



Victorian Gorse Taskforce

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Large Community Grants Guidelines 2019/2020

APPLICATIONS OPEN

Wednesday 1 May 2019 to Saturday 1 June 2019

1. OVERVIEW

The Victorian Gorse Taskforce (VGT) with support from the Department of Jobs, Precincts and Regions (DJPR) offers funding support for community-led gorse control education and treatment.

The Large Community Grants Program supports community-based organisations that can demonstrate delivery of the goals of the Victorian Gorse Control Strategy and a commitment to long-term gorse control.



2. FOUR-YEAR PROGRAM

The Large Community Grants Program will operate for up to four years.

The key focus of the grants program is to provide incentives to private land managers to treat gorse across a local area. The program also funds a part-time project officer to drive and deliver gorse awareness, education and treatment activities.

Funding applicants must demonstrate they have formed an **Action Group or sub-committee** to guide gorse control activities. This Action Group should ideally include a representative from all land tenures within a project area.

If applications from separate organisations in similar geographic areas are submitted, the VGT may choose to alter these so they share the project officer. **This will be a consultative process between the VGT and applicants.**

Projects that include co-investment from other stakeholders are encouraged, although not mandatory.

Projects should adopt the control approaches set out in the [Gorse National Best Practice Manual](#). Applicants should familiarise themselves with this manual.

YEAR 1

- Funding available up to \$25,000.
- Funding must be used to provide incentives to landholders to treat gorse on their property. Some funding can also employ a project officer to deliver gorse education and treatment services to landholders in the project target area i.e. provisions of resources, verbal communication etc.
- A Grant Agreement contract will be prepared for Year 1 funding only.
- Upon approval of their Year 1 completion report, organisations will be invited to apply for Year 2 funding.
- Properties that have undertaken gorse control in year one will receive a gorse control sign supplied by the VGT.

YEAR 2

- Year 2 funding is to support organisations that have successfully completed Year 1 to continue to employ their project officer.
- No funding for landholder incentives is available in Year 2.
- A Grant Agreement contract will be prepared for Year 2 funding only.
- Project officers will be expected to revisit properties that participated in Year 1 to ensure gorse control maintenance is being sustained and provide education services and treatment recommendations.

YEAR 3

- Where required the VGT will provide projects with a VGT-signed letter for delivery to participating landholders within a project target area. The letter will highlight the importance of sustained follow-up maintenance to support community gorse control.
- No funding is available for Year 3 activities.

YEAR 4

- The VGT Executive Officer may contact participating landholders to conduct a short evaluation survey.
- The VGT may visit control areas within a project area.
- No funding is available for Year 4.

Funding for a project officer may be provided to (in order of VGT preference):

- Supplement existing staff wages (such as for a Landcare Coordinator) so they can deliver gorse control education and treatment activities
- Employ a new part-time project officer with appropriate skills through the applicant organisation
- Engage an external contractor or consultant with appropriate experience, an Australian Business Number and appropriate insurance.

Project officers engaged by projects will:

- Deliver gorse control education, information and treatment activities
- Collect relevant reporting data required by the VGT
- Collect sufficient landholder information so those who do not undertake gorse control can be referred to DEDJTR for regulatory enforcement (subject to available resources)
- Negotiate appropriate timeframes for gorse control with participating landholders
- Ensure all participating landholders sign a 3-year voluntary work agreement (available from the VGT website).

3. Priority areas

The VGT will place a priority on funding projects that deliver in the following areas:

- Treating infestations within the Eradication and Prevention Zone – see Gorse Control Areas map, page 13 of the [Victorian Gorse Control Strategy](#). The first priority is prevention and early intervention to achieve eradication. It is expected this category will apply to few applicants.
- Treating infestations within the Reduction Zone – see Gorse Control Areas map, page 13 of the [Victorian Gorse Control Strategy](#). In the Reduction Zone, an asset-based risk management approach is adopted to reduce the impact of gorse on natural resource assets such as grazing lands and biodiversity.
- The overlying principle of the Large Community Grants Program is to support community-led action wherever a collective will to act and reduce gorse is demonstrated.

4. GENERAL CONDITIONS

- Funding from the Large Community Grants Program is only available to Victorian incorporated non-profit community groups.
- The service agreement must be signed and returned to the VGT **BEFORE** any gorse control works are completed on the target properties within the project. The VGT cannot fund gorse control works that have been completed prior to the service agreement being signed and returned.
- Grants will be paid in two instalments – 90 per cent at the start of Year 1 and the remaining 10 per cent on submission and approval of a project completion report.
- Projects should include a comprehensive awareness and education component.
- Applications must include **a clear project area map detailing properties** that are intended to participate. Project area map must include an approximate measure (ha) of gorse to be treated and the property locations. Projects can complete their property maps by using (not limited to) Google Earth <https://www.google.com.au/earth/> or Lassi Maps. <https://maps.land.vic.gov.au/lassi/>
- Final Project reporting must also include **clear individual property maps outlining gorse infestations that have been successfully treated**. Each property map must include an approximate measure (ha) of gorse treated and the property location in reference to their project area map. Projects can complete their property maps by using (not limited to) Google Earth <https://www.google.com.au/earth/> or Lassi Maps. <https://maps.land.vic.gov.au/lassi/>
- The Project Checklist on the application must be completed and submitted with all funding applications.
- Successful applicants will sign a Grant Agreement contract prior to undertaking gorse control works.
- The VGT is not seeking to directly fund works on publicly-managed land.
- Rebates to participating individual properties should be capped at \$1,000 per property.
- Projects should achieve a \$1:\$1 matching contribution for on-ground landholder incentives. This must be a monetary contribution. Incentives should be given on a reimbursement basis, once landholders have provided tax receipts for work completed. For example, for completed gorse works totalling \$2,000, the landholder must pay the full cost of control upfront and obtain a receipt. The landholder can then claim up to \$1,000 rebate once the receipt is provided to the project officer.
- The VGT may request receipts from project officers to confirm that incentives are distributed appropriately.
- It is important that all participating landholders are made aware of the importance of follow-up control works. Landholders must sign a 3-year voluntary work agreement that commits them to maintaining all necessary follow-up gorse control at their expense. The VGT will not provide funding for follow-up control works.
- The VGT may audit project areas for evaluation purposes.
- At the end of Year 1, organisations must complete and submit a Project Completion Report to the VGT detailing activities undertaken and costs incurred. A template for the Project Completion Report will be available from the VGT.
- The VGT recommends including quotes in the application to assist in decision making in the approval process.

- Properties that have undertaken gorse control in year one will receive a gorse control sign supplied by the VGT that will be sent to the project applicant for distribution. The VGT asks that property owners display the signs to promote gorse control and encourage and support the community that have undertaken control works.

● ELIGIBILITY

- Year 1 of a project must be able to be completed by **30 June 2020**.
- Funding will only be provided to Victorian incorporated, non-profit community groups.
- Projects must demonstrate they will help achieve the goals of the [Victorian Gorse Control Strategy](#).
- Projects must include gorse awareness and education activities i.e one on one education at properties detail best practice gorse control, identification etc...
- Projects should state a commitment to collect relevant data on achievements.
- Projects must provide data collected to the VGT at least every 3 months (from the time of project approval) or as requested by the VGT Executive Officer.
- Projects must promote and distribute information that aligns with the [Gorse National Best Practice Manual](#) to landholders.
- Funding will only be provided for gorse control works on private land.
- Applications must include an Action Plan that includes achievable objectives and measurable targets.
- Applications must identify a nominated project officer, including their skills and experience.
- Applicants must determine if any Works on Waterways permits are required and obtain these and attach to their application.
- Applicants must determine if any project activities will impact cultural heritage sites and obtain and attach appropriate documentation or approvals to their application.
- The VGT may request quotes to be provided if they feel information provided in the application wasn't sufficient to make an informed decision.

5. PROJECT ACTIVITIES NOT AVAILABLE FOR VGT FUNDING

Funding cannot be spent on:

- ✗ Funding for 100 per cent of on-ground landholder incentives
- ✗ Project administration only
- ✗ Capital items
- ✗ Interstate travel
- ✗ The establishment and maintenance of an organisation
- ✗ Consultancy fees
- ✗ Field days/seminars and catering
- ✗ Revegetation works and materials
- ✗ Mapping projects.

6. PROJECT ASSESSMENT

A panel comprising VGT representatives will assess applications and make final recommendations for funding approval.

Following the panel's recommendations, project activities and outcomes may be amended. This will be a consultative process between the VGT and applicant to ensure project activities align with available funds.

The VGT has the right to request additional information to ensure an informed decision is made eg request quotes.

If the requests are not met it may impact on the successfulness of the project application.

7. PAYMENT SCHEDULE

Ninety per cent of a project's funding for **Year 1** will be delivered once successful applicants have signed a Grant Agreement contract and provided an invoice with the correct grant amount and GST if appropriate. The remaining **10 per cent** of funding will be delivered on acceptance of the signed Year 1 Project Completion report and invoice for remaining funds. No funding will be provided in Year 3 or Year 4.

8. TIMETABLE

Project activities must be completed and reported to the VGT by the dates outlined in the table below:

Activity	Financial year
Applications open	1 May 2019
Applications close	1 June 2019
Successful applicants notified by email	30 June 2019
Signed Grant Agreement and invoice submitted to the VGT	31 July 2019
Submit Year 1 completion report	30 July 2020 (or prior to)

9. SUBMITTING GRANT APPLICATIONS

Grant applications should be submitted **by close of business 1 June 2019** to info@vicgorsetaskforce.com.au. Please contact the VGT Executive Officer, on **0417 593 250** if you require further information.

10. SUCCESSFUL APPLICATIONS

A letter of offer will be emailed to successful applicants confirming the funding amount approved. A service contract will be sent to the group and upon return of the signed document, the group may invoice the VGT.

11. UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants will be notified by email and receive a letter outlining why the decision was made. These groups may have the opportunity to amend their applications project activities if applicable i.e. provide additional information and/or quotes so the VGT can make an informed decision. **This is not an opportunity to re-write the application.**

Unsuccessful applicants that have not met the VGT community grant requirements and cannot make amendments will have the opportunity to re-apply the following year. This process will occur in consultation with the VGT and the Executive Officer.

12. ALTERATIONS TO GUIDELINES 2019/2020

The VGT has made changes to their application process and guidelines for the 2019/2020 project year. These changes are in the guidelines (above) and are re-iterated as follows:

- Applications must include **a clear project area map detailing properties** that are intended to participate. Project area maps must include an approximate measure (ha) of gorse to be treated and the property locations. Projects can complete their property maps by using (not limited to) Google Earth <https://www.google.com.au/earth/> or Lassi Maps. <https://maps.land.vic.gov.au/lassi/>
- Final Project reporting must also include **clear individual property maps outlining gorse infestations that have been successfully treated**. Each property map must include an approximate measure (ha) of gorse treated and the property location in reference to their project area map. Projects can complete their property maps by using (not limited to) Google Earth <https://www.google.com.au/earth/> or Lassi Maps. <https://maps.land.vic.gov.au/lassi/>
- The Project Checklist on the application must be completed and submitted with all funding applications.
- Unsuccessful applicants will be notified by email and receive a letter and matrix outlining why the decision was made. These groups may have the opportunity to amend their applications project activities if applicable i.e. provide additional information and/or quotes so the VGT can make an informed decision. **This is not an opportunity to re-write the application.**
- Unsuccessful applicants that have not met the VGT community grant requirements and cannot make amendments will have the opportunity to re-apply the following year. This process will occur in consultation with the VGT and the Executive Officer.
- The VGT recommends including quotes in the application to assist in decision making in the approval process.
- Properties that have undertaken gorse control in year one will receive a gorse control sign supplied by the VGT that will be sent to the project applicant for distribution. The VGT asks that property owners display the signs to promote gorse control, encourage and support the community that have undertaken control works.
- The service agreement must be signed and returned to the VGT **BEFORE** any gorse control works are completed on the target properties within the project. The VGT will not fund gorse control works that have been completed prior to the service agreement being signed and returned.