



Victorian Gorse Taskforce

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Small 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 Small Community Grants Program provides up to \$5,000 to support small-scale community-led gorse control projects.

It is expected that most landholders in the project area will already possess knowledge required to successfully implement gorse control activities so will require little support to achieve results.

The VGT expects the key use of funding will be to provide incentives to private land managers for gorse control activities. **Applicants must ensure:**

- That proposed participant landholders will complete gorse control works voluntarily once they are made aware of the project.
- That administration time is dedicated to the project, including to notify targeted landholders of their responsibilities and requirements, to estimate the initial area of their gorse infestations and the size of the area treated during the project.



2. PRIORITY AREAS

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

- Treating infestations found 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 Small Community Grants Program is to support community-led action wherever a collective will to act and reduce gorse is demonstrated.

3. GENERAL CONDITIONS

- Funding is available for small-scale gorse control projects. Projects must include a **minimum of two properties**.
- The VGT is not seeking to directly fund works on publicly-managed land.
- 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.
- Incentives 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.
- One hundred per cent of project funding will be paid to successful applicants on submission to the VGT of a signed Grant Agreement Contract and invoice with the correct grant amount and VGT acceptance of this.
- 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. These 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.
- Once a project is completed, projects 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.
- 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 to 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 cannot fund gorse control works that have been completed prior to the service agreement being signed and returned.

4. ELIGIBILITY

- A project must be able to be completed by **30 June 2020**.
- Applicants who do not hold a membership with a Landcare Group are welcome to apply, but must arrange an organisation/individual to auspice funding.
Auspice Definition: 'If an organization authorizes you to do a specific task, even if you don't work for them directly, you are working under their auspices. Auspice means endorsement.'
- Projects must demonstrate they will help achieve the goals of the [Victorian Gorse Control Strategy](#).
- Applicants 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 participating landholders.
- Funding will only be provided for gorse control works on private land.
- Applications must include an Action Plan with achievable objectives and measurable targets.
- 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 for gorse control if they feel information provided in the application wasn't sufficient enough 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
- ✗ The purchase of capital items
- ✗ Interstate travel

- ✗ Costs associated with the establishment and maintenance of an organisation
- ✗ Consultancy fees
- ✗ Field days and catering
- ✗ Revegetation works and materials
- ✗ Administration costs.

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 e.g. request quotes.

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

7. PAYMENT SCHEDULE

One hundred per cent of project funding will be paid to successful applicants on submission to the VGT of a signed Grant Agreement and invoice with the correct grant amount and VGT acceptance of this.

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 and/or recommended amendments to project activities.

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 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/>
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