

Coastcare Community Grants 2018 Frequently Asked Questions

Frequently Asked Questions for the Coastcare Community Grants 2018

Applications and Eligibility

When do applications close?

Applications for all streams close midnight, Tuesday 20 February 2018.

How do I apply for the Coastcare Community Grants 2018?

Applications must be submitted through an online grant application system called SmartyGrants. Your application can only be accessed by one set of login details. We recommend signing up to SmartyGrants with a group email, if you have one. We encourage you to start your application as early as possible.

To apply, click on the application link (<https://delwp.smartygrants.com.au/Coastcare>) to create a login address and draft your application. Your draft can be saved until you are ready to submit.

I'm having trouble with SmartyGrants - where do I go for help?

SmartyGrants assistance is available on:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

SmartyGrants IT support E-mail: service@smartygrants.com.au

Phone: Australia +61 3 9320 6888 The support desk operates 9:00am - 5:00pm AEST, Mon - Fri.

Can I submit a paper application?

Yes, paper applications will be accepted in special circumstances. If you require a paper application form or assistance in lodging an online application, please contact your Regional Coastcare Facilitator.

Can I get help to complete my application?

Yes. Please contact your Regional Coastcare Facilitator for their assistance.

Can we submit more than one application?

Yes. Each application you submit must be separate (not reliant on another project) and must not be a scaled up or scaled down version of another application.

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

Yes, but only up to the closing date. No changes will be accepted after the closing date, unless the change has been requested by us. Your application must be resubmitted before midnight, Tuesday 20 February 2018.

You can request that your application be reopened by calling the Grants Information Hotline on 1300 366 356 and providing them with your application number. You will be notified when your application is reopened - please note that it may take a few days.

Can I apply for a grant if I have received Coastcare funding in the past?

Yes, as long as all your project reports from previously funded projects have been submitted, as required in your previous funding agreement. If your project has not yet been completed, please discuss your new application with

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your Coastcare facilitator as you may need to demonstrate progress on your project before being considered eligible to apply.

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.

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

If you are unsure whether your project requires land manager consent

Do I need consent from all my land managers?

Yes. You will need consent from all land managers that own or manage a site you intend to work on.

I'm not sure who my land managers will be – do I need consent?

Yes. You will need consent from each land manager before you start working on their land. If you need assistance determining the land manager of your site, please contact your Regional Coastcare Facilitator.

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

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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.

Budgets and GST

Do I need to have an ABN?

A group should provide its ABN if it has one. If a group does not have an ABN, then an Australian Tax Office form (Statement by a supplier) will be provided to you to complete if your application is successful.

Why is the grant GST free?

The grant is not a taxable supply which makes it GST free. The maximum amount available for a project is \$10,000 (or \$15 000 for a two-year project) regardless of whether or not the recipient organisation is registered for GST. For example, a group registered for GST and a group not registered for GST both applying for a \$10,000 grant will receive \$10,000 - the same amount regardless of their GST status. A group registered for GST cannot charge the department GST on top of the grant payment.

Do I include GST in the budget when costing my project?

A group will need to work out the costs of the project that need to be funded by the grant (to a maximum of \$50,000). This may include taxable supply items which include a GST charge such as nursery plants and materials. In the budget include each item and its cost (including GST) for which you are requesting grant funding. Provide a reason why the item is needed to complete the project. If you are successful, the total amount you have asked for in your budget will be what you receive.

What is the contract that I will be required to sign if I am successful?

DELWP is using the Victorian Common Funding Agreement with grant recipients. Details of the funding agreement can be found at: <http://www.dhs.vic.gov.au/for-business-and-community/not-for-profit-organisations/commonfunding-agreement>

Biodiversity Information

How can I find out what species are indigenous to my project area?

You can visit DELWP's NatureKit website for more information on native vegetation in your area.

<http://maps.biodiversity.vic.gov.au/viewer/?viewer=NatureKit>

Zoom to the location of your project (1:25,000 scale), open the Ecological Vegetation Classes (EVC) Map Layer on the right for the EVC for your area to be shown.

To find out what species make up the EVC, see the EVC Benchmarks at <https://www.environment.vic.gov.au/biodiversity/bioregions-and-evc-benchmarks>

Use the map to find the Bioregion your project is in, click on the Bioregion name, then select the relevant EVC/s and view a PDF of the recommended species for your site.