

# Living Rivers Program

Grant Application Guidelines



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# Introduction

## What is the Living Rivers Program?

The Living Rivers program provides funding to councils within Melbourne Water's service area to implement stormwater quality improvement works. Harnessing the potential of local government to contribute to stormwater quality objectives is critical to achieving healthier outcomes for Melbourne's waterways and bays. This is because Councils are uniquely placed to work in different ways to Melbourne Water, both in the physical landscape and in connecting with communities.

The works funded through the Living Rivers program are varied and range from capital works to community education projects and the development of strategies and master plans. In seeking to embed the principles of Integrated Water Management (IWM) and Water Sensitive Urban Design (WSUD) within standard practice, the Living Rivers program prioritises capacity building projects. This is to ensure the sustainability of stormwater quality management activities beyond the lifespan of Living Rivers financial support.

Funding is allocated via rounds, which generally occur once or twice a year. Applications are competitively assessed and funding allocated on the basis of this assessment and the funds available.

# How to Apply

## Eligibility

The following requirements must be met for a grant application to be considered eligible. Projects must:

1. Be undertaken by an individual council, or group of councils within our service area. Assets created must be owned and maintained by council.

Melbourne Water's service area is denoted by the [Waterways and Drainage Boundary](#). While a third party can submit an application on behalf of a council, the 'applicant' as stated on the application form must be an individual council or group of councils. Funds will only be allocated directly to councils.

Where capital works are being undertaken, the assets constructed must be owned and maintained by council. Preference is given to projects where the drainage system that these works connect to is also managed by council.

2. Deliver improved stormwater quality and/or reduced stormwater quantity for better waterway condition and bay health (primarily reducing nitrogen to Port Phillip Bay and sediment to Western Port Bay).

Where capital works are proposed, a reduction in nutrient loads must be demonstrated (most commonly using nitrogen as a key indicator). Other facets of stormwater management, such as reduction in rate of discharge, should also be demonstrated where relevant.

For non-capital works projects, there must be a clear link between the project and stormwater quality/quantity management outcomes.

3. Matched funding by council/partners. That is, for every dollar funded by us, the grant recipient must co-contribute at least one dollar in cash or in kind.

Councils are required to match the funding that Melbourne Water provides through the Living Rivers program. Part of this co-funding may include in-kind contributions, however at least 60% of Council's contribution must be monetary.

For example, where Melbourne Water is providing \$25,000 in funding, Council must make a monetary commitment of at least \$15,000 with the remaining \$10,000 made up of an in-kind contribution.

*i.e. \$25,000 (Melbourne Water monetary contribution) + \$15,000 (council monetary contribution) + \$10,000 (council in-kind contribution) = \$50,000 total*

#### 4. Council will lead and deliver the project using internal staff and resources.

Living Rivers projects must be managed in-house by recipient councils. While consultants/contractors can be engaged to conduct the works, council must maintain overall oversight and accountability for the project.

#### 5. Seek our grant funding to a maximum of \$300,000 per project.

The maximum amount that will be granted per project application is \$300,000.

## What project types will and won't be funded

The lists below provide broad examples of the types of projects that will and won't be funded through the Living Rivers program, subject to the competitive assessment process. This is an indicative list only and if your project type is not listed below, please contact your Regional Coordinator to discuss further (see Appendix 3).

Will Fund	Won't Fund
Innovative and industry leading methods of preventing, reducing and managing stormwater pollution	Gross pollutant traps
Municipal IWM Strategies with stormwater pollutant reduction targets	Pipes or pits (other than within WSUD, or to divert stormwater for stormwater treatment)
WSUD master planning - prioritisation of capital works budgets	WSUD online in waterways
Community engagement to promote WSUD at home, including rainwater tanks	Waterway works (bed and bank, riparian improvement)*
Industrial estate source pollution tracking, education and enforcement	Open space furniture*
WSUD officers and training (where there is a link to strategic outcomes)	Tree planting*
Local WSUD planning scheme amendments	Maintenance works*
WSUD feasibility, design and construction.	

*\*please note, these works may be funded through other Melbourne Water programs, see <https://www.melbournewater.com.au/getinvolved/applyforfunding/pages/apply-for-funding.aspx> for more details.*

## Assessment and Prioritisation Criteria

Applications are assessed against a range of weighted criteria which are then analysed in a multi-criteria assessment tool. This tool is used to evaluate the total benefit of the projects and to prioritise funding applications. The prioritisation considers both the total benefit from the projects as well as the cost. In this way, value for money for both Melbourne Water investment and the project overall is considered.

The major priority criteria in this assessment tool are listed below.

### Waterway Benefit

Project applications will be assessed according to the benefit of managing stormwater impacts on receiving waterway. Priority will be given to projects with a high connectivity to waterways of higher ecological condition.

### Stormwater Impact

For capital works projects, the level of stormwater treatment will be considered in the assessment process. This includes a range of factors, for example total nitrogen reduction (kg per annum). It is important that, as stated in Appendix 1: Pre-Application Checklist, capital works projects provide as much information as possible regarding what and how treatment will occur. Evidence to support these figures, such as MUSIC or STORM models, should also be provided.

### Capacity Building & Industry Significance

Projects that involve collaboration between council and other industry partners such as other local governments, water retailers, developers, local businesses and research institutions will be highly. This is to enable a catchment based approach, shared learnings and innovation between key stakeholders for long term industry transformation.

Projects that deliver skill development and increase council's commitment for managing stormwater within an IWM approach will also be prioritised. Where a council shows support for IWM principles, projects that improve capacity will be favourably weighted.

Weighting will also be given to applications that identify activities involving regional leadership and influence through innovation and active collaboration with other councils or organisations.

### Multiple Benefits

The Living Rivers program is committed to achieving multiple benefits projects in order to work towards Melbourne Water's three strategic pillars of healthy people, places and environment. Projects that demonstrate a range of environmental and social benefits will therefore be favourably weighted in the application assessment process. For example, a raingarden project that improves public amenity could



demonstrate both an environmental benefit and a benefit to the community. Alternately, a stormwater treatment capital works project with a flood risk reduction component could demonstrate that it provides benefit both in terms of water quality outcomes and social benefit from improved flood resilience.

## Risks

The risk of a proposed project will be assessed and greater priority given to projects where the risks of non-completion are low. In assessing this, the Living Rivers team will take into consideration the history of the Council in previous Living Rivers' projects as well as the information provided in the application form specific to the proposed project. Factors such as the level of communication from Council in previous projects will also be considered.

Another component of the risk assessment for capital works projects is the commitment to ongoing maintenance of the asset. Where council can demonstrate that they have committed to maintaining the asset, and therefore that the benefits are more assured in the long term, a favourable weighting will be applied.

## Applying Online

### Step 1: Complete the Pre-Application Checklist

Review and complete the required steps in Appendix 1: Pre-Application checklist. Importantly, speak to the appropriate Regional Coordinator (details in Appendix 3) to gain a clear idea of the validity and strength of the proposed application.

### Step 2: Register/Login

Go to the [Living Rivers webpage](#) and click on 'Apply Now'. This will take you to the home page for applications.

In the top ribbon, click on 'Log In'. You must then either enter your existing user details or register by filling out the required fields.

Once you have done this, you can log into the current funding round to start your application.

### Step 3: Fill Out Application

The application form can now be filled out. All questions marked with a \* must be completed. It is important that the information submitted in the application form is accurate and as detailed as possible as this will be used in the competitive assessment of the application.

A sample application form from the Spring 2016 Round can be found in Appendix 2. While this will vary from year to year, the bulk of the information required will be the same.

#### Step 4: Review and Submit

Once the form has been filled out, make sure it is submitted before the closing deadline for that funding round.

# Next Steps

## Notification and Contractual Arrangements

### Outcome of Application

Applicants will be notified of the outcome of their application approximately 4-5 weeks after the funding round has closed. This notification will be made via email to the primary contact listed on the application form.

Where a grant is offered, initial confirmation that the project will still proceed is required. This is to allow for changes in circumstances both from the applicant and also as a result of the grant offer. For example, a smaller than requested amount may be offered with proposed changes in project scope, and therefore the applicant may be required to reconsider the project.

### Contractual Arrangements

Once confirmation is received that the project will proceed, the Living Rivers team will draw up and send out the required contractual documents. These are normally in the form of two schedules, both of which need to be signed by council and returned. The head funding agreement to which these schedules pertain has been previously signed by all councils. Depending on the nature and timing of the project, an invoice for the first payment may be requested with the return of the signed schedules.

### Safety Information Sheet

A safety information sheet will be sent out with the schedules for the project. This details the safety requirements that council needs to meet in regards to Living Rivers projects. This must be signed and returned with the schedules.

Note: only one signed safety information sheet is required per council per round. This sheet will be taken to encompass all the projects receiving funding in that round.

## Other Permit Requirements

Please note, any offer of grant funding from Living Rivers does not negate the need to obtain a permit or other necessary approvals from Melbourne Water or other relevant authorities.

All design and construction activities undertaken as part of a grant-funded project should also comply with the Melbourne Water [Standards and Specifications](#).

## Payment Timing

The payment of grant funds will depend on the size and nature of the project and will be stated in the schedules. In general, an initial payment will be released when the signed contract and safety information sheet is received. For small projects, the remaining funds will be released on completion of the project. For larger projects, a milestone payment will be scheduled at a mid-way point in the project and a final payment of the remaining funds will be made on completion.

## Reporting Requirements

The schedules set out the terms in which Melbourne Water agrees to provide the grant funding. These terms outline a number of parameters including the reporting requirements for the project.

### Interim Reporting

Formal progress reporting is required at regular intervals throughout the project (depending on project nature and size), including when a payment of grant funds is scheduled. This formal reporting is done via the same online platform as the application form. A progress report form will be opened for a project and the user on the system will receive an email notification. The user is then required to login with their existing details, fill out and submit this report. Where a progress report is required for a payment to be made, as set out in the contract, this must be submitted before funds can be released.

Each project will be allocated to a particular region (see Appendix 3) and the corresponding Regional Coordinator will be in regular contact in regards to both formal and informal reporting. The Living Rivers team is here to support projects, and the Regional Coordinators are the primary point of contact to facilitate this. It is important that this communication is maintained in order for the Coordinators to provide both project support and accountability.

### End of Project Reporting

When a project has finished, an End of Project report template will be added to the project and this can be filled out online in the same way as the interim reports (see above). This report must be completed before final payment of the grant funds will be made.

This report template will ask for an evaluation of the project's activities, outcomes and levels of success. It will also require a breakdown of the project budget and a statement of expenditure. There will be an opportunity to reflect on lessons learned and provide feedback on the Living Rivers program. Any digital resources that were produced as part of the project (e.g. as constructed plans, updated MUSIC models, strategy documents, promotional signage etc.) should be attached to this report.

## Project Variations

A project variation refers to a change (additions or omissions) to the project scope, budget or the timescale in which the project will be completed. In some cases additional funds may be required to complete the original agreed works.

Any requests to vary the project must be made to your Regional Coordinator who will send you a link to the project variation form in the online grant portal. This form will ask for the following information depending on the nature of the variation:

### Extension of time

What progress has been made to date?

*To avoid delay in consideration of your variation request, ensure completed milestone reports (and relevant payment claims) have been submitted.*

What is the reason/s for requesting an extension of time and why was this not anticipated when planning the project?

*Include all factors e.g. council or government change of policy or staff, weather events, need for additional sampling, delays in consultation etc.*

What will you do to ensure the project is now completed within the new timeframe, if approved?

### Increase in funding

What is the reason/s for requesting an increase in the grant amount?

*If relevant, include the range of quote/tenders obtained and the reasons for choosing the preferred quote/tender.*

Why was this cost not anticipated when planning the project?

*Include all factors e.g. range of quotes received and why the preferred one is selected, additional data is now available and needs to be reworked, etc.*

What improved or additional outcomes/opportunities for the project will result due to the additional funds?

*E.g. additional nitrogen removal (include quantity), additional stormwater harvested (include volume). Provide updated modelling where modelling where appropriate.*

### Change in scope

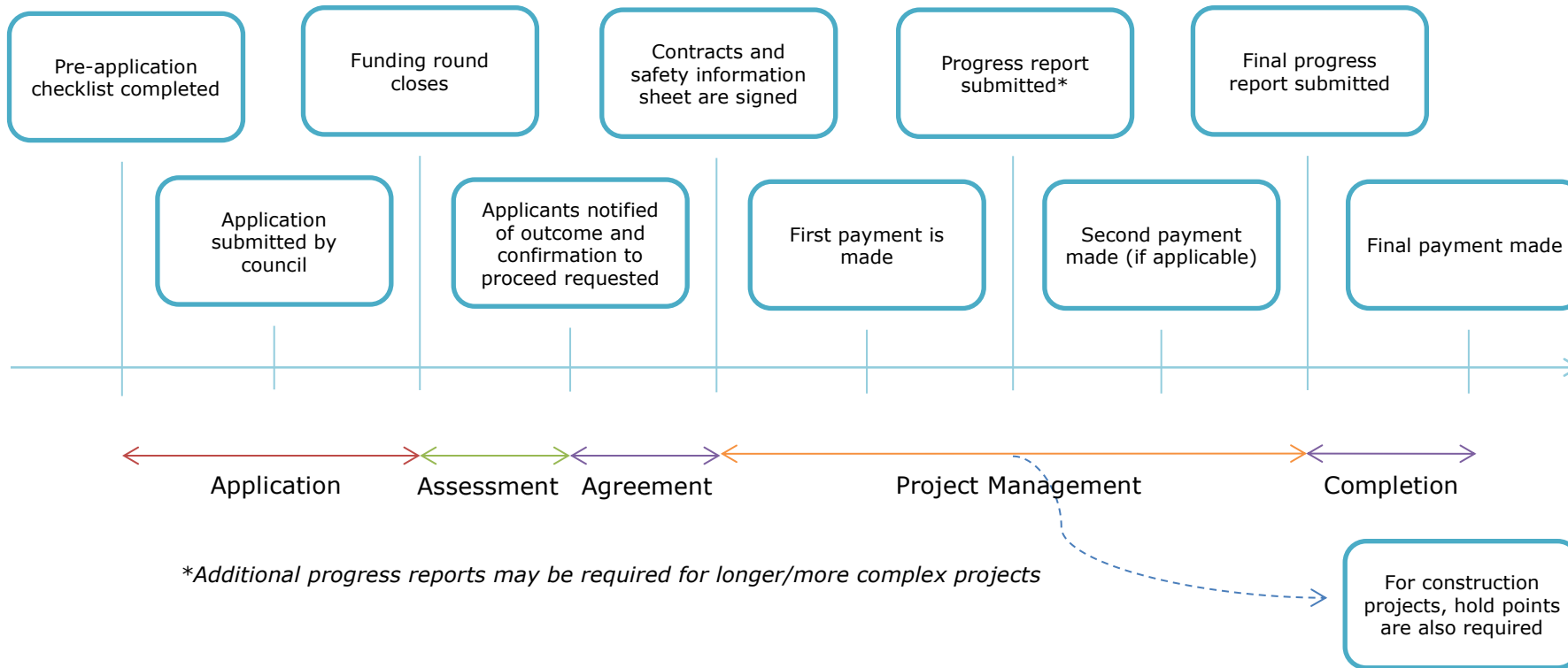
Provide a description of the revised scope and the reason/s for the change.

Confirm how the revised scope is broadly consistent with the outcomes and objectives of the original grant application and how it will deliver comparable or improved results.

## Assessment of Variation Requests

Where the request will result in a change in the total cost or outcomes delivered, the benefits and costs of the varied project will be compared against projects in the original funding round to confirm that the changed scope would have still been funded through the competitive funding round/ process. Not all requests for variation will be approved.

# Overall Grant Funding Process







# Appendices

## Appendix 1: Pre-Application Check List

<b>Living Rivers Pre-Application Check List</b>		<b>Confirmed?</b>
<b>Eligibility</b>		
	Will the project be undertaken by an individual council or group of councils within our service area?	
	If an asset is created through the project, will it be owned and maintained by council?	
	Will the project deliver improve stormwater quality and/or reduce stormwater quantity?	
	Does the project have matching council funding to us on a 50:50 minimum basis?	
	Will Council lead and deliver the project using internal staff and resources?	
	Is the total funding amount for the overall project sought from Melbourne Water equal or less than \$300,000?	
<b>Key Application Information</b>		
	Have the stormwater quality improvement components of the project been identified and costed in terms of council, Melbourne Water (proposed) and other funder contributions?	
	Have the stages of the project been established and the risks identified?	
	For capital works projects, has a MUSIC model or equivalent been constructed to demonstrate the proposed stormwater treatment?	
<b>Review</b>		
	Have you contacted your regional coordinator to discuss the project?	
	Have you filled out the online application form and attached supporting documentation?	

## Appendix 2: Example Application Form

*Please note, changes may be made to the application form so please refer to the [Living Rivers webpage](#) for more information.*

This example form also covers all project types and up to five project stages so is longer than would usually be required for individual projects.

### Contact details

\* indicates a required field

#### Organisation name \*

Organisation Name

#### ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### Postal address \*

Address

Suburb    State    Postcode

### Primary contact

This is the key contact for the duration of the project that Melbourne Water will be liaising with.

#### Contact \*

First Name

Last Name

# Living Rivers Grant Application Form - February 2017

## Form Preview

**Position \***

**Phone number \***

Include area code

**Mobile phone number**

**Email \***

Alternative contact

**Contact \***

First Name

Last Name

**Position \***

**Phone number \***

Include area code

**Mobile phone number**

**Email \***

## Council planning

**Do you have a current integrated water management plan, stormwater Management Plan, or similar?**

- Yes
- No

**Does your Council have WSUD requirements as part of your local planning scheme?**

- Yes

# Living Rivers Grant Application Form - February 2017

## Form Preview

No

**Do you have Council stormwater management targets?**

Yes

No

**List any targets and timeframes related to stormwater management.**

Description of stormwater quality targets or relevant strategies can support this application by demonstrating a longer term commitment to sustainable stormwater management

## Project details

\* indicates a required field

**Project title \***

Note that only one project proposal can be entered. Additional projects will need to be filled out through a new application

**Project summary (What are you going to do? eg. Investigate and report on options for a WSUD requirement in the local planning scheme) \***

Word count:

Must be no more than 25 words

**Project background - what has been done previously, or what has led to this project being scoped?**

Word count:

Must be no more than 150 words.

**Detailed project description \***

Word count:

Provide a description (150 words maximum) of your project

**What are the project expected outcomes? \***

Word count:

Dot points, 200 words maximum

# Living Rivers Grant Application Form - February 2017

## Form Preview

### What is the name of the receiving waterway/reach that will benefit from this project? \*

- Bunyip River
- Dandenong Creek
- Cherry Creek
- Kananook Creek
- Kororoit Creek
- Maribyrnong River
- Tarago River
- Werribee River
- Yarra River
- Westernport Bay
- Skeleton Creek
- Mordialloc Creek
- Port Phillip Bay
- Not Applicable
- Other:

### Start date \*

Must be a date

### End date \*

Must be a date and no later than 31/12/2018.

### Other partners collaborating on this project eg. councils, water retailer, EPA, developer, community group

## Project Type

This section seeks clarification on the type of project that you are seeking funding for.

### Capital works / design or construction of an asset. (If you answer yes, you will be directed to complete page 5). \*

- Yes
- No

Includes feasibility, concept, functional and detailed design, construction

### Strategic (If you answer yes, you will be directed to complete the next page). \*

- Yes
- No

Includes masterplans, reviews, planning scheme

### Personnel - grant is funding a position \*

- Yes
- No

Includes WSUD engineering, planning or enforcement officers

# Living Rivers Grant Application Form - February 2017

## Form Preview

### Community \*

- Yes
- No

Includes education and other programs to promote WSUD and behaviour change on private property. This does not include community consultation for capital works projects.

### Training \*

- Yes
- No

Includes Clearwater training

## Strategic project details

### Longer Term Commitment

**Indicate resources that have been allocated beyond the end of the project**

- Staff to implement actions arising from the project
- Working groups
- Business plans
- Other:

**Describe staff and budget committed beyond the end of the project**

### Constraints to implementing the project

**What are the factors beyond your control which could have a negative impact on the project?**

## Structural project details

\* indicates a required field

### Ownership arrangements

**If creating an asset, what type? \***

- Raingarden
- Wetland
- Stormwater Harvesting
- Rainwater Tanks
- Sediment Pond
- Swale
- Other:

# Living Rivers Grant Application Form - February 2017

## Form Preview

**Project location coordinates from Google Maps eg -37.814323, 144.947015 \***

Structural Projects Only. For multiple locations, insert a semicolon between coordinates.

**Melways location coordinates \***

Structural Projects Only. For multiple locations, insert a semicolon between coordinates.

**On whose land will the project be based? \***

- Melbourne Water
- Crown land
- Council owned land
- Other:

**Is the proposed project connecting to or working over a Melbourne Water asset?**

- Yes
- No

If yes, please attach further information under 'Previous Investigations' below

Project activities that have been completed

**What project stages have been completed? \***

- Scoping
- Feasibility
- Concept design
- Functional design
- Detailed design
- Construction
- Investigation and report
- Community consultation
- Other

Previous investigations

If the grant is to be used for construction activities, a MUSIC model must be submitted for projects with a catchment area greater than 1 hectare, or a STORM calculator report must be submitted for projects with a catchment area less than 1 hectare.

**Indicate background documents, models or other materials that support your application \***

- Modelling
- Design
- Catchment studies / master planning
- Community feedback reports or survey results
- None
- Other:

eg: planning provision changes, business case, site feasibility



# Living Rivers Grant Application Form - February 2017

## Form Preview

### Attach any supporting investigation material(s)

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each.

### Grant funding activities

If the grant is to be used for construction activities, a MUSIC model must be submitted for projects with catchment area greater than 1 hectare, or a STORM calculator report must be submitted for projects with catchment area less than 1 hectare.

### What will the funding be used for? \*

- |  |   |
|--|---|
| <input type="checkbox"/> Scoping           | <input type="checkbox"/> Construction             |
| <input type="checkbox"/> Feasibility       | <input type="checkbox"/> Investigation and report |
| <input type="checkbox"/> Concept design    | <input type="checkbox"/> Community consultation   |
| <input type="checkbox"/> Functional design | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Detailed design   |   |

### Longer term commitment

### Indicate resources that have been allocated beyond the end of the project \*

- Operations
- Maintenance
- Renewals
- None
- Other:

More than 1 answer is allowed

### Describe staff and budget committed beyond the end of the project

Word count:

Must be no more than 100 words

### Attach any supporting plans or documents that demonstrate long term commitment

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

### Constraints to implementing the project

**What are the factors beyond your control which could have a negative impact on the project?**

Word count:

Must be no more than 100 words

### Total project overview

#### Stormwater Quality Improvement Works

Includes all components of the project that contribute to improving stormwater quality. For example, this could include water sensitive urban design assets.

#### Melbourne Water Co-Funding Requirements

A co-funding commitment of at least 50% by councils is required for all Living Rivers grants. This must be made up of at least a 30% monetary contribution.

For example, a project where the stormwater quality improvement components have a total cost of \$50,000 may receive up to \$25,000 from Melbourne Water and must have a council monetary contribution of at least \$15,000.

i.e. \$25,000 (Melbourne Water monetary contribution) + \$15,000 (council monetary contribution) + \$10,000 (council in-kind contribution) = \$50,000 total

#### Definition of In-kind

According to the following CPA definition:

*An in-kind contribution generally means a contribution other than cash. This generally occurs when a commitment has been made by a grantee to commit its resources towards the grant activity or project.*

*In-kind contributions may include:*

- labour donated by the grantee, where the project is labour intensive, such as project management and office support.
- donated services or indirect costs provided by the grantee such as the provision of accommodation and the use of personal computers.

Stormwater quality project tasks / components	Council (monetary)	Council (in kind)	Melbourne Water Living Rivers Grant (monetary)	Other Funder (monetary)	Name of Other Funder (if applicable)
---	--------------------	-------------------	--	-------------------------	--------------------------------------

	\$	\$	\$	\$	

#### Stormwater Quality Improvement Works Summary

#### Total Melbourne Water Living Rivers monetary contribution (GST exclusive)

\$

Must be a dollar amount. This number/amount is calculated automatically from the sum of the above table column 'Melbourne Water Living Rivers Grant (monetary)'.

# Living Rivers Grant Application Form - February 2017

## Form Preview

### Total Council monetary contribution

\$

This number/amount is calculated.

Must be a dollar amount. This amount is calculated automatically from the sum of the above table column 'Council (monetary)'.

### Total Stormwater Quality Improvement Works Monetary Cost

\$

Must be a dollar amount. This number/element is calculated automatically from the sum of the above table columns 'Melbourne Water Living Rivers Grant (monetary)', 'Council (monetary)' and 'Other Funder (monetary)'.

### In-kind total amount

\$

Must be a dollar amount. This number/amount is calculated automatically from the sum of the above column 'Council (in kind)'.

### What in-kind support will you be requiring from the Melbourne Water Living River's team?

Leave blank if you do not require any support other than financial.

### Non-Stormwater Quality Improvement Works

Please list below all the components of the project **not** involved with improving stormwater quality. For example, for a car park improvement project where raingardens are being installed, the below table should include other components of the construction not associated with the raingarden.

By answering this question, it gives us the scope and size of your project. You therefore must include information on **all other** parts of the project. This includes both proposed activities to be partially funded by other partners as well as those entirely funded by Council.

Non-stormwater quality project tasks/components	Council (monetary)	Other funder (monetary)	Name of Other Funder (if applicable)
	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Non-Stormwater Quality Improvement Works Summary

#### Total NON Stormwater Quality Improvement Works Monetary Cost

\$

This number/amount is calculated automatically from the sum of the above table columns 'Council (monetary)' and 'Other Funder (monetary)'.

# Living Rivers Grant Application Form - February 2017

## Form Preview

Total Project Budget (GST exclusive)

### Total Council monetary contribution amount

\$

This number/amount is calculated automatically from the sum of the Stormwater Quality Improvement Works table column 'Council (monetary)' and Non-Stormwater Quality Improvement Works table 'Council (monetary)'.

### Total other funder monetary contribution amount

\$

This number/amount is calculated automatically from the sum of the Stormwater Quality Improvement Works table 'Other Funder (monetary)' and Non-Stormwater Quality Improvement Works table 'Other Funder (monetary)'.

### Total monetary project cost

This number/amount is calculated automatically from the sum of all monetary contributions from the Stormwater Quality Improvement Works table and Non-Stormwater Quality Improvement Works table.

## Melbourne Water funded stages

\* indicates a required field

**Break down the project into tasks or stages as you allocated on the Total project overview table on the previous page (refer to page 6). Only include components for which you are applying for Melbourne Water funding.**

This will help us to assess each item's eligibility and suitability for funding.

### How many project stages will require Melbourne Water funding? \*

- 1 item
- 2 items
- 3 items
- 4 items
- 5 items

You can complete up to five project components.

### Proposed funded stage item 1

#### Stage name \*

#### Stage start date \*

Must be a date.

#### Planned completion date \*

# Living Rivers Grant Application Form - February 2017

## Form Preview

Must be a date

**How confident are you of meeting this milestone? \***

- Very
- Somewhat
- Will need closer monitoring

**What are the risks for completion? \***

Must be no more than 100 words

**What are the measures in place to reduce the risks? \***

Word count:

Must be no more than 100 words

### Financial details funded stage item 1 (GST exclusive)

**Planned Council cash contribution for Stormwater Quality Improvement Works \***

\$

Must be a dollar amount and GST exclusive

**Planned Council cash contribution for NON Stormwater Quality Improvement Works \***

\$

Must be a dollar amount and GST exclusive

**Melbourne Water funding contribution sought \***

\$

Must be a dollar amount and GST exclusive

**Is Council's cash commitment confirmed? \***

- Yes
- No
- Not sure

**Please describe the commitment in greater detail.**

**Any supporting documentation**

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

**Please list other funding sources, \$ contributions and indicate where funding source is confirmed**

Indicate level of confirmed commitment

Proposed funded stage item 2

**Stage name**

**Stage start date**

Must be a date

**Planned completion date**

Must be a date

**How confident are you on meeting this milestone?**

- Very
- Somewhat
- Will need close monitoring

**What are the risks for completion?**

Must be no more than 100 words

**What are the measures in place to reduce the risks?**

Word count:

Must be no more than 100 words

Financial details funded stage item 2 (GST exclusive)

**Planned Council cash contribution for Stormwater Quality Improvement Works**

\$

Must be a dollar amount and GST exclusive

**Planned Council cash contribution for NON Stormwater Quality Improvement Works**

Must be a dollar amount and GST exclusive

# Living Rivers Grant Application Form - February 2017

## Form Preview

### Melbourne Water funding contribution sought

Must be a dollar amount and GST exclusive

### Is Council's cash commitment confirmed?

- Yes
- No
- Not sure

### Please describe the commitment in greater detail.

### Any supporting documentation

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

### Please list other funding sources, \$ contributions and indicate where funding source is confirmed

Indicate level of confirmed commitment

### Proposed funded stage item 3

#### Stage name

#### Start date activity

Must be a date

#### Planned completion date

Must be a date

### How confident are you of meeting this milestone?

- Very
- Somewhat
- Not sure

### What are the risks for completion?

Must be no more than 100 words

**What are the measures in place to reduce the risks?**

Word count:

Must be no more than 100 words

**Financial details funded stage item 3 (GST exclusive)**

**Planned Council cash contribution for Stormwater Quality Improvement Works**

\$

Must be a dollar amount and GST exclusive

**Planned Council cash contribution for NON Stormwater Quality Improvement Works**

\$

Must be a dollar amount and GST exclusive

**Melbourne Water funding contribution sought**

\$

Must be a dollar amount and GST exclusive

**Is Council's cash commitment confirmed?**

- Yes
- No
- Not sure

**Describe the commitment in greater detail.**

**Any supporting documentation**

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

**List other funding sources, \$ contributions and indicate where funding source is confirmed**

Level of confirmed commitment

## Melbourne Water funded stages (cont'd)

**Proposed funded stage item 4**

**Stage name**



# Living Rivers Grant Application Form - February 2017

## Form Preview

### Stage start date

Must be a date

### Planned completion date

Must be a date

### How confident are you of meeting this milestone?

- Very
- Somewhat
- Not sure

### What are the risks for completion?

Must be no more than 100 words

### What are the measures in place to reduce the risks?

Word count:

Must be no more than 100 words

### Financial details funded stage item 4 (GST exclusive)

#### Planned Council cash contribution for Stormwater Quality Improvement Works

\$

Must be a dollar amount and GST exclusive

#### Planned Council cash contribution for NON Stormwater Quality Improvement Works

\$

Must be a dollar amount and GST exclusive

#### Melbourne Water funding contribution

\$

Must be a dollar amount and GST exclusive

### Is Council's cash commitment confirmed?

- Yes
- No
- Not sure

### Please describe the commitment in greater detail.

# Living Rivers Grant Application Form - February 2017

## Form Preview

### **Any supporting documentation**

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

### **Please list other funding sources, \$ contributions and indicate where funding source is confirmed**

Indicate level of confirmed committment

### **Proposed funded stage item 5**

#### **Stage name**

#### **Stage start date**

Must be a date

#### **Planned completion date**

Must be a date

#### **How confident are you of meeting this milestone?**

- Very
- Somewhat
- Not sure

#### **What are the risks for completion?**

Must be no more than 100 words

#### **What are the measures in place to reduce the risks?**

Word count:

Must be no more than 100 words

### **Please list other funding sources, \$ contributions and indicate where funding source is confirmed**

# Living Rivers Grant Application Form - February 2017

## Form Preview

Indicate level of confirmed committment

Financial details funded stage item 5 (GST exclusive)

### **Planned Council cash contribution for Stormwater Quality Improvement Works**

\$

Must be a dollar amount and GST exclusive

### **Planned Council cash contribution for NON Stormwater Quality Improvement Works**

\$

Must be a dollar amount and GST exclusive

### **Melbourne Water funding requested**

\$

Must be a dollar amount and GST exclusive

### **Is Council's cash commitment confirmed?**

- Yes
- No

### **Describe the commitment in greater detail.**

### **Any supporting documentation**

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

### **List other funding sources, \$ contributions and indicate where funding source is confirmed**

Indicate level of confirmed committment

## Waterway benefits

\* indicates a required field

### Stormwater quality

### **Will there be reduction in nitrogen discharge to Port Phillip Bay or reduction in sediment discharge to Western Port Bay? \***

- Yes

# Living Rivers Grant Application Form - February 2017

## Form Preview

No

**If yes, what are the modelled pollutant load reductions?**

**kg / year Total Nitrogen \***

Must be a number.  
Must be a number

**Melbourne Water grant / kg per year of nitrogen removal**

\$

This number/amount is calculated.  
It determines the cost to Melbourne Water per kg of nitrogen removal.

**kg / year Total Phosphorus (TP) \***

Must be a number

**kg / year Total Suspended Solids (TSS) \***

Must be a number

**kg / year gross pollutants \***

Must be a number

**Megalitres per year stormwater discharge reduction \***

Must be a number. Only applicable to stormwater harvesting projects

**Size of catchment treated (square metres) \***

Must be a number

**Catchment type \***

- General urban
- Industrial zone
- Road only
- Roof only
- Other:

**Catchment impervious percentage \***

Must be a number only - no symbols

**Any other details**

Word count:

Please save with descriptive label. Must be no more than 100 words

**Attach supporting files e.g. MUSIC model, STORM calculations etc. \***

Attach a file:

Can do multiple attachments up to 25 mb. If the grant is to be used for construction activities, a MUSIC model must be submitted for projects with catchment area greater than 1 hectare, or a STORM calculator report must be submitted for projects with catchment area less than 1 hectare.

### Stormwater harvesting

**How many megalitres per year will be harvested?**

Must be a number

### Restoring natural hydrology patterns to receiving waterways

**On average, how many days per year, will stormwater from the catchment reach the waterway?**

Must be a number

**Provide further details**

Word count:

Must be no more than 100 words

### Stormwater flows: reduction of acute water quality issues

This section applies to projects that target point source discharges usually from commercial or industrial areas, that create acute water quality issues.

**This project will aim to reduce acute water quality issues? \***

- Yes
- No

**Provide further details**

Word count:

Must be no more than 100 words

## Social benefits

\* indicates a required field

### Amenity Improvement

**How many square metres of public open space will be improved? \***

Must be a number

**Will this project reduce the amount of litter entering waterways? \***

- Yes
- No

**What level of public visitation will the improved site receive? \***

- High
- Medium
- Low

#### Provide details

Word count:

Must be no more than 100 words

### Reduction of flooding risks and/or public health

**What level of flood risk reduction will this project provide? \***

- High
- Medium
- Low
- None or unknown

#### Provide details

Word count:

Must be no more than 100 words

### Community support and participation for project

**What level of community support does this project have? \***

- High
- Medium
- Low
- None or unknown

# Living Rivers Grant Application Form - February 2017

## Form Preview

High = Active community participation in the project  
Medium = Active community support for the project  
Low = Some community awareness of the project or general community support for this type of project  
None or unknown = no community awareness of the project or opposition to this type of project

### Provide details

Word count:

Must be no more than 100 words.

## Change and leadership benefits

\* indicates a required field

### Build capacity within your organisation

**To what level within your Council, will this project build capacity for sustainable stormwater management? \***

- High
- Medium
- Low
- None or unknown

**Provide details \***

Word count:

Must be no more than 75 words

**How many staff will be directly involved with this project? \***

Must be a number

### Leadership to industry

**To what level, will this project provide leadership for the stormwater management industry? \***

- High
- Medium
- Low
- None or unknown

**Please list how you plan to share the results and lessons learnt of this project more broadly. \***

- Conference presentation
- Informal presentation
- Case study

- Report (make it publically available)
- Article
- Other:

Must be at least 1 choice selected

### Engaging residents and community

**To what level, will this project build community awareness and motivation to practice sustainable stormwater management practices on private land? \***

- High
- Medium
- Low
- None or unknown

#### Provide details

Word count:

### Other Benefits

\* indicates a required field

#### Local ecological

**Will this project positively contribute to or protect local biodiversity? \***

- Yes
- No

**Will this project positively impact on sites of biological significance? \***

- Yes
- No

**If you ticked yes to either question, advise how this project will contribute**

Word count:

Must be no more than 100 words

#### Additional outcome 1

##### Additional outcomes 1

List additional outcomes not previously mentioned



# Living Rivers Grant Application Form - February 2017

## Form Preview

### How does the project address the selected outcome?

Word count:

Must be no more than 100 words

### Additional outcome 2

#### Additional outcomes 2

List additional outcomes not previously mentioned

### How does the project address the selected outcome?

Word count:

Must be no more than 100 words

## Terms and Conditions

\* indicates a required field

### Privacy

Melbourne Water respects the privacy of your personal information and we collect and handle it in accordance with the *Privacy and Data Protection Act 2014* (Vic). The personal information we ask for in your Grant application is needed to receive, assess, manage and communicate with you about our Grants programs. It includes your name, email address and contact details.

The information will be used by Melbourne Water staff responsible for managing our Grants programs. We may share your personal information with our contractors. We may prepare anonymous statistical reports about our Grants programs. Melbourne Water or our contractors may contact you to conduct customer research.

The Grants Portal uses OurCommunity's SmartyGrants system and personal information you provide will be handled on computer servers in New South Wales and other places outside Victoria. We encourage you to read the SmartyGrants Privacy Policy (Applicants) at [www.smartygrants.com.au](http://www.smartygrants.com.au).

To access your personal information, contact Melbourne Water's Privacy Advisor by calling 131 722 or emailing [enquiry@melbournewater.com.au](mailto:enquiry@melbournewater.com.au). Our Privacy Policy is available on our website ([melbournewater.com.au](http://melbournewater.com.au)) or by contacting us as above.

### Terms and Conditions

I am authorised by my organisation to complete this form, and I agree that:

- The statements made in this application are true.

# Living Rivers Grant Application Form - February 2017

## Form Preview

- The Living Rivers funding will fund skills and commitment to managing stormwater within an integrated water management approach, that this will increase the capacity of my Council to deliver direct and measurable waterway and Bay improvements.
- That we expect this capacity to translate into further integrated water cycle management works. These future works will contribute to Melbourne Water achieving its waterway targets and objectives for Port Philip and Western Port.
- Without Living Rivers funding, Council will not deliver the proposed Living Rivers works or Council will not be able to deliver the works to the same standard before Jan-2018.
- Where the funding provides on-ground works, Council commits to operating and maintaining these assets so that the assets achieve their waterway management objective for at least ten years.
- Assets created are owned and maintained by Council.
- Council leads and manages the project and is delivered using Council staff and resources.
- All necessary permits/approvals will be obtained prior to the beginning of the project.
- Appropriate insurance will cover the project.
- All relevant health and safety standards will be met.
- Melbourne Water does not accept any liability or responsibility for the project.
- I have read and understand the Melbourne Water Grants Portal Privacy Statement and the SmartyGrants Privacy Policy (Applicants) and consent on this basis to my personal information being transferred outside Victoria on SmartyGrants.

If successful, I will:

- Ensure that reporting requirements are met within the agreed nominated timeframes
- Accept the terms of the grant per Melbourne Water's requirement

**I agree to the above \***

Yes

## Feedback

Before you **REVIEW** and **SUBMIT**, please take a few moments to provide us with some feedback.

**How easy was this form to fill in? \***

- Very easy
- Easy
- Average
- Difficult

**Provide us with any feedback about the process or the program.**

## Appendix 3: Contact Information

West & North Region	North East & IMAP Region	South East Region
<b>Micah Pendergast</b>	<b>Rachelle Adamowicz</b>	<b>Michael Godfrey</b>
Brimbank	Banyule	Bass Coast
Greater Geelong	Boroondara	Baw Baw
Hobsons Bay	Darebin	Bayside
Hume	Manningham	Cardinia
Macedon Ranges	Maroondah	Casey
Maribyrnong	Melbourne	Greater Dandenong
Mitchell	Monash	Frankston
Melton	Nillumbik	Glen Eira
Moonee Valley	Port Phillip	Kingston
Moorabool	Stonnington	Knox
Moreland	Whitehorse	Mornington Peninsula
Whittlesea	Yarra	South Gippsland
Wyndham	Yarra Ranges	
<b>9679 7185</b> <b>0431 048 660</b>	<b>9679 7401</b> <b>0412 323 380</b>	<b>9679 7868</b> <b>0408 051 365</b>
<a href="mailto:micah.pendergast@melbournewater.com.au">micah.pendergast@melbournewater.com.au</a>	<a href="mailto:rachelle.adamowicz@melbournewater.com.au">rachelle.adamowicz@melbournewater.com.au</a>	<a href="mailto:michael.godfrey@melbournewater.com.au">michael.godfrey@melbournewater.com.au</a>
<b>Administrative Enquiries</b>		
<b>Jessica Hellier</b>		
<b>9679 7428</b> <b>0403 452 861</b>		
<a href="mailto:jessica.hellier@melbournewater.com.au">jessica.hellier@melbournewater.com.au</a>		

### Contact us

For general enquiries please call the Customer Service Centre on 131 722 or email [livingrivers@melbournewater.com.au](mailto:livingrivers@melbournewater.com.au)