

# Port Phillip Bay Fund Round 3 Frequently Asked Questions

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## Applications & eligibility

### What is the Port Phillip Bay Fund?

The Port Phillip Bay Fund is a grants program that supports projects by community groups and organisations who are working to protect and preserve the environmental health of the Bay.

The objectives of the Fund are:

- encouraging partnerships across a range of interested groups and organisations who support the environmental health of the Bay;
- enhancing the amenity and environmental values in the Bay and on the foreshore; and
- reducing and addressing threats to the health of the Bay, including nutrients, pollutants and litter.

Community groups and non-government organisations are eligible to apply for projects that address local and regional priorities to protect the health of the Bay and bay catchment area.

### How much funding is available?

Up to a total of \$850,000 is available in Round 3.

### When do applications for Round 3 close?

Applications will close 5pm Wednesday 10 April 2019.

### What funding streams are available?

For Round 3, there is one stream of funding available, for:

- Community groups, Traditional Owners and Aboriginal community groups, schools, and not for profit organisations
- Projects of up to \$50,000 and 12 months duration

### What can I get funding for?

The Fund will support the following categories of expenditure:

- materials (e.g. plants, tree guards, herbicide, exclusion fencing, seating, and access steps)
- site preparation (e.g. equipment hire, security fencing, and rubbish removal)
- personal protective equipment (e.g. gloves, goggles, and masks)
- engaging and partnering with the Traditional Owners and Registered Aboriginal Parties of the project area
- contractors (e.g. presenters, surveyors, installers, weed controllers for particularly difficult weeds or sites)
- advertising that will support funded activities (e.g. local newspapers, signs and posters seeking volunteers)
- training that supports the project's activities (e.g. learning a new approach, how to use equipment, First Aid)
- project management and coordination (e.g. staff time to manage the budget, coordinate volunteers, and secure approvals).

Education, monitoring and citizen science items will be considered, where they are part of a broader project with direct on-ground outcomes. This could include:

- design, printing, postage (e.g. educational materials, educational signage)

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- water quality & pollution monitoring (e.g. ammonia test kits, water quality meters/probes/dataloggers; dissolved oxygen, electrical conductivity and/or temperature, identification kits).

Other types of expenditure may be considered during assessment of your project if 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. There are no caps or limits for eligible items. Value for money will be considered as part of the assessment process.

When developing budgets, you should ensure that activity items (such as equipment, materials and contractor charges) are fully costed, **including any GST** charges that you would need to pay. Refer to [Do the grants include GST?](#) for more information.

## What types of projects might be funded?

To be funded, projects need to meet at least one of the grant objectives:

- encourage partnerships with groups and organisations who support the environmental health of the Bay;
- enhance the amenity and environmental values in the Bay and on the foreshore; and
- reduce and address threats to the health of the Bay, including nutrients, pollutants and litter.

Projects also need to:

- be located in the Port Phillip Bay catchment area
- demonstrate a clear link to the environmental health of the Bay.

The following is a non-exhaustive list of activities that may be funded through these grants:

- Protection, rehabilitation and restoration of marine and coastal habitats and biodiversity (e.g. preserving threatened species habitat, fencing, marine and coastal weed and pest control).
- Actions that conserve and increase awareness of the traditional owner values of Port Phillip Bay its catchment area.
- Actions that directly reduce the amount of sediment, nutrients, litter and pollutants that enter the Bay and its tributaries (e.g. installation of litter traps, source reduction programs, riparian revegetation, wetland systems to slow/treat storm water).
- Managing visitor impacts on sensitive coastal and marine sites (e.g. improved access management, fencing, pathways).

Education, monitoring and citizen science activities will be considered, where they are part of a broader project with direct on-ground outcomes.

## What will NOT be funded?

Funding will not be provided for:

- activities that are not focused on the environmental health of the bay and its catchment area.
- costs and activities that are already funded through another organisation, program or fund source

*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.*

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- 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 permit, contract or investment program, such as BushBroker, Section 173 agreement or 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 fire-arms, 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 educational/promotional items, pens, sample packs, keep cups, stickers, bags)*
- Barbed wire fencing
- Computers, laptops, tablets and smartphones
- Insurance
- Any other action or activity determined by the Panel through the assessment process to be an inappropriate or unsuitable use of the funds.
- Any action that are part of a land manager's legal duty of care.

## Where will projects be funded?

To be funded, projects need to be located within the Port Phillip Bay catchment or the Bay itself (a map is available on the Port Phillip Bay Fund webpage - [www.delwp.vic.gov.au/port-phillip-bay-fund](http://www.delwp.vic.gov.au/port-phillip-bay-fund)). Inland projects that demonstrate a strong link to the health of the Bay and priorities of the Port Phillip Bay EMP 2017-2027 will be considered.

## Do I need to contribute towards my project's budget?

Yes. All applicants will need to match their requested funding at least 1:1. For example, if you request \$10,000 you need to demonstrate that you have at least \$10,000 in matched funding from other sources.

The matched funding can include a combination of:

- volunteer time dedicated to the project (including planning, designing and organising)
- in-kind support (e.g. access to photo copier, 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)

## Do the grants include GST?

Our grants are now GST free. If you apply for \$5,000, you will not receive an additional \$500 to cover GST regardless of your current GST registration status.

GST free grant status does not prevent you from using the money on items/services that include GST. It does mean that if you'll be out of pocket for the GST amount, you should include it in your budget table.

If you're unsure about whether you are registered for GST or what it means for your group, please seek financial advice. Accounting practices and GST treatment differ between organisations, and DELWP is not able to provide individual advice on GST.

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## We have a Round 1 or 2 project, can we still apply?

Yes, you can still apply if you've already received a grant in Round 1 or 2. If your new project would be related to your existing project, we recommend being very clear in your application about how the new project is different or would result in additional value.

## Can we apply for more than one project?

Yes, you may submit more than one project. Each project submitted must be separate and clearly different. Projects will not be accepted if:

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

If one of your projects is funded, preference may then be given to unfunded applicants over your other lower ranking projects.

## Application expectations

Successful applications will:

- Clearly and logically explain what outcomes (i.e. the changes), the project will deliver and how the proposed activities are the best means to achieve this
- Outline a strong governance structure for delivery of the project, including key partners, contractors, and interest groups who are integral to the delivery of the project
- Involve key project partners including community organisations where this will add value and more effectively deliver the outcomes sought
- Consider the specific risks to the successful delivery of the project, and describe how you intend to manage and/or mitigate these
- Provide detail of any project manager or facilitator costs, why they are essential to the delivery of the project
- Consider past and/or current projects
- Demonstrate the use of best practice for the project's delivery
- Have secured in-principle support from their land manager (if working on a site)
- Clearly show public benefit (if working on private land).

## What kinds of groups can apply?

Round 3 is targeted at:

- 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 citizens and youth clubs
- Committees of Management
- Traditional Owners and Aboriginal community groups
- Kindergartens, Primary and Secondary Schools.

Other types of community groups may also be considered if they are proposing to work with volunteers to undertake local projects that support the environmental health of Port Phillip Bay.

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State and Federal government departments and agencies, commercial organisations, bodies established for profit-making purposes, and sole trading and other individuals, are not eligible for Round 3.

## What are the eligibility criteria?

To be eligible, applicants must:

- have \$10 million public liability insurance, with enough construction allowance to cover the project **and** meet one of the following:
- be incorporated through Consumer Affairs Victoria, **or**
- have an ABN with Australian Charities and Not-for-profit Commission registration, **or**
- be a registered scout group, **or**
- be a kindergarten, primary or secondary school, **or**
- be a Registered Aboriginal Party, **or**
- be a public land Committee of Management.

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

## Do I need an auspice?

You do not need an auspice if your group or organisation meets the eligibility criteria listed above.

You can still apply if your group is listed under *What kind of groups can apply*, but doesn't meet the eligibility criteria. In this case, you'll need to partner with another group or organisation who does meet the requirements, known as an auspice.

The auspicating group or organisation will enter into a contract with us, and will be legally responsible for the project. They will receive the money from us, and be responsible for reporting and acquittal (they will likely expect you to help or do this, but the legal requirement is theirs).

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.

## Who can act as an auspice, if we need one?

The auspicating group or organisation must:

- have \$10 million public liability insurance, with enough construction allowance to cover the project **and** meet one of the following:
- be incorporated through Consumer Affairs Victoria, **or**
- have an ABN with Australian Charities and Not-for-profit Commission registration, **or**
- be a registered scout group, **or**
- be a kindergarten, primary or secondary school, **or**
- be a state or local government entity.

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Potential auspicing organisations include:

- Catchment Management Authorities – Corangamite CMA for Geelong and the western edge, and Port Phillip and Westernport CMA for the rest of the catchment.
- water corporations and other state government authorities, such as Melbourne Water and Parks Victoria
- umbrella not for profit associations, such as Landcare Victoria Inc
- local councils
- other volunteer-based community groups and networks

## Can I change my application after I've submitted it?

Generally no. You will not be able to change or update your application after submission. It is best practice to provide a pdf version of the application to your organisation's authorised representative to review. When the application is reviewed internally and with no further changes, this is the time to submit your application prior to the closing date.

If you find any errors after submission while the program is still open for application, you can copy and paste information to a new application and with any changes you want to make and submit a new application prior to the closing date. Please email to [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au) to request the deletion of the application not required, by including the GA number and date of submission as part of the Subject for the email.

No changes can be made or will be accepted after the closing date. Your application must be submitted by **5pm Wednesday 10 April 2019**.

## Do we need to show that we are a charitable organisation or volunteer based group?

Yes, you need to show that you are either a volunteer based group, or a charitable organisation.

Volunteer based groups need to show they are registered with Consumer Affairs Victoria (CAV) through providing their incorporation number.

Charitable organisations need to show they are registered with the Australian Charities and Not-for-profit Commission (ACNC) through providing their Australian Business Number (ABN).

If you are not registered with CAV or ACNC, you can apply with an auspice who is registered. The auspice will take on legal responsibility for the grant, and will receive the payments from DELWP.

## What is the difference between an organisation and a company?

“Organisation” is essentially an umbrella term for a group of people who come together and form an entity to achieve a common goal. A company is one type of organisation - one that aims to create a profit. Companies are not eligible for a Port Phillip Bay Fund grant.

Not-for-profits, community groups and social enterprises are other types of organisations, which are not run for profit. These organisations are eligible for a Port Phillip Bay Fund grant, if they are either incorporated with Consumer Affairs Victoria, or are registered with the Australian Charities and Not-for-profits Commission.

## Can funds be used for project management or contractor salaries?

Yes. Funds can be used for project management and contractor salaries.

# Port Phillip Bay Fund Round 3 Frequently Asked Questions

## Assessment

### Can we discuss our application with the assessment panel (before or after we submit)?

No. The assessment panel will not discuss projects or applications with individual applicants.

### How will our application be assessed?

Eligible projects will be assessed against the following assessment criteria to determine the successful applicants:

Assessment Criteria
How well the project and related actions align with the Environmental Management Plan and/or the Fund's coastal health objectives (17% assessment weighting)
Likely impact of the proposed activities on the environmental health of the bay and/or foreshore (33% assessment weighting) <ul style="list-style-type: none"><li>• addressing causes of environmental problems rather than treating symptoms</li><li>• evidence of proposed approach working in the past (possibly in a different place, or for a different issue)</li></ul>
• What legacy the project will have, and how it will be maintained after the funding ends (33% assessment weighting)
How learnings from the project will be shared with others who are working on the health of the Bay and foreshore (17% assessment weighting)

### Will the assessment panel be able to adjust projects?

The assessment panel will consider your application as-is. They may recommend conditional funding with budget items removed or reduced duration.

### Will some activities or locations be preferred or weighted?

No. Your responses to the assessment criteria are the only aspects of your project that will be weighted:

- How well the project and related actions align with the Environmental Management Plan and/or the Fund's coastal health objectives (17% assessment weighting)
- Likely impact of the proposed activities on the environmental health of the bay and/or foreshore (33% assessment weighting)
- What legacy the project will have, and how it will be maintained after the funding ends (33% assessment weighting)
- How learnings from the project will be shared with others who are working on the health of the Bay and foreshore (17% assessment weighting).

The assessment panel will also consider:

- overall value for money
- how well risks to the project's delivery have been considered and managed.
- Previous history, such as non-completion of projects and overdue reports, may also be considered as part of assessment.

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## Do we have to show 1:1 matched funding? Should we show more than 1:1?

Yes. All applications will need to show that they have 1:1 matched funding – if an application requests \$10,000, it must show at least \$10,000 in support from other sources. You should seek as much support as your project needs, and include it all in your application. The support you seek should be meaningful and add to your project.

## Does our matched funding need to be split a certain way?

No. You must show 1:1 matched contribution, but what that contribution is made up of is entirely up to you. There is no minimum or maximum volunteer contribution, cash contribution or in-kind contribution.

## Land manager consent

### Do I need consent from a land manager?

If your project involves changing a site in some way, you will need consent. This includes (but is not limited to) revegetation, clearing weeds or rubbish, building structures such as fences or paths.

Projects that do not involve working on a site, such as education projects, do not need consent.

### Do I need consent from all my landholders?

Yes. You will need consent from all landholders who own or manage the sites you intend to work on.

Getting consent can take time and may involve the land owner/manager checking with other authorities. We recommend you starting this process as soon as you can.

Because of the time required to gain landholder consent, at the application stage we will accept letters/emails of support (upload in your application form).

### I'm not sure who my landholders will be – do I need consent?

Yes, and this consent can be secured after the application window. You will need consent from each landholder before you start working on their land.

### I've never needed consent from my land manager before – do I need it now?

If your project involves working on a site, you will need consent – even if you haven't needed (or had) it for similar activities before.

### 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 – a template is available in the guidelines. 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 risk management. Formal consent is comprehensive, takes time and may cost money. You should include time and relevant costs when planning and budgeting for your project.

## Volunteer contributions

### What is the volunteer contribution rate?

\$30 per hour for all volunteers and all activities they undertake for your project. 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.

### Can we use a higher rate for volunteers with professional skills worth more than \$30?

No. \$30 per hour is a standard rate that values the contribution that all volunteers make to your project. While some volunteers would be paid more for their services, some volunteers would be paid less.

### What kind of volunteer activities can count towards in kind support?

Any activity that your volunteers undertake as part of the project can count. This could include:

- Physical work, such as planting, building or litter collection
- Planning the logistics for the project
- Preparing educational material
- Coordinating an event, such as corporate or school volunteering, or running an information session

The volunteers could be from your group, corporate volunteers or members of the public – they all count, as long as they are actively doing something to progress your project.

## Data collection

### Who owns the intellectual property (IP) rights?

You own the intellectual property rights for anything created with a Port Phillip Bay Fund grant. You will need to agree to freely share what you collect or create with us, and to make the information freely available to the public.

### Are there any restrictions on what we can do with the data we collect?

Generally, no. You are free to use the data you collect for future projects, and to share it with others. All data collected must be freely available to other people and organisations (with all personal information removed).

If collecting personal information (names, addresses, birthdays), you need to comply with the Privacy and Data Protection Act (2014). In short, you must securely store this information and only use it for the purpose you collected it for. For example, you could only add a survey respondent to your general mailing list if they gave you permission (usually through a tick box within the survey).

### Can we charge people to use what we create with the funding?

In most cases, no. The Port Phillip Bay Fund is public funding, and all funded projects must be for the public good. The data you collect and materials you create with the funding must be freely available, without charge. One exception would be a physical asset that requires ongoing maintenance to remain useful – the charge should be consistent with the cost of maintaining the asset.

# Port Phillip Bay Fund Round 3 Frequently Asked Questions

## Application form

### Accessing previous applications submitted via SmartyGrants

DELWP is adopting GEMS and the DELWP Grants Online Portal and we are phasing out our use of SmartyGrants. This is to ensure we use consistent grant systems across DELWP. Our SmartyGrants information will be migrated into our new system.

If you are a previous recipient of a Port Phillip Bay Grant, your prior grant information will be in SmartyGrants. Your access to that information is currently available but will phase out over the coming months. We will give you adequate notice when this is happening.

For your own records, we recommend that you save all previous applications and other documentation from your prior Port Phillip Bay Fund grants in SmartyGrants.

### How is the Grants Online application form different to the previous SmartyGrants form?

You will notice that the Grants Online form looks and works quite different to previous rounds SmartyGrants application forms. We have tried as much as possible to give you a similar experience, using similar terms and information where we can.

A significant change is the inability of users to add or delete lines in the Grants Online (as you could in SmartyGrants) unless it is in a free-text box. We have tried to supply the average amount of lines used (e.g. the Project Outcomes, Project Activities and Risks Management sections). Either try to fit your information into these lines, or if your project is more complicated, you can attach a document (e.g. spreadsheet) in the Supporting Documents section. Please note that for these 12 month maximum \$50,000 projects we do not expect projects to be overly complicated.

Another change is the budget section, where the totals are entered into the form. We also need your budget and in-kind details. Therefore we have provided a [template](#) for you to download (link also provided in our Round 3 Guidelines and within the application form). Complete the template and then upload into the application form in the Project Budget section. We appreciate your efforts on this extra step (to previous application forms).

### I'm having trouble uploading Supporting Documents, what can I do?

As instructed in the form, each attachment should not exceed 5MB each. Please ensure yours are under this limit.

Only one file can be uploaded for each Supporting Document type. If you have a number of 'Letters or emails of support from land owner/manager', please zip them into one file and then upload that zipped file.

If you are still having problems, please email them to [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au). Ensure that you clearly name each supporting document and include the application number in the subject line of your email. Supporting documents must be received on or before the closing date.