

2024 Port Phillip Bay Fund

Guidelines



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Energy,
Environment
and Climate Action

Acknowledgement

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.

Photo credit

Velvet Sea Star and Kelp
Marcia Riederer

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We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.



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1. What is the Port Phillip Bay Fund?

The Port Phillip Bay Fund (PPBF) is a grants program supporting community groups, Traditional Owners, local councils, schools and research institutes who are working to protect and preserve the environmental health of the Bay.

Victoria's iconic Port Phillip Bay is a unique and precious natural asset, supporting a wide range of community uses, rich and diverse marine life, spectacular scenery, tourism opportunities, and providing significant benefits to local businesses and the state economy.

Protecting the health of the Bay's marine life, habitats and water quality is critical to ensuring these values are preserved now and in the future.

The PPBF guidelines align with the:

- *Marine and Coastal Strategy 2022*
- *Port Phillip Bay Environmental Management Plan 2017-2027 (PPB EMP)*
- *Protecting Victoria's Environment - Biodiversity 2037*
- *Pupangarli Marnmarnepu 'Owning Our Future' – Aboriginal Self-Determination Reform Strategy 2020-25*
- *Victorians Volunteering for Nature – Environmental Volunteering Plan*

PPBF objectives

2024 Port Phillip Bay Fund Objectives			
	Value		Conserve & Restore
<i>Improving the understanding of Victoria's iconic Bay and ensuring it is healthy and actively cared for through on-ground actions</i>		<i>Conserving and restoring coastal habitat and marine life and enhancing the marine environment</i>	
	Engage		Partnerships
<i>Engaging and involving urban communities in on-ground actions that aim to protect and care for the health of the Bay</i>		<i>Improving collaboration and partnerships across a range of interested groups and organisations to protect and enhance the health of the Bay</i>	

2. What are the funding details?

Funding streams

The Victorian Government will invest \$2.35 million over 2024 and 2025 as competitive grants delivering the PPBF objectives.

Category	Stream 1 – Community Grants	Stream 2 – Targeted Marine/Coastal Grants
Project type	Small scale, local projects that bring direct benefit to the health of Port Phillip Bay.	High impact science-based projects, leverage public and private resources.
Amount	Up to \$25,000	Up to \$300,000 (in instalments)
Project duration	Projects must be complete within 14 months from the start of the agreement.	Projects must be complete within 36 months from the start of the agreement.
Application process	Standard application via online process.	Primary application via online process. If successful, the applicant will need to submit a detailed project plan.
Number of applications	Unlimited – maximum 2 grants will be funded per organisation.	One per organisation or two if it is a consortium of organisations (three or more organisations).

What are the additional project eligibility requirements?

To be considered, all projects must:

- be located within the Port Phillip Bay or within 5km of the Bay's high-tide mark (see [Appendix 1](#)),
- have 1:1 matched in kind funding (see the [PPBF FAQ](#)),
- have on-ground activities with community involvement or engagement,
- comply with government policies and relevant legislation, and
- have required approvals in place or will provide letter of approval from relevant authority upon project confirmation. On ground projects must provide letters or emails of support from the landowner/manager (see the [PPBF FAQ](#)).

In applying for funding, you will need to ensure that your activities are not undertaken in isolation of, or contrary to, regulations, strategies, Port Phillip Bay Environmental Management Plan and Traditional Owner Country Plans.

3. Who can apply?

The following organisations can apply for funding:

- Environmental groups and networks, such as Coastcare, Friends groups and Landcare
- Volunteer-based recreational and community groups with an interest in the Bay, such as diving and naturalist groups, Scouts, Rotary, Lions, senior citizen and youth clubs
- State government agencies and authorities
- Public land committees of management
- Traditional Owner organisations
- Kindergartens, primary and secondary schools
- Research institutes, local government and other non-profit organisations
- Private organisations if they are part of the consortium led by eligible organisation

In addition, to be eligible for funding all applicants must:

- be an incorporated body, cooperative or association,
- have \$10 million public liability insurance, with enough allowance to cover the duration of the project.

4. Who cannot apply?

The following organisations and individuals cannot apply for funding:

- Commonwealth government
- Private or commercial organisations and bodies (as sole applicant) established for profit-making purposes
- Sole traders and individuals

5. What might be funded?

The program will support the following categories of expenditure:

- Materials (e.g. Plants, tree guards, exclusion fencing, seating, and access steps)
- Site preparation (e.g. Equipment hire, security fencing, and for revegetation)
- Personal protective equipment (e.g. Gloves, goggles, and masks)
- Engaging and partnering with your local community, schools, Traditional Owners of the project area
- Contractors (e.g. Presenters, surveyors, installers, weed controllers for particularly difficult weeds or sites)
- Communication (e.g. seminars, webinars)
- Citizen science monitoring activities

- Promotional costs directly related to funded activities (e.g. Website update, video and interpretive signage)
- Advertising (costs to advertise in newspapers, posters etc.)
- Training and education that supports the project's activities (e.g. First aid)
- Project management and coordination (e.g. Staff time to manage the project, budget, coordinate volunteers, and secure approvals) (Maximum 15% of budget allowable)
- Technical specialist and advisers (e.g. Cultural heritage, cultural practices)

Other types of expenditure may be considered if they are well justified and deemed suitable. You will need to demonstrate that all activities and budget items are essential to the success of the project and that the amounts requested are reasonable.

6. What will not be funded?

The program will not fund:

- Routine operation or running costs. These are the costs of resources used by an organisation just to maintain its existence (e.g. rent)
- Costs and activities that are already funded through another organisation, program or fund source.
- Activities that were intended to be your in-kind contribution to another funded project
- Actions or costs associated with native vegetation offset sites or activities. For example, meeting a condition of a planning permit, contract or investment program, Section 173 agreement for offset covenant
- Any activity involving clearing of native vegetation, unless it is a declared environmental weed in your area. In this instance, a permit for removal of vegetation may still be required
- Any activity involving the use of firearms, tranquilisers, traps or explosives. Confinement traps are allowed under permit and expert supervision
- Any illegal activity
- Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol. (e.g. plastic promotional/educational items, pens, sample packs, keep cups, stickers, bags)
- Barbed wire fencing
- Computers, laptops, tablets and smartphones
- Insurance
- Interstate or international travel & accommodation, conference registration
- Any actions that are part of a land manager's legal duty of care
- Political campaigning or advocacy activities for political parties
- Any other item, action or activity determined by the Panel through the assessment process to be an inappropriate or unsuitable use of the funds.

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. 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.

Generally, higher scoring projects against the assessment criteria set out below will be funded. The overall mix of project types, locations and allocation between the two project streams may be taken into account.

Assessment Criteria	Weight	Description – how to meet each criterion
Project need	20%	<p>Demonstrate the need for the project, by describing:</p> <ul style="list-style-type: none"> the environmental issue being addressed, and how you propose to address this issue. <p><u>Stream 2 only:</u></p> <p>Describe how the project:</p> <ul style="list-style-type: none"> aligns with or directly addresses the goals, priority areas or priority actions identified in the <u>Port Phillip Bay Environmental Management Plan</u> and/or the goals or targets listed in <u>Biodiversity 2037</u>. And/or, is targeting one or more priority locations, as identified in the <u>Strategic Management Prospects</u> or Port Phillip Bay Environmental Management Plan.
Benefits to the Bay	50%	<p>Describe how the project will deliver positive impacts to the health of Port Phillip Bay. Potential benefits might include, but are not limited to:</p> <p><u>Stream 1</u></p> <ul style="list-style-type: none"> On-ground restoration of habitat including revegetation, weed control, and creation of wildlife corridors Building capacity of community to care for the Bay, including people from different cultural backgrounds, abilities and age Improved local community knowledge in protecting coastal biodiversity and the health of the Bay <p><u>Stream 2</u></p> <ul style="list-style-type: none"> Climate change mitigation action, for example addressing blue carbon ecosystems or coastal erosion Improved habitat for threatened species in or around the Bay, including landscape level restoration works Addressing biosecurity in the Bay, targeting marine pests and invasive species Development and implementation of long-term monitoring plans Creation or building of long-term collaborative partnerships and/or networks, including with Traditional Owners Engaging the public in citizen science to conduct research such as monitoring and data collection <p><u>Stream 2 only:</u></p> <p>Describe the extent to which the project impacts will be sustained into the future (i.e., legacy beyond the funding period).</p>
Capacity and risk	20%	<p>Demonstrate the organisation's ability to successfully deliver the project including evidence of:</p> <ul style="list-style-type: none"> A clear, detailed, and reasonable timeframe to deliver the activities A detailed project risk table, completed and attached to the application Provision of permits or approvals, if required Any suitable skills and resources available to deliver the project A plan for the project deliverables beyond the life of the project
Value for money	10%	<p>Demonstrate the project is good value for money, as represented by:</p> <ul style="list-style-type: none"> Relevant and appropriate budget items, necessary to the successful completion of the project The contribution of in-kind support (e.g., financial support from businesses, volunteer or staff time) matched to at least a 1:1 ratio The scale of the project and activities versus the funding sought

8. What supporting documents will need to be provided?

To assess your grant application, the following documents are required:

- Budget & risk template – Any modifications to the template will be deemed ineligible. For more information about how to complete the budget and activities spreadsheet, refer to the PPBF FAQ
- Insurance - a copy of your public liability insurance certificate of currency
- Letters or emails of commitment from each project partner
- Polygon (shapefile) zip folder of your proposed project area generated using Mapshare
- PDF map of proposed work area generated using Mapshare
- Supporting plans, evidence for project activities (where applicable)
- Quotes for large expenditure items (\$2,000 and above) (where applicable)
- Written consent from the relevant public land manager to undertake the activity
- Approval for appropriate works permit/s from councils or other authorities

9. What are the funding conditions?

Funding agreements

Successful applicants must enter into a funding agreement with Department of Energy, Environment and Climate Action (DEECA). The Victorian Common Funding Agreement is used for funding agreements with not-for profit organisations and Local Government Authorities.

The DEECA Transfer Payment Funding Agreement is used for Victorian public entities, as defined under section 5 of the *Public Administration Act 2004*.

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>.

The activity does not include using the funding for political campaigning or advocacy activities for political parties.

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*
- *Aboriginal Heritage Act 2006*
- *Working with Children Act 2005*
- *Marine and Coastal Act 2018*
- *Catchment and Land Protection Act 1994*
- *Wildlife Act 1975*

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 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; and
- 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.

DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at www.delwp.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@delwp.vic.gov.au.

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/port-phillip-bay-fund and click on the 'start new application' button, according to the program stream. To return to a saved draft application, click on the 'access saved application' button.

<https://www.marineandcoasts.vic.gov.au/grants/port-phillip-bay-fund>

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 enviro.grants@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 **3 pm on Thursday 18 April 2024 (AEST)**.

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

11. Additional information

Additional information is available at <https://www.marineandcoasts.vic.gov.au/grants/port-phillip-bay-fund>

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

For questions about the Port Phillip Bay Fund program, you can email enviro.grants@delwp.vic.gov.au

You can also contact the DEECA Customer Contact Centre on 136 186.

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 review. Unsuccessful applicants can ask for feedback on their application.

13. Key dates

Description	Date
Applications open	4 March 2024
Applications close	18 April 2024, 3pm (AEST)
Applicants notified	Mid-June 2024
Activities commence	July-August 2024

14. Checklist

Read these guidelines and the information about PPBF at <https://www.marineandcoasts.vic.gov.au/grants/port-phillip-bay-fund> before applying and complete the following checklist.

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?
- checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- prepared the appropriate supporting documents?

Appendix 1: Extent of the Port Phillip Bay Fund (inland to 5 km)

