hughes@delwp.vic.gov.au](mailto:angenita.hughes@delwp.vic.gov.au)

#### **Wellington**

Kate Biles – 0436 856 527  
[kate.biles@delwp.vic.gov.au](mailto:kate.biles@delwp.vic.gov.au)

#### **East Gippsland**

Tracey West – 03 5152 0422  
[tracey.west@delwp.vic.gov.au](mailto:tracey.west@delwp.vic.gov.au)

#### **Baw Baw and Latrobe**

Kylie Douglas – 0436 616 611  
[kylie.douglas@delwp.vic.gov.au](mailto:kylie.douglas@delwp.vic.gov.au)

### *DELWP Port Phillip*

Jacky Priestley – 03 9210 9403  
[jacky.priestley@delwp.vic.gov.au](mailto:jacky.priestley@delwp.vic.gov.au)