

Coastcare Victoria Community Grants Program 2019

Guidelines for community groups

1. About the Coastcare Victoria Community Grants Program 2019

What is the Coastcare Victoria Community Grants Program?

The Coastcare Victoria Community Grants Program supports community organisations to protect and enhance the coastal and near-shore marine environment. It has two key focus areas:

- Conservation, rehabilitation, restoration and preventative actions for Victoria's coastal and marine ecosystems.
- Support community participation and engagement to enhance community knowledge and understanding of coastal and marine management.

Application dates

Opening date: 22 October 2018

Closing date: 20 February 2019 – midnight

Available funding

Funding is available for:

One-year projects – Up to \$10,000. Projects to be completed by 30 June 2020.

Two-year projects – Up to \$15,000. Projects to be completed by 30 June 2021.

A total of up to \$270,000 is available for recipients of the 2018-2019 Coastcare Victoria Community Grants Program.

2. Who can apply?

Who is eligible for a Coastcare Community Grant?

Grants are open to community groups. To be eligible, applicant groups must be:

- an incorporated association registered through Consumer Affairs Victoria or be incorporated through an umbrella group such as the Farm Tree and Landcare Association; or
- registered as a not-for-profit organisation with the Australian Charities and Not-for-profits Commission (ACNC); or
- a non-incorporated community group with an eligible sponsor (auspice - see below) who agrees to enter into a contract on their behalf.

Examples of eligible groups include:

- Coastcare, Landcare, 'Friends of' groups, field naturalist groups, coastal Committees of Management and non-government community organisations;
- Aboriginal groups and organisations, land councils, trusts and co-operatives working on-country;
- community service organisations and clubs;

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- educational institutions including schools and universities.

The following are NOT eligible to apply for or sponsor a project:

- Commonwealth Government agencies
- private individuals
- private companies or trusts

Who can sponsor a non-incorporated group?

The following organisations can sponsor a project (but are NOT eligible to apply in their own right):

- Catchment Management Authorities
- Water Authorities
- Industry Bodies
- State Government statutory bodies/authorities
- State government agencies (except for schools)
- Local government

The sponsoring group or organisation must:

- be either incorporated, a state government body or registered as a not-for-profit with ACNC;
- hold personal accident insurance and a minimum of \$10 million public liability insurance;
- agree to take responsibility for the management and safety of your group's volunteers and participants;
- sign the funding agreement;
- receive the grant payment to ensure the project can proceed;
- be accountable for the delivery and reporting of the project.

3. Selection criteria and project prioritisation

Selection criteria and weighting

Applications **MUST** address **ALL** of the following criteria:

1. Detail the delivery of action/s that help to conserve, rehabilitate, protect or enhance the coastal or near shore marine environment (30%).
2. Include the involvement of volunteers or the local community in on-ground action, engagement or education (30%).
3. Identify risks to the project and list actions to reduce or manage those risks (20%).
4. Include the involvement, support and consent of all relevant land managers (10%).
5. Demonstrate strategic partnerships and links to broader (e.g. government, land manager) coastal management priorities and strategies (10%).

What sort of projects will be funded?

Priority will be given to applications for projects that:

- Protect, rehabilitate and enhance coastal and marine habitats, waterways and wetlands by stabilising dunes, preventing coastal erosion, establishing wildlife corridors or enhancing/protecting high quality remnant native coastal habitat. (Note: Weeds and pest animal management activities must go beyond a landowner's duty of care under the *Catchment and Land Protection Act 1994*).
- Establish or contribute to long term community based 'citizen science' programs for monitoring of coastal or marine environments.

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- Protect critical habitat for coastal and marine species, e.g. nesting sites, feeding sites, roosting sites, aggregation sites, from the impacts of threats including pest animals and domestic animal disturbance.
- Increase participation of individuals and communities in coastal and marine conservation projects, including enhancing skills and knowledge and raising community awareness.
- Directly involve Aboriginal organisations or groups in protecting, rehabilitating and enhancing cultural heritage coastal sites.
- Reduce or control marine plastic pollution.
- Foster new partnerships between community groups and organisations working to protect the coast.
- Provide benefit for public land. (Activities on private land may be considered for funding but must demonstrate community benefits and contribute to wider landscape scale improvements transcending boundaries).

What will NOT be funded?

Funding is NOT available for the following:

- Development of recreation facilities or projects primarily focused on improving amenity.
- 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.
- Revegetation works using species which are not local indigenous species.
- Removal of exotic trees from coastal foreshore areas where there is little or no remnant vegetation.
- Large infrastructure or engineering works.
- Activities (or components of projects) that have been funded by other funding bodies.
- The purchase of goods for competitions, prizes, give-aways, or alcohol for any events.
- General operating or travel costs not directly associated with a project/event.
- High-risk activities involving the use of fire-arms, tranquilisers, or explosives for vermin control.
- Any activity required as an offset (as a condition of a permit to clear native vegetation).
- Projects assessed as not meeting the eligibility and assessment criteria.

Allowable expenditure items

Your application must fully and clearly define project costs.

If successful, you will receive a maximum of the total amount requested in your application; **NOT** the total amount plus GST. E.g. if you request \$10,000 you will receive a maximum of \$10,000, NOT \$10,000 plus GST. Therefore, please **include GST in your costings** when completing your application, regardless of the GST status of the recipient organisation.

The program will support the following categories of expenditure (note this list is not exhaustive - please discuss your project and items to be funded with your Regional Coastcare facilitator):

- Advertising
- Environmental assessments*
- Equipment hire or purchase directly related to project's on-ground components**
- Contractors*
- Exclusion fencing
- Personal protective equipment (e.g. gloves, goggles and masks)

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- Materials (e.g. chemicals, plants, etc)
- Printing/design
- Rubbish removal (if necessary prior to site restoration)
- Site preparation
- Training and certification (if directly related to funded activity)
- Postage
- Project coordination*^
- Signage
- Site security (landholder agreements)
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**Must demonstrate that contractors, environmental assessment and/or project coordination are essential to facilitate the on-ground works component of the project and are for tasks which your group is unable to carry out.*

***Capital items must become a registered asset of the entity.*

^A maximum of 15% of total grant allocation can be used for project coordination.

Does the applicant need to contribute to their project's budget?

Groups do not have to contribute funding to their project, however, as there is likely to be strong competition for funds, projects that can demonstrate additional contributions will be prioritised. A project that can demonstrate significant in-kind contributions provides greater value for money to Coastcare. Contributions can be in-kind or in the form of funds.

How do I calculate the value of our volunteer contribution?

Volunteer time contributions should be valued at \$30 per hour. The application form will ask you for the number of volunteers and the amount of time they will spend on your project, and it will complete this calculation for you.

Example: 35 volunteers x 5 hours per day x 2 days x \$30 = \$10,500 in volunteer time contribution

4. How to apply

Submit your application using the online grant system SmartyGrants, at the following link: <https://coastcare.smartygrants.com.au/2019>

Your online application can only be accessed by one set of login details. We recommend signing up to SmartyGrants with a generic group or team email.

We encourage you to start your application as early as possible. You can save your application and return to it at a later date.

Your application must be submitted by midnight on 20 February 2019. Applications received after the closing date will not be assessed for this funding opportunity.

Things to consider early when planning your project application

Contact your Regional Coastcare facilitator as soon as possible to discuss your project ideas. Your facilitator will tell you if the project fits the guidelines, may elect to visit the project site with you and can assist you in developing your project idea and application.

You must identify the land managers for all project sites (public and private) and obtain their support and consent before applying. Give land managers adequate time to consider your project.

You must also ascertain if further approvals or permits are required. Approvals and permits take time and sometimes include additional unexpected expenses. It is wise to check early whether they apply to your project, and factor this into your project timeframe and budget.

Plan to meet other requirements and know your legal responsibilities, such as occupational health and safety and child safety.

Can I apply for more than one project?

Yes, you may submit one or more project applications. Each project submitted must be separate and clearly different. If one of your projects is funded, preference may then be given to unfunded applicants over your other projects. Projects will NOT be accepted if:

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

5. Assessment process and notification of outcome

Applications will be assessed by a panel against the application criteria and weightings on page 2 of this document. Projects will be further prioritised as required in line with 'What sort of projects will be funded' on page 2.

You will be advised of the outcome of your application in writing after the assessment process is completed. This is expected to occur in May 2019. All decisions are final and are not subject to further review. However, applicants who are not granted funding are encouraged to ask for feedback on their application.

6. Successful applicant requirements

Conditions of funding

Successful applicants will be required to enter into a funding agreement with DELWP, signed by the authorised representative of the group or sponsor organisation. Once funding agreements are signed and submitted to DELWP and the invoicing process is completed, funds will be paid to the grant recipients. If you have a sponsor, they will receive the payment on your behalf. We anticipate funds to be paid before 30 June 2019.

Agreements detail the obligations to use funding, meet performance against described activities, the expected timeline for project expenditure and project reporting requirements, and describe how grant recipients will be required to acknowledge the funding support from Coastcare Victoria Community grants. Successful applicants are required to meet the conditions and milestones of their funding agreement

The agreed project funding will be available upon the provision of:

- return of duplicate signed funding agreements
- return of a completed supplier details form
- successful applicants are required to provide completion reports at the completion of projects.

Safety

Successful applicants will be required to develop a Job Safety Plan (or equivalent) and provide a copy to their regional Coastcare Facilitator prior to starting works. You will be required to ensure adequate safety procedures are in place for all activities undertaken as part of your funding agreement. Coastcare facilitators can assist with safety advice and procedures.

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Please contact your Regional Coastcare Facilitator to discuss your project and for assistance with your application:

Bellarine and Surf Coast

Rebecca Briody

Coastcare Facilitator

Phone: (03) 5220 2012

Email: rebecca.briody@delwp.vic.gov.au

Far South West

Adam Taylor

Coastcare Facilitator

Phone: 0427 316 324

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Port Phillip Bay and Westernport

Phillip Wierzbowski

Coastcare Facilitator

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West Gippsland

Bruce Atkin

Coastcare Facilitator

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East Gippsland

Bethany Hunting

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Phone: (03) 5152 0473

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Statewide

Bec Cross

Coastcare Statewide Coordinator

Phone: (03) 5233 5593 Mobile: 0447 165 716

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