**Coastcare Victoria Community Grant**

Supporting Document – Application Template

Instructions:

1. use the template below to draft your application

2. complete your application online using the DEECA Grants portal: [Home](https://deeca.my.site.com/grants/s/)

To start a new application:

<https://deeca.my.site.com/grants/s/form?id=a0hRF000002CU9FYAW>

To return to a draft application:

<https://deeca.my.site.com/grants/s/>

No hard-copy applications will be accepted. Late and incomplete applications will not be considered. If you require assistance submitting your application online, email grantsinfo@deeca.vic.gov.au

Further information: [Coastcare Victoria Community Grants](https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria/coastcare-victoria-community-grants)

**INTRODUCTION**

**What you need to know before completing the application form**
Please be sure to have read the relevant [Program Guidelines](https://www.marineandcoasts.vic.gov.au/coastal-programs/coastcare-victoria/coastcare-victoria-community-grants) before completing the application form.

**Privacy Collection Notice**
The personal information on this form is collected by the Department of Energy, Environment and Climate Change (DEECA) for the purposes of administering your grant application and informing Members of Parliament of successful applications. The personal information in this form will be disclosed to relevant DEECA staff and may also be disclosed to Members of Parliament and their staff. Where you do not provide the information required by this form we may be unable to process your application. 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. For more information, please refer to DEECA's [Privacy Policy](http://deeca.vic.gov.au/privacy).

**Website Navigational Information**
The Grants Online portal uses cookies that are session-based and persistent-based. Session cookies exist only during one session and disappear from your computer when you close the browser or turn off your computer. Persistent-based cookies remain on your computer after you have closed your browser or turned off your computer. No cookies contain your personal information.

**Form Navigational Information**

* We recommend using a Chrome, Edge or Firefox browser.  Throughout this form a field marked with this asterisk symbol (\*) indicates that it is mandatory and must be completed.
* When you have completed a page, click the 'Save & next' button to move to the next page your responses and any attachments uploaded on the page will be saved at this point.
* To save an incomplete page, click the 'Save draft' button.
* To save a draft and return to the form at a later time click on 'Save & resume later' at the top of each page.
* If you wish to go back and forward between pages you should use the 'Previous' and 'Save & next' buttons - ***do not use the back and forward buttons on your browser.***
* To preview or print a copy of the application form, click the 'Print' button located at the top every page.

**PRELIMINARY INFORMATION**

Have you contacted a Coastcare Victoria Officer to ensure the project meets the eligibility criteria and project requirements?

Name of the Coastcare Victoria Officer you discussed the project:

In which Coastcare Region/s is the project located?

**ELIGIBILITY**

**APPLICANT ELIGIBILITY**

Select the relevant applicant category below:

* Aboriginal group and organisation
* Community-led environmental group or network
* Committee of Management (excluding Local Government)
* Non-government environment-focused organisation
* Registered Aboriginal Party
* Other

The applicant organisation is registered/Incorporated via one of the following:

* Consumer Affairs Victoria/other state incorporating agency
* Australian Charities and Not-for-profits Commission
* Crown Land (Reserves) Act 1978
* Registered Victorian Aboriginal Party
* None of the above - Has the applicant secured an auspice for the project?

Does the applicant/auspice hold public liability insurance of at least $20 million and volunteer personal accident insurance, with enough allowance to cover the duration of the project?

I confirm we have not received funds from any other source/s for any of the project/activities listed in this application on the exact locations listed in this application and that if we receive funding for the same project/activities on the exact locations prior to 1 July 2025, we will declare this via email to coastcare.victoria@deeca.vic.gov.au

**ORGANISATION/CONTACT DETAILS**

**APPLICANT ORGANISATION DETAILS**

Organisation's Australian Business Number (ABN):

Name of Applicant Organisation:

Is your ABN registered for GST?

Incorporation Number:

**PROJECT LOCATION/S AND LAND MANAGER SUPPORT**

Please identify which Registered Aboriginal Party (RAP) boundary the project falls within:

Will the project be undertaken on marine and coastal Crown land?

Have you consulted with the Land Manager for any components and/or activities undertaken on marine and coastal Crown land to ensure:

* review and support of the application
* identify requirements for application for consent under the Marine and Coastal Act 2018
* alignment with the objectives of the relevant coastal and marine management plan
* compliance with government policies and relevant legislation

Location address and GPS coordinate:

Describe the location and existing condition:

Land Manager Organisation and key contact name:

**ASSESSMENT CRITERIA 1 - PROJECT OUTCOME 60%**

**PROJECT OVERVIEW**

Select the project stream

* Stream 1 - Coastcare Victoria Stewardship and Education
* Stream 2 - Strengthening the Coastcare Victoria Community
* Stream 3 - Caring for Country

What is the project title?

Please provide a summary of the project, including -

* What the project aims to achieve
* What issue/s the project is addressing
* What opportunities and benefits this project will deliver

Anticipated Project Start Date:

Anticipated Project End Date:

*Note: your project should start on or after 1 July 2025. All projects must be completed by 31 May 2026.*

**PROJECT ACTIVITIES**

List all project activities and outcomes, including -

Project Activity:

Delivery timeline:

Project outcome:

**PROJECT ENGAGEMENT**

Individually identify each project audience and how they are engaged and involved.

Project audiences:

Demographic:

Anticipated audience reach:

Engagement approach;

**PROJECT PARTNERS**

List all project delivery partnerships and collaborations.

Relationship:

Partner name:

Project involvement:

**PROJECT DELIVERY**

Who is responsible for project delivery?

Project delivered by:

Briefly describe role and responsibility:

**ASSESSMENT CRITERIA 2 - PROJECT RISKS 20%**

**PROJECT RISKS**

Identify potential project risks and what mitigating actions are proposed to remove, manage, or reduce.

* Occupational Health and Safety (including psychological health)
* Delivery timeframe
* Team capacity & skills
* Financial / Budget
* Community Engagement
* Permits & approval or Technical advice
* Environmental events
* Other

**ASSESSMENT CRITERIA 3 - VALUE FOR MONEY 20%**

**PROJECT EXPENDITURE**

Your response should demonstrate that the project budget is relevant and appropriate for the scale of the project. Please ensure assets and equipment are hired, borrowed, and shared between rather than purchased for one-off projects where possible.

Quotes for expenditures over $2,000 are required at the application stage, and capital items must become an entity's registered asset.

Item:

• communication, including advertising, marketing and promotion

• environmental and technical advisors, contractors and specialists (must be from an external party or provide a declaration of conflict of interest at the application stage)

• equipment or asset purchases/hires/lease

• fees and permits

• insurance renewal or organisation membership renewal that includes insurance cover • on-ground project materials for site preparation and protection, weed control and revegetation

• project management and administration (maximum 15% of total funding)

• project volunteer care and protection, including catering, PPE, weather protection and safety requirements

• fees and permits

• sustainable education materials

• training and certification (if directly related to funded activity)

• Other

Description:

Amount:

Total Expenditure Amount:

**IN-KIND CONTRIBUTIONS (OPTIONAL)**

Applicants are not required to contribute (cash or in-kind) toward the project's cost; however, a project that can demonstrate contributions provides greater value for money to Coastcare Victoria and may receive a higher score against the Value for Money assessment criteria. In-kind contributions may include volunteer hours, staffing costs, shared assets, equipment, and resources.

Guidance, including recommended rates, can be found at [Grants - understanding in-kind contributions](https://www.vic.gov.au/grants-understanding-kind-contributions).

Identify any in-kind contributions.

Type of contribution:

Description:

Total In-kind Contribution Amount:

**SUPPORTING DOCUMENTS**

The application must include:

* A copy of Public Liability Insurance of at least $20 million and Volunteer Personal Accident Insurance.
* Letters of support from Auspice Organisation (if applicable).
* Letters of support from Land Manager (if applicable).

The application may include:

Letters of support from project partner.

* Any documents supporting the project outcomes, activities, risks and actions, including maps, photos, and plans.
* Documents supporting the project expenditure (including quotes for items over $2000).
* A declaration of Conflict of Interest if an external contractor has a relationship with the applicant.

We recommend combining related documents into a single document or zip file. Make sure that your attachments are of an acceptable file type (.doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .jpg, .jpeg). Each attachment must not exceed a maximum size of 10MB.

If you have any attachments that exceed the maximum size of 10MB, they may be emailed AFTER you have submitted the application to grantsinfo@deeca.vic.gov.au. Any emailed attachments must be received before closing date/time. Please ensure you include your grants online application reference number, e.g. GA-F12345-6789 (located at the top of this page).

**DECLARATION**

I certify that I am authorised to submit a grant application on behalf of the applicant organisation. I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DEECA of any changes to this information and any circumstances that may affect this application. I acknowledge the Privacy Collection Notice in the Introduction section of this application. I understand that DEECA is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DEECA will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval. I understand that if this application is successful, that funding will be subject to terms and conditions set out in agreement with the Department.

You must accept the declaration prior to submitting your report.

Full Name:

Position:

Date: