



Community Grants 2017/18

Guidelines for Applications



To support community groups and volunteer-based organisations to improve the health of waterways, Melbourne Water offers annual grants for waterway improvements in the Port Phillip and Westernport region. These guidelines are designed to help groups to apply for these grants.

What is the intention of the grants?

The grants are intended to help community groups carry out projects and activities, such as weed control and revegetation, to improve the health of their local waterway. Working in partnership with the community, this supports Melbourne Water to deliver the [Healthy Waterways Strategy](#).

What types of grants can you apply for?

There are two types of funding:

- 1) Group Support Grant
- 2) Project Grant

Your group may apply for one or both of these grants.

Group Support Grant – up to \$1,000

A Group Support Grant provides volunteer-based organisations with funds for general administrative assistance, insurance, incorporation and/or promotional activities. Group Support Grants are also for specific promotional or capacity building activities that will increase community participation rates in project activities, raise public awareness of a local waterway, and support groups to undertake training relevant to waterway improvement activities. Eligible organisations may apply for up to \$1000 (excluding GST). Organisations do not need to provide matching funds for this grant.

Project Grant – up to \$20,000

Project Grants support projects that address priority waterway improvement issues on Melbourne Water waterways. Projects must be on public land with the approval of the land manager and have a focus on improving the condition of the riparian zone of a waterway, or a natural wetland. Projects should be completed within 12-18 months from receipt of funding for the project.

Eligible organisations may apply for funds for more than one project at a time, up to \$20,000 (excluding GST) per project. Applicants must show that they will contribute an amount equal to the funds requested in the form of cash or in-kind contributions.

For Project Grants, applicants are required to contact a Waterways and Land Officer to discuss the application before applying. See page 4 for more information.

How to Apply

This year, applicants will be required to complete an application online, using SmartyGrants. To apply for one or both of the grants, please access the application forms below:

Project Grant:

<https://melbournewater.smartygrants.com.au/projectgrant1718>

Group Support Grant:

<https://melbournewater.smartygrants.com.au/groupsupportgrant1718>

If you have concerns about applying online or for specific help and advice, please contact [131 722](#). More information is available in the section 'Applying for a Grant'.

What type of groups and organisations can apply?

We encourage applications from community groups and volunteer-based organisations. Grants will only be paid to incorporated groups and organisations.

If your group is not incorporated, you may be able to seek support from a sponsoring organisation, such as a council or another incorporated organisation. You will need approval from the sponsoring organisation before applying, as that organisation will be legally responsible for administering any grants on your group's behalf.

If your application is successful, the sponsoring organisation will be required to sign the project agreement and manage the grant funding. Information on how to incorporate your group is available from the Department of Consumer Affairs (www.consumer.vic.gov.au).

How are Project Grant applications assessed?

Project Grant applications are assessed by Melbourne Water. Preference will be given to projects that:

- have been discussed with your relevant Waterways and Land Officer;
- demonstrate that they will deliver public and environmental benefits to the waterway;
- are strategic in their approach, for example they will have long term benefits and complement other works in the area;
- involve achievable activities aligned to the funding priorities for the Healthy Waterways Strategy;
- are realistically costed and represent value for money.

Preference will be given to projects on waterways in Priority Areas or that contribute to the improvement of waterway and riparian habitat for key values identified in the [Healthy Waterways Strategy](#). Projects must include works activities that are eligible for funding by Melbourne Water. These activities include:

- vegetation establishment (eg. planting or direct seeding)
- vegetation management (eg. weed control) and/or fencing to protect the waterway.

Other funding opportunities

Applications for projects on non-riparian/waterway areas on either Public or Private Land may be funded through the Port Phillip & Westernport Catchment Management Authority. Please note that the grant round for 2017/18 closes September 25th 2017. For more information on their grants please go to: <http://www.ppwcm.vic.gov.au/grants/community-grants/>

Grant opportunities for non-riparian projects through other organisations may be explored through the Find Grant Hub:

<http://app.thegrantshub.com.au/melbourne-water>

How and when will you find out if your application is successful?

If your grant application is approved for funding, you will be contacted in writing by Melbourne Water and invited to enter into an agreement for the grant. At that time you may accept and return the signed agreement by the given deadline or decline the funding by notifying Melbourne Water. The agreement will include a schedule of grant payments to the group or organisation. Your agreement must be returned by the due date shown on your agreement letter or the funding offer may lapse.

Reporting

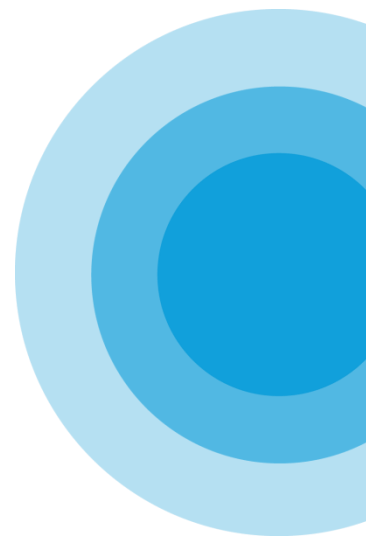
Groups and organisations that receive Project Grants will be required to submit a report within 30 days of completion of the project. The requirements for the report will be sent towards the end of the project.

When are applications due?

Applications should be submitted online via SmartyGrants before 16th October 2017. Applications submitted outside this period may still be considered by Melbourne Water and will be assessed and funded at Melbourne Water's discretion, subject to available funding and priorities.

Applications are to be submitted online via SmartyGrants. For advice on setting up an account and for FAQs: <http://applicanthelp.smartygrants.com.au/>.

If you have specific concerns about applying online please contact [131 722](tel:131722).





Applying for a grant

This section provides information about the application form. It will help you to ensure that your application fulfils the requirements of each grant and includes all necessary information.

General

Decide what type of grant you wish to apply for: Group Support Grant, Project Grant, or both and plan the details. Prior to submitting a Project Grant, it is a requirement that all applicants contact a Waterways and Land Officer to discuss the details of their application, including:

- eligibility of your organisation
- project feasibility
- whether the project is focused on a Melbourne Water river or creek
- whether the project is meeting the aims of the [Healthy Waterways Strategy](#)
- intention to apply for funds to cover capital items (e.g. tools)
- intention to apply for funds for a consultant to conduct a cultural heritage assessment (see page 8)
- intention to apply for funds for a Site Specific Management Plan (see page 11)
- intention to apply for multiple project grants or
- any safety issues that may be present

To speak to a Waterways and Land Officer please call [131 722](#).

The following important information will also help you complete your application. We have included some excerpts from previous successful applications as a guide.

All applicants must complete and upload the tax forms and payment information with their application. These forms are located in a PDF on the community grants page of the [Melbourne Water website](#). If you require assistance with completing any of these forms, please call [131 722](#).

EFT form

This form is for your payment information. Please complete in full for payment to be processed.

Recipient Created Tax Invoice Agreement

Please complete the Recipient Created Tax Invoice Agreement form with your ABN. This form is available in a digital and standard PDF on the Community Grants page of the Melbourne Water website. If your Group is not incorporated, this form and the EFT form will need to be filled out by your sponsoring agency. They will be required to accept the funds on your behalf.

Statement by a Supplier

If you do not have an ABN but are incorporated, fill in this form and attach to the online application form. This form is available in a digital and standard PDF on the Community Grants page of the Melbourne Water website.



Group Support Grant

You may only apply for this grant if your group is volunteer-based and is undertaking works on waterways on public land. The Group Support Grant combines funding for group promotion, administration, development and educational activities.

APPLICATION FORM

Question 1

Details of the Organisation

Provide the name of your organisation, postal address and ABN and whether your organisation is incorporated.

Question 2

Project Contact Person

Provide the name and contact details of the main contact person for correspondence on the project.

Question 3

Sponsoring Agency

Provide the details of your sponsoring agency. If your group is NOT incorporated, you need to be sponsored.

Question 4a

Project Information

What do you intend to do with the grant?

Briefly explain why you are applying. Provide details of the activities you will undertake and how they will help your organisation achieve the aims of the project. Melbourne Water must be confident that grants will fund distinct and well planned activities. The maximum funding for the Group Support Grant is \$1,000 (ex GST). You do not need to provide matching funds for this grant.

Eligible activities include contributions to the cost of activities which support the group or enhance the group's capacity to deliver a successful on-ground project. Items considered eligible for funding include: insurance, incorporation fees, advertising and printing costs, project site signs, and relevant workshops/training events for improving knowledge

of river health.

Example: "Our group wishes to increase awareness in the local community of the works we are doing along Brushy Creek. We will hold an open day along the creek, which will include guided short walks, a BBQ lunch and information displays showing before and after photos. The open day will be advertised via the local paper and a letter drop to neighbouring households/properties. It is hoped that the day will encourage more local residents to participate in working bees as well as reduce the occasional vandalism along this waterway".

Question 4c, d

Previous funding

If you received a Group Support Grant in the previous financial year, provide a brief description of what you did and highlight the major achievements. Write about the activities you undertook and whether or not you achieved your aims.

Example: "Our group held an open day along Brushy Creek, which included guided short walks, a BBQ lunch and information displays showing before and after photos. The day was very successful, with over 25 visitors (non-members) attending from the local neighborhood. All provided positive feedback on the works undertaken along the creek and seven of them have now joined the group and participated in subsequent working bees. The events of the day featured in an article in the local paper."

Question 5a

Main location of activities or work

Please indicate the main Melbourne Water catchment which is the focus of your work i.e. Yarra etc.

Question 6 and 7

Support grant budget

Give a broad description of what the grant money will be spent on. Organisations do not need to provide matching funds. The maximum funding for the Group Support Grant is \$1000 (ex GST). See below for example.

Question 8

Declaration by group members

All applications require the approval of two members from the group or organisation

Briefly outline what activities/materials the funding will be spent on:	Amount Requested
Postage *	\$300.00 *
Membership Renewals	\$30.00
Administration - Stationary, Postage, Phone Calls	\$260.00
Incorporation Fees	\$60.00
Details of the activity, including quantity & rate used to calculate the costs (where appropriate)	Must be a dollar amount

Total Project Amount *

\$650.00

This number is automatically calculated.



Group
Support
Grant



Project Grant

You may only apply for this grant if your group is volunteer-based and is undertaking works on waterways on public land with the approval of the land manager and have a focus on improving the condition of the riparian zone of a waterway, or a natural wetland.

APPLICATION FORM

Question 1

Details of the Organisation

Provide the name of your organisation, postal address, ABN and whether your organisation is incorporated.

Question 2

Project Contact Person

Provide the name and contact details of the main contact person for correspondence on the project.

Question 3

Sponsoring Agency

Provide the details of your sponsoring agency. If your group is NOT incorporated, you need to be sponsored.

Question 4

Liaison with Melbourne Water

It is a requirement that all applicants contact a Waterways and Land Officer to discuss the details of their application. To speak to a Waterways and Land Officer please call **131 722**.

Question 5

Project Summary

Enter the name of your project. It must be no more than 10 words.

Question 6

Project Location and Map

Provide details of the location of your project including either a melways reference or a vicroads reference. Provide the length of waterway enhanced by your project in metres. It is a requirement that

you attach a project map with your application. The map can simply be sketch or Google Map showing the following features: waterway, approximate location of proposed works and any other major features such as roads (project grant only).

Question 7 and 8

Project details table

The project details table has four sections that need to be completed:

- asset;
- threat;
- activity/management action
- desired outcome.

Asset

Briefly describe the assets you wish to protect and explain why it is important. An 'asset' refers to natural assets associated with a waterway, such as native vegetation, creeks and rivers, soil or native fauna. It can also refer to human assets, such as volunteers and their capacity, or cultural heritage sites.

Example: "Emerald Creek, located north east of Melbourne, contains some remnant vegetation worthy of protection. The most common Ecological Vegetation Classes (EVC) are Herb- rich Forest and Grassy Woodland Complex. There are also significant patches of the endangered Grassy Herb Woodland. These remnants provide a 'stepping stone' link between the headwaters of Emerald Creek and the Big Forest National Park."

Threat

A 'threat' is an action or process that is causing damage to the health of an asset or assets. Describe in point form what the threats are and how they are causing damage to the asset or assets.

Example: "Weeds species, primarily Blackberry and Gorse, are competing with native vegetation and reducing habitat quality."

Activity/management action

Describe in point form the activities your organisation will do with the funding to address the threat to assets.

Example:

- "Weed control works will be undertaken in all five remnants. Weed control contractors will be engaged to do the initial removal of woody weeds, using cut-and-paint techniques. All woody debris will be removed by group members, who will also participate in manual removal of smaller weed infestations, such as thistles and broom.
- Enhancement planting will be conducted in four of the remnants within 20m from the top of bank of the creek. These four remnants all have abundant over-storey, so revegetation will focus on planting understorey species to improve riparian vegetation. A total of 4,500 shrubs and grasses will be planted. The fifth remnant has a healthy understorey and is expected to naturally regenerate in rehabilitated areas.
- Each remnant will be monitored and follow-up weed control and revegetation undertaken by the group members as required."

Desired outcome

Briefly describe the desired aim/outcome for the project. It is assumed that the project is intended to protect an asset or assets by addressing the threats; however, it may be beyond the scope of this project to address all the threats and protect all the assets described in the Project details table. Identify what outcomes you realistically expect to achieve with this grant.

Example: "This project will focus on increasing the quality of five patches of remnant vegetation on the eastern bank in the Emerald Creek Reserve for a distance of 500m, 30m from the top of the bank."

Question 9

Links to regional priorities

Preference will be given to projects on Melbourne Water designated waterways that are in Priority Areas as identified in the [Healthy Waterways Strategy](#) or that contribute to the improvement of waterway and riparian habitat for Healthy Waterways Strategy Key Values.

Question 10

Sites and places of Cultural Heritage Significance

It is important that you ensure your project complies with State legislation (Aboriginal Heritage Act 2006) regarding the protection of significant cultural heritage (historical and Aboriginal) sites and places. The onus is on the land manager/ organisation to identify any cultural heritage sites and prevent damage to those sites. Penalties apply if the correct process is not followed.

To determine whether your project is in an area of cultural heritage sensitivity, review the following online maps:

1. Areas of Cultural Heritage Sensitivity on the Aboriginal Affairs Victoria (AAV) website.
2. Planning maps showing Heritage Overlays via the Planning Schemes Online website for the Council area in which the project resides. <http://planning-schemes.delwp.vic.gov.au/>

If your project site is within a sensitive Aboriginal cultural heritage area, you will need to contact Aboriginal Affairs Victoria or seek the advice of a Cultural Heritage Advisor. A separate activity/budget item for a consultant to assess your project area for sites of Indigenous Cultural Heritage can be included in your project.

Aboriginal Affairs Victoria
GPO 2392
Melbourne VIC 3001
Telephone: 1800 762 003

Aboriginal Affairs Victoria and/or a Cultural Heritage Advisor can provide advice on the location of registered sites or places of cultural heritage significance.

If your project site is within an area of historical cultural heritage significance i.e. a Heritage overlay is present where you would like to work, then you will need to contact the relevant Council planning department for advice.

If registered sites or places of cultural heritage significance are within or near the project site, you will need to attach a copy of the relevant online map indicating the location of the project site.

Evidence that your project will not adversely affect any sites and/or places of cultural heritage significance must also be included in the application form. This may include avoiding areas to work on within or adjacent to a registered site, application for a permit or further advice from a cultural heritage advisor.

Land managers and organisations can make use of the information and resources:

<https://applications.vic.gov.au/apps/achris/public/public-registry/home>
<http://vhd.heritagecouncil.vic.gov.au/>
<http://planning-schemes.delwp.vic.gov.au/>
and the mini poster series for Aboriginal Heritage:
<http://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/heritage-publications.html>

Example: "The scar tree site is located 30 metres upstream of the project site, on the eastern bank of the creek, outside the main project area. All volunteers and contractors working on the project will be advised of its locality and informed not to go near or disturb it. On working bees, the prohibited area will be cordoned off to avoid accidental damage."

Question 11

Safety

It is common for hazards to be present on a project site and that pre-project planning is undertaken to reduce these risks. Undertake a site inspection to determine where you will be working on-ground, how access will be obtained and the task/s that will be performed.

List any hazards that could affect the delivery of the activities proposed on this site on your application form (e.g. steep slopes, rocky or uneven ground). The Waterways and Land Officer for your project will also have a safety conversation with you out on site.

Question 12 Project budget

Provide as much detail as possible about the cost of each activity for your project. This should include brief details about the activity, such as the area to be sprayed, length of fencing, number of plants or number of people involved. Where appropriate, specify both the quantity and rate used to calculate the costs.

Contributions to the project from either your group or another organisation should be recorded as either cash or in-kind. These should be spread over separate lines in the budget. To calculate hours of voluntary time, use \$30 as a standard hourly rate (excl. GST). See below for example.

Question 14 Declaration by land owner/manager for projects on public land

All applicants must obtain written approval from the relevant land owner/manager who will ensure that relevant occupational health and safety requirements are considered, as well as agree to maintain the project site for a minimum of **five** years following the cessation of the project.

Please submit a signed document from the land manager as evidence of support when filling out your online application form. Where Melbourne Water is the land owner, please contact the Waterways and Land Officer to discuss your project. A template declaration that can be used in your application can be found on the Community Grants page on the Melbourne Water website.

Question 15 Declaration by group members

All applications require the approval of two members of your group or organisation.

Description of activity and details	Cash or In-kind	Proponent Contribution	Other Contribution	Grant Request	Total
10 hours of weed control spraying *	Cash * *	\$0.00 *	\$0.00 *	\$300.00 *	\$300.00 *
Plants and plant materials, 2000 plants @\$2 (tubestock)	Cash			\$4,000.00	\$4,000.00
Revegetation materials	Cash	\$500.00		\$1,000.00	\$1,500.00
Volunteer planting 12 volunteers x 13 hours @ \$30/hr = \$4680	In-kind		\$4,680.00		\$4,680.00
Contractor planting (2 hours @ \$35/hr = \$70)	Cash			\$70.00	\$70.00
Project management	Cash	\$600.00			\$600.00
					\$0.00
					\$0.00
					\$0.00
Details of the activity, including quantity & rate used to calculate the costs (where appropriate)		Must be a dollar amount	Must be a dollar amount	Must be a dollar amount	Must be a dollar amount
		\$1,100.00	\$4,680.00	\$5,370.00	\$11,150.00

Total Project Amount

\$11,150.00

This number/amount is calculated. Calculated from proponent contribution, other contribution and grant request totals.





This section explains some important terms and conditions about the grants

Incorporation Status

Group incorporation is required for us to issue your organisation a grant. If you are not incorporated, please specify who your sponsoring organisation will be at Question 3 on the application form.

Matching funds

Budgets in Project Grant applications must include matching funds, that is cash or in-kind contributions from the applicant or project partners that equal or exceed the total amount you apply for. In-kind contributions include voluntary time, but not time given by school children during school hours.

To calculate hours of voluntary time, use \$30 as a standard hourly rate (excl. GST). If you are considering using funds from other grant programs as matching contributions, we recommend that you contact a Waterways and Land Officer to check if this is permitted.

Group Support grants do not require matching funds.

Contractors

Funding is available to engage contractors to assist with site preparation, weed control and pest animal control if your group does not have the capacity or expertise to undertake these activities.

Capital items

Generally, capital items required to deliver the project works are eligible for matched funding, up to the value of \$2,000 (excluding GST) per item.

We will only fund capital items if they are essential to achieving the aim of the project and the items cannot be hired.

You must include with your application a quote for the purchase of each capital item included in the application. We will only consider funding capital items that cost more than \$2,000 (excl. GST) if the application demonstrates the need sufficiently e.g. ongoing management.

GST

Do not include GST in your application's project budget. All costs should be exclusive of GST. If your group or organisation is registered to collect GST, the required 10% will be added to the allocated funds.

Management and facilitation costs

Community groups can seek funding towards project management of a waterway improvement project.

Funding for project management is limited to a maximum of 15% of the total grant requested and not all applications will be able to be funded. Priority is given to applications that will deliver important, strategic, on-ground works in an efficient manner. It is therefore essential to clearly link any funding request to the delivery of on-ground works.



Terms and conditions

Safety and protection of your staff and volunteers

For the safety of you, your staff and volunteers, no work is permitted in or on the banks of any waterway in the Port Phillip and Westernport region without prior approval from Melbourne Water. If your waterway improvement project application is successful, Melbourne Water may undertake work in these locations to complement your project. The application form for Project grants includes a requirement for managers of public land to declare that they agree to ensure safe work practices while funded work is taking place.

Future maintenance of project site on public land

The application form for Project Grants includes a requirement for managers of public land to declare that they agree to maintain the project site for a minimum of five years after work is complete.

Project Grants for site specific management plans

In order to identify appropriate actions for on-ground works, a site specific management plan is useful. A group or organisation may apply for funding up to \$2,000 (excluding GST) to develop a plan if there is no plan available for that area. Application can be made for a Project Grant to support the employment of a consultant and/or costs to prepare the plan. We may consider a grant in excess of \$2,000 (excluding GST) to develop a plan if the application demonstrates sufficient need. Please contact a Waterways and Land Officer to discuss site specific management plans before you apply.

Returning your agreement

A due date for the return of the agreement is included with the agreement paperwork and accompanying documentation. If your signed agreement and all accompanying paperwork is not returned by this date, Melbourne Water cannot guarantee that the funding will still be available.

How to contact a Waterways and Land Officer

You can contact a Waterways and Land Officer by calling [131 722](tel:131722) or by emailing us at river.health@melbournewater.com.au

For more information visit
www.melbournewater.com.au

To download these guidelines from the internet, visit the community grants webpage.

[Healthy Waterways Strategy and Storm water Strategy](#)

Disclaimer: This publication may be of assistance to you but Melbourne Water and its employees do not guarantee that this publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Melbourne Water is owned by the Victorian Government. We manage Melbourne's water supply catchments, remove and treat most of Melbourne's sewage, manage rivers, creeks and major drainage systems throughout the Port Phillip and Westernport region. We are responsible for managing \$8.4 billion in water supply, sewerage and drainage assets, and we are committed to looking after these in a way that protects and improves their environmental, social and financial values.