

Frequently Asked Questions

2024 Port Phillip Bay Fund (PPBF)

What is the 2024 Port Phillip Bay Fund?

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

How much funding is available?

Up to a total of \$2.35 million over 2024 and 2025 as competitive grants is available. There are two streams of funding available for 2024.

Stream	Funding Amount (Maximum) (Ex GST)
One	\$25,000
Two	\$300,000 (in instalments)

When is the application closing date for the 2024 PPBF?

Details	Date
Closing Date:	3pm 18 April 2024 (AEST)

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

Who can apply?

The 2024 PPBF Stream 1 - is open to:

- Smaller community / environmental groups, 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

The 2024 PPBF Stream 2 - is open to:

- Larger community / environmental groups/network
- Volunteer-based recreational groups
- Traditional Owner organisations
- State government agencies and authorities
- 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 applicants must:

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

Commonwealth government, private or commercial organisations* (as the sole applicant), bodies established for profit-making purposes, sole traders and other individuals are not eligible for the 2024 PPBF grants program.

What are the additional requirements for our project to be eligible?

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 of the PPBF guidelines for a map),
- have 1:1 in-kind matched funding (see below),
- have on-ground activities with community involvement,
- comply with government policies and relevant legislation,
- have required approvals in place or will provide letter of approval from relevant authority upon project confirmation.



Energy,
Environment
and Climate Action

What if my group is not registered and how do I apply? Do I need an auspice?

Applicants who don't meet the eligibility criteria set out above can partner with another organisation who does meet the criteria, known as an auspice.

Potential auspicings organisations might include:

- Catchment management authorities (CMAs)
- Water corporations and other state government authorities, such as Melbourne Water, Greater Western Water and Parks Victoria
- Umbrella not-for-profit associations, such as Landcare Victoria Inc
- Local councils and other volunteer-based environmental community groups and networks

You will need to include an email or letter from your auspice in your application, showing that they agree to take on this responsibility for you. For more information, refer to factsheet 1.

What is a consortium of organisations?

A consortium is made up of three or more organisations. Only the organisation leading the project is required to submit an application. There will be space in the application to provide details about the other organisations.

We have a previous PPBF project, can we apply?

You can still apply if you've already received a grant in a previous PPBF round. Your project can build on the success of past or existing projects but must essentially be new work. The grant must fund additional activities that wouldn't occur without this funding.

Organisations that have outstanding project reports from previous PPBF grants or have not delivered at least 50% of their previously funded projects may not be eligible for funding.

Can we submit applications for stream 1 and stream 2?

Yes, eligible organisations (or auspice if applicable) can apply for both funding streams.

Can we apply for more than one project?

You may submit an unlimited number of applications to stream 1. Each project submitted must be separate and clearly different. Projects will not be accepted if:

- they are dependent on another project getting funded, or
- they are scaled versions of the same project.

While multiple applications can be submitted, a maximum of two grants per organisation may be funded in stream 1. If one of your projects is funded, preference may then be given to unfunded applicants over your other lower ranking project.

In stream 2, a single organisation may submit one application. A consortium of organisations can submit two applications.

What type of in-kind support can I include in my co-contribution?

Your co-contribution or matched funding can include a combination of:

- volunteer time or dedicated to the project (including planning, designing and organising)
- in-kind support (e.g. free loan of equipment, donation of materials)
- staff time allocated to completing the project, where the salary comes from another source
- funding from other sources (e.g. donations, philanthropic grant programs).

How do I calculate the value of our volunteer contribution?

All volunteer contributions must be calculated using the rate of \$40 per hour and the number of hours per day should be reasonable.

EXAMPLE: 12 volunteers x 5 hours per day x 5 days (project duration) x \$40 = \$12,000 in volunteer time contribution

This standard rate allows applications to be considered in a consistent way and is based on an average rate that was calculated by the Australian Bureau of Statistics in 2010, which we have corrected for inflation.

Should I include GST in my budget?

This will depend if your organisation is registered for GST or not. If you are unsure of your GST status, you can search for your organisation on the ATO webpage <http://www.abr.business.gov.au>

If you are registered for GST, then the budget provided in your application should be exclusive of GST. Where applicable, the Department of Energy, Environment and Climate Action (DEECA) will pay the grant amount plus GST.

For example, if Contractors have quoted \$11,000 including GST, then you will request only \$10,000.

If you are not registered for GST, then the budget provided in your application should be inclusive of GST. Ensure that the budget in your application covers your total costs so you are not out of pocket.

For example, if Contractors have quoted \$11,000 including GST, then request the full \$11,000.

How do I obtain land manager consent?

Applicants will need to demonstrate that land managers, both public and private, support the project being carried out on the land they manage. A short letter or email of support from your land manager will need to be attached to your application. Formal approval is not required at the application stage; however, it will be required should your application be successful.

For advice about land manager consent, please refer to the relevant contacts below:

- DEECA for crown land on 136 186, or your DEECA local office
<https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations>
- Parks Victoria for parks and reserves on 131 963 or your local Parks Victoria office
<http://parkweb.vic.gov.au/>
- Local government planning staff for council-owned land <https://knowyourcouncil.vic.gov.au/>

- Melbourne Water
<https://www.melbournewater.com.au/>

What is the difference between a letter of support and formal consent?

A letter of support shows that your land manager has given in principle support to your project. It can be a simple letter or email from a land manager representative with appropriate authority. If your project involves changing a site in some way and/or holding events or activities on a site then you will need to provide a letter of support with your application.

Formal consent involves gaining official approval to work on the site. Your land manager will check that your project meets relevant obligations, which could include cultural heritage, planning overlays and Marine and coastal consent. Formal consent is comprehensive, takes time and may cost money. You should include time and relevant costs for consents and permits when planning and budgeting for your project.

Does my project require Marine and Coastal Act consent?

If any of your project activities will be carried out on Marine and Coastal Crown land you may require approval under the Marine and Coastal Act 2018: <https://www.marineandcoasts.vic.gov.au/marine-and-coastal-act> Before commencing any works, you must obtain approval to use or develop marine and coastal Crown land. You must comply with the conditions of any consent provided.

What is the application process?

Applications are submitted online using the DEECA Grants Online portal. For guidance on using the portal, see factsheet 2.

To apply, go to the grant program web page www.marineandcoasts.vic.gov.au/grants/port-phillip-bay-fund and follow the links.



Grants Online portal tips:

- Do not use the Internet Explorer browser – choose Firefox, Chrome or another browser as these browsers are more stable with the Grants Online Portal.
- When you register, note down the email and password you used. You will need it to access your application later.
- After you start your application, you will receive a notification email with a link to return to the application form. It is easiest to continue accessing your application via this link.
- Two people logging into the same grant application may cause issues such as data loss. You are encouraged to only have one person working in the application at any one time.

Can we view our previous applications?

Yes, so long as you use the same Grants Online portal login as last time.

Is there a word count for the application?

Please pay attention to the word count as detailed in the relevant section of the form. Please note the word count does not appear if you download a PDF version of the form.

How long do successful applicants have to complete their project?

Projects can commence once agreements are signed (anticipated June 2024) and must be completed within 14 months (stream 1) or 36 months (stream 2).

What might my reporting requirements be?

A requirement of receiving the grant funding and entering into a formal funding agreement (contract) is reporting.

Your funding agreement will list the key reporting milestones. This will include annual progress reports (stream 2) and a project completion report (both streams) using templates provided.

Progress Reports:

- For stream 2 projects, you will be required to submit annual progress reports. This provides an update to DEECA on what you have delivered so far and how your project is tracking.
- It is an opportunity to highlight the work you've completed and is an opportunity to raise any delivery concerns or discuss any requests for variations.

Project Completion Report:

- In the report, you will need to provide information about the activities completed, a financial expenditure report and material for project publicity.

Where can I find help or need further Information?

For further information about the program, you can email us at enviro.grants@delwp.vic.gov.au

For technical issues with the online application, email grantsinfo@delwp.vic.gov.au

Please quote your application number including "2024 Port Phillip Bay Fund" in your communication with DEECA.

For more useful resources in developing your application, refer to factsheet 1.