

# Port Phillip Bay Fund

Guidelines for Round 2



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Altona Beach Patrol 3018

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# Minister's foreword

A unique feature of Victoria's coastline, Port Phillip Bay, is home to many precious plants and animals. It is also an integral part of Victoria's liveability; providing cultural, economic and social benefits for Victorian residents and visitors alike, as well as supporting a broad range of local businesses.

There's no doubt that securing the health of Victoria's natural assets is critical to supporting a thriving economy and healthy communities. But constant pressure from climate change, increasing population growth and threats to biodiversity means our environment and coastlines need our collective help to thrive.

Long-term government strategy and on-ground community action are both essential to addressing current and future threats to Port Phillip Bay.

That's why we are partnering with community organisations to address the issues that are impacting the Bay, and we will continue to work with them to develop new approaches to protecting, restoring and caring for our marine and coastal areas.

Round 1 of the Port Phillip Bay Fund was launched in November 2016, and provided \$3.6 million for 36 community projects including: water quality improvement works, foreshore upgrades, dune stability works, amenity upgrades and wetlands improvements.

Round 2 provides a further \$3.5 million to support projects that improve the health, amenity and sustainability of the Bay and surrounding coastline. Three streams of funding are available to support both small and large-scale community projects.

Community groups, non-government organisations, local government and other organisations are encouraged to apply and continue the work needed to improve and conserve the health and sustainability of Port Phillip Bay and surrounding catchments.



The Hon. Lily D'Ambrosio  
Minister for Energy, Environment and Climate Change



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# Port Phillip Bay Fund

Victoria's iconic Port Phillip Bay offers a vast array of social, recreational, economic and environmental values for those who live, work and visit in and around the Bay. Maintaining the health of the Bay's marine life, habitats and water quality is critical to providing these values and requires a coordinated effort from government, community and organisations.

## 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, non-government organisations, local government, state government agencies and authorities 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 \$3.5 million is available for 1 and 2 year projects in Round 2.

## When do applications for Round 2 close?

Applications will close Wednesday 14 February, 2018.

## What funding streams are available?

### Community small grants

*Up to \$10,000*

- for community groups
- projects run for up to 12 months

### Community large grants

*Up to \$100,000*

- for community groups
- projects can run for 1 or 2 years

### Organisation and partnership grants

*Up to \$200,000*

- for not for profit organisations and agencies
- projects can run for 1 or 2 years
- opportunities for community involvement are strongly encouraged

## What can I get funding for?

The Fund will support the following categories of expenditure:

- materials (e.g. plants and tree guards, exclusion fencing, chemicals, seating, access steps)
- monitoring equipment (e.g. data loggers, identification kits)
- site preparation (e.g. equipment hire, security fencing, rubbish removal)
- personal protective equipment (e.g. gloves, goggles and masks)
- design, printing, postage (e.g. educational materials, educational signage)
- contractors (e.g. presenters, surveyors, installers)
- advertising for funded activities
- training
- project coordination

Other types of expenditure may be considered during assessment of your project if well justified and deemed suitable.

There are no caps or limits for eligible items. 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. 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.

## What types of projects might be funded?

To be funded, projects need to meet at least one of the grant objectives (described on page 1), be located in the Port Phillip Bay catchment area, and demonstrate a clear link to the environmental health of the Bay. Projects that improve water quality, protect habitats or the marine environment, or enhance the amenity values of the bay and surrounding areas will be considered.

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

- Protection, rehabilitation, and/or restoration of coastal and/or marine habitat
- Outcome-focused community awareness projects that will lead to increased awareness of, and action to conserve, the natural values of Port Phillip Bay.
- Actions to conserve marine and foreshore biodiversity, including threatened species.
- Marine or coastal weed and pest control
- Actions that improve water quality by reducing sediment and/or nutrient runoff (e.g. riparian revegetation, wetland systems to slow/treat storm water.)
- Targeted litter reduction (e.g. installation of litter traps, source reduction programs)
- Managing visitor impacts on sensitive coastal and marine sites e.g. improved access management.

Generally, higher scoring projects will be funded. The projects to be funded may also take account of the overall mix of project types, locations and the distribution between the three project streams.

## What will NOT be funded?

Funding will not be provided for:

- Activities that are not focused on the environmental health of the bay
- 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.
- Activities that were intended to be your contribution to another funded project
- Activities that are not focused on delivering biodiversity or threatened species conservation outcomes
- Any action or costs associated with or for native vegetation offset sites (e.g. BushBroker sites, Section 173 agreement or offset covenant) including any offset activities (such as to meet a condition of a permit, contract or investment program)
- 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 (excluding the use of confinement traps allowed under permit and expert supervision for monitoring projects)
- Any illegal activity
- Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol
- Barbed wire fencing
- Computers, laptops 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.

## Where will projects be funded?

To be funded, projects need to be located within the Port Phillip Bay catchment or the Bay itself (refer to the map included in Useful Resources). Inland projects that demonstrate a strong link to the health of the Bay will be considered.

## Can I apply for more than one project?

Yes, you may submit one or more projects in one or more streams. 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, or
- the same project has been submitted across multiple streams.

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

## How do I apply?

Applications must be submitted through an online grant application system called SmartyGrants. You can save your application and work on it until you are ready to submit it. We recommend that you start your application as early as possible.

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, if you have one.

For further information and for help in completing your application contact the Grants Information Line on 1300 366 356 (during business hours).

For more information about applying, and for the link to the online application form, refer to the information page for each funding stream.

## 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)

## 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)

Table 1: Example of matched funding

Grant requested from the Fund	\$	Matched funding from other sources	\$
Construction materials	7,700	Printing donated by ABC Office Supplies	250
Safety equipment	1,100	300 volunteer hours x \$30 per hour	9,000
Contractor hire	1,200	Venue hire donated by local council	750
	10,000		10,000

## 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, then do this calculation for you.

### Example 1

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

### Example 2

50 volunteers x 6 hours per day x 15 days x \$30 = \$135,000 in volunteer time contribution

## Do I need an auspice?

Applicants who do not have adequate insurance or are not incorporated/registered as a not-for-profit will need to partner with another group or organisation, known as an auspice, who does meet the requirements.

The auspicating group or organisation must:

- a. Have at least one of the following:
  - > incorporation through Consumer Affairs Victoria
  - > Be a member of an incorporated association (such as the Farm Tree and Landcare Association), or
  - > have an ABN, and be registered with the Australian Charities and Not-for-profit Commission
  - > be a state or local government entity
- b. have at least \$10 million Public Liability Insurance, with enough construction allowance to cover the project

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. 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.

Potential auspicating organisations include:

- Corangamite CMA and Port Phillip and Westernport CMA
- water corporations, such as Melbourne Water
- umbrella not for profit associations, such as the Farm Tree and Landcare Association
- local government and statutory authorities
- other volunteer based community groups

### Example 1

Friends of Clay Creek is a volunteer based environment group, which does not have public liability insurance and is not incorporated. To apply, Friends of Clay Creek will need to partner with an auspice.

### Example 2

South Beach Fishing Club is a recreational community group, which is incorporated and has the required level of public liability insurance. South Beach Fishing Club can apply without an auspice.

## What happens after applications close?

Following assessment by an independent panel, the Minister for Energy, Environment and Climate Change will announce successful recipients.

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

If you are successful, you will have 2 weeks from being notified to submit the signed funding agreement, and any other documentation outlined in the letter of offer. If the documentation is not submitted within this timeframe, the funding may be reallocated to other projects.

Successful applicants will receive payments once all paperwork has been completed and submitted to DELWP. Depending on the size and duration of the project, there may be progress payments and reports. This will be outlined in the Funding Agreement. If you have an auspice, they will receive the payment on your behalf

Once your project is complete, you will have 1 month to submit your final report.

## What reporting will be required?

The number of progress reports and progress payments depends on the size of the project. All projects will require a final report on completion. Projects that are large (over \$50,000 per year) or spread over two years may require progress reports.

Reporting will be completed online using SmartyGrants, and the reporting template will open a few months before it is due. The report will need to include:

- how you spent the grant
- what you achieved with the project
- data that you collected during the project (if any). Data will be made publicly available.
- what you learnt while completing the project

You may also be asked for information about specific aspects of your project. This information will contribute to monitoring the health of Port Phillip Bay, through the Environmental Management Plan and State of the Bay reporting.

## Funding conditions

Successful applicants and auspicing organisations (if an auspice is used) are required to:

- enter into a funding agreement with DELWP. Information about the Victorian Common Funding Agreement that will be used can be found at: <http://www.dhs.vic.gov.au/for-business-andcommunity/not-for-profit-organisations/common-funding-agreement>
- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date
- have appropriate land manager approval and relevant permits, including planning and cultural heritage
- adhere to all relevant legislation including Occupational Health and Safety requirements
- acknowledge the Victorian Government funding in publications and promotions
- work with DELWP to identify and promote major project milestones and completion

## Privacy

Information about your project, including the title, a summary of the project, the amount of funding received and your group or organisation's name will be made publicly available.

Any personal information about you or a third party in your application will only be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at <http://www.delwp.vic.gov.au/privacy>

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002. Alternatively, contact by phone on 9637 8697.

## More information

Contact the Grants Information Line on 1300 366 356 or visit the website:

<https://www.coastsandmarine.vic.gov.au/grants/port-phillip-bay-fund>



# Community Small Grants information

## Stream Summary

Community Small Grants are for community groups with small projects (\$10,000 or under) that will run for up to 12 months. Stream 1 has a short application form and simple reporting requirements.

**The application form can be found at this link:**

<https://delwp.smartygrants.com.au/PPBFSmallGrantsRound2>

## Who can apply?

The Community Small Grants are targeted at:

- Volunteer-based environmental groups and networks, such as Coastcare, Friends groups and Landcare
- Volunteer-based recreational groups with an interest in the Bay, such as diving and naturalist groups, senior citizens and youth clubs
- Committees of Management (Categories 2-4)
- Educational and service groups, such as Scouts, Rotary and Lions
- Indigenous Associations and Aboriginal 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.

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 the Community Small Grants.

## What are the eligibility criteria?

Applicants must meet the following eligibility criteria:

- a. Have at least one of the following:
  - > incorporation through Consumer Affairs Victoria, or
  - > Be a member of an incorporated association (such as the Farm Tree and Landcare Association)
  - > Be a school (kindergarten, primary or secondary) or scout group
- b. have at least \$10 million Public Liability Insurance, with enough construction allowance to cover the project

Applicants who don't meet the eligibility criteria can partner with another organisation who does meet the criteria, known as an auspice. Refer to the Do I need an auspice? section for more information.

## How will our application be assessed?

Each application will be assessed based on the following elements:

### **Contribution to the health of the bay**

- Likely impact of the proposed activities on the environmental health of the bay and/or foreshore
- How the project will be maintained after the funding ends

### **Community participation**

- How much opportunity there is for volunteer and general community participation (including awareness, education, capacity building and encouraging partnerships)
- How learnings from the project will be shared with the community

### **Alignment with the Port Phillip Bay Environmental Management Plan and/or the Fund's coastal health objectives**

- How well the project and related actions align with the Environmental Management Plan and/or the Fund's coastal health objectives

### **Risk management**

- How well risks to the project's delivery have been considered

In addition to these questions, each application will be assessed for overall value. Previous history, such as non-completion of projects and overdue reports, may also be considered as part of assessment.

# Community Large Grants information

## Stream summary

Community Large Grants are for community groups with large projects (up to \$100,000) that will run for one or two years. The Community Large Grants have a standard application form and moderate reporting requirements.

The application form can be found at this link:

<https://delwp.smartygrants.com.au/PPBFLargeGrantsRound2>

## Who can apply?

The Community Large Grants are targeted at:

- Volunteer-based environmental groups and networks, such as Coastcare, Friends groups and Landcare
- Volunteer-based recreational groups with an interest in the Bay, such as diving and naturalist groups, senior citizens and youth clubs
- Committees of Management (Categories 2-4)
- Educational and service groups, such as Scouts, Rotary and Lions
- Indigenous Associations and Aboriginal 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.

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 the Community Large Grants.

## What are the eligibility criteria?

Applicants must meet the following eligibility criteria:

- a. Have at least one of the following:
  - > incorporation through Consumer Affairs Victoria, or
  - > Be a member of an incorporated association (such as the Farm Tree and Landcare Association)
  - > Be a school (kindergarten, primary or secondary) or scout group
- b. have at least \$10 million Public Liability Insurance, with enough construction allowance to cover the project

Applicants who don't meet the eligibility criteria can partner with another organisation who does meet the criteria, known as an auspice. Refer to the Do I need an auspice? section for more information.

## How will our application be assessed?

Each application will be assessed based on the following elements:

### **Contribution to the health of the bay**

- Likely impact of the proposed activities on the environmental health of the bay and/or foreshore
- Evidence of proposed approach working in the past (possibly in a different place, or for a different issue)
- How the project will be maintained after the funding ends

### **Community participation**

- How much opportunity there is for volunteer and general community participation (including awareness, education, capacity building)
- How does the project involve or encourage partnerships
- How learnings from the project will be shared with the community

### **Alignment with the Port Phillip Bay Environmental Management Plan and/or the Fund's coastal health objectives**

- How well the project and related actions align with the Environmental Management Plan and/or the Fund's coastal health objectives

### **Risk management**

- How well risks to the project's delivery have been considered

In addition to these questions, each application will be assessed for overall value. Previous history, such as non-completion of projects and overdue reports, may also be considered as part of assessment.

# Organisation and Partnership Grants information

## Stream summary

Organisation and Partnership Grants are for organisations with small and large projects (up to \$200,000) that will run for one or two years. The Organisation and Partnership Grants have detailed application forms and reporting requirements.

The application form can be found at this link:

<https://delwp.smartygrants.com.au/PPBFOrgGrantsRound2>

## Who can apply?

The Organisation and Partnership Grants are targeted at:

- Public Land Committees of Management (Category 1)
- Not for Profit and non-government organisations, such as scientific associations and conservation organisations
- Local Government
- State government agencies and statutory authorities, such as Parks Victoria, Catchment Management Authorities and water corporations

Federal government departments and statutory authorities, incorporated community groups, commercial organisations, bodies established for profit-making purposes, and sole trading and other individuals, are not eligible for Stream 3 – Organisation and Partnership Grants.

## Eligibility criteria

Applicants must meet the following eligibility criteria:

- a. have at least one of the following:
  - > have an ABN, and be registered with the Australian Charities and Not-for-profit Commission
  - > be a state or local government entity
- b. have at least \$10 million Public Liability Insurance, with enough construction allowance to cover the project

Applicants who don't meet the eligibility criteria can partner with another organisation who does meet the criteria, known as an auspice. Refer to the Do I need an auspice? section for more information.

Projects by state government entities have additional eligibility criteria. Projects must:

- a. show at least 50% in-kind contribution from within the organisation
- b. not cover regulatory or mandatory actions
- c. not request funds for salary (salary can be included as in-kind contribution)

## How will our application be assessed?

Each application will be assessed based on the following elements:

### Contribution to the health of the bay

- Likely impact of the proposed activities on the environmental health of the bay and/or foreshore
- Evidence of proposed approach working in the past (possibly in a different place, or for a different issue)
- How the project will be maintained after the funding ends

### Community participation

- How much opportunity there is for volunteer and general community participation (including awareness, education, capacity building)
- How does the project involve or encourage partnerships
- How the project improves community capacity to achieve on-ground or in-water outcomes for the Bay
- How learnings from the project will be shared with the community

### Alignment with the Port Phillip Bay Environmental Management Plan and/or the Fund's coastal health objectives

- How well the project and related actions align with the Environmental Management Plan and/or the Fund's coastal health objectives

### Risk management

- How well risks to the project's delivery have been considered
- How will the project's success be monitored during delivery

In addition to these questions, each application will be assessed for overall value. Previous history, such as non-completion of projects and overdue reports, may also be considered as part of assessment.

## Useful resources

### Coastal Management Act consent

Projects within 200m of the high tide mark and on Crown land will need consent under the Coastal Management Act (1995). Most applicants working near the coast will need to apply for consent. A small number of projects that involve site maintenance (for example, maintaining existing structures, fixing fences) may be covered under the general consent that was issued by the Minister in 2013 – if you think your project could be in this category, please speak to your local DELWP office to confirm.

For more information about the Coastal Management Act (1995) and the general consent issued in 2013, please refer to:

<https://www.coastsandmarine.vic.gov.au/coastal-management/information-for-coastal-managers>

To locate your local DELWP office, please refer to:

<https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations>

### Port Phillip Bay Environmental Management Plan (EMP)

The plan was developed by the Department of Environment, Land, Water and Planning in partnership with Melbourne Water and the Environment Protection Authority Victoria. It is part of the Victorian Government's commitment to ensure Port Phillip Bay remains healthy and resilient over the coming decade.

The plan has three main goals to guide future action and investment over the next 10 years:

- stewardship of the Bay is fostered across community, industry and government
- water quality is improved to ensure environmental health and community enjoyment of the Bay
- the Bay's habitats and marine life are thriving

<https://www.coastsandmarine.vic.gov.au/coastal-programs/port-phillip-bay>

### Incorporation through Consumer Affairs Victoria

To find your group's incorporation number, and for information about incorporating, please visit the Consumer Affairs Victoria website:

<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations>

### Australian Charities and Not for Profit Commission (ACNC)

To see if your organisation is already registered as a not for profit, and for more information about registering, please visit the ACNC website:

<http://www.acnc.gov.au>

## Cultural Heritage

For information about Cultural Heritage, including maps of culturally sensitive areas and a planning tool, please visit the Aboriginal Victoria website:

<http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-cultural-heritage/cultural-heritage-management-plans/when-is-a-plan-required>

## Land manager consent to undertake works

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

### Example statement of support

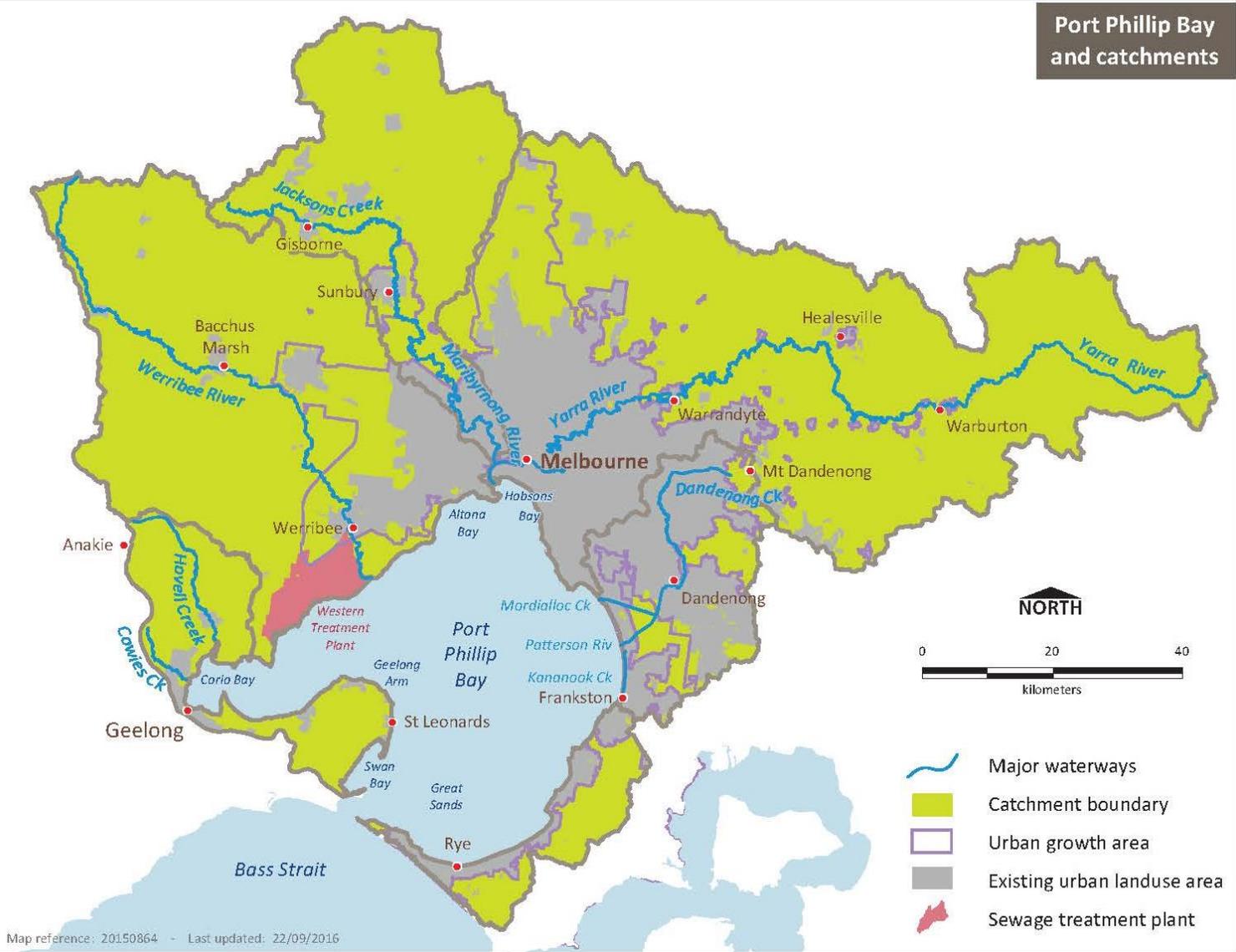
I, <insert name> of <insert Organisation> support <insert activities as per this project> occurring on <insert site address>. My contact details are <insert contact phone number/email>.

If you are successful, you will need formal approval and appropriate permits before you start your activities – when planning your project, ensure that you factor in the time (and costs) that may be needed. You should also consult with your local Council and relevant authorities regarding any permits that may be required. You will need to provide copies of relevant permits to DELWP on request.

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

- Department of Environment, Land, Water and Planning (DELWP) for crown land on 136 186, or your DELWP 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/>
- Corangamite Catchment Management Authority on (03) 5232 9100 for regional priorities, the regional catchment strategy, sub strategies and related plans and works on designated waterways  
[www.ccma.vic.gov.au](http://www.ccma.vic.gov.au)
- Port Phillip and Westernport Catchment Management Authority on (03) 8781 7900 for regional priorities, the regional catchment strategy, sub strategies and related plans and works on designated waterways  
[www.ppwcm.vic.gov.au](http://www.ppwcm.vic.gov.au)
- Local government planning staff for council-owned land  
<https://knowyourcouncil.vic.gov.au/>
- Melbourne Water, for water supply catchment areas  
<https://www.melbournewater.com.au/>

# Port Phillip Bay catchment





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