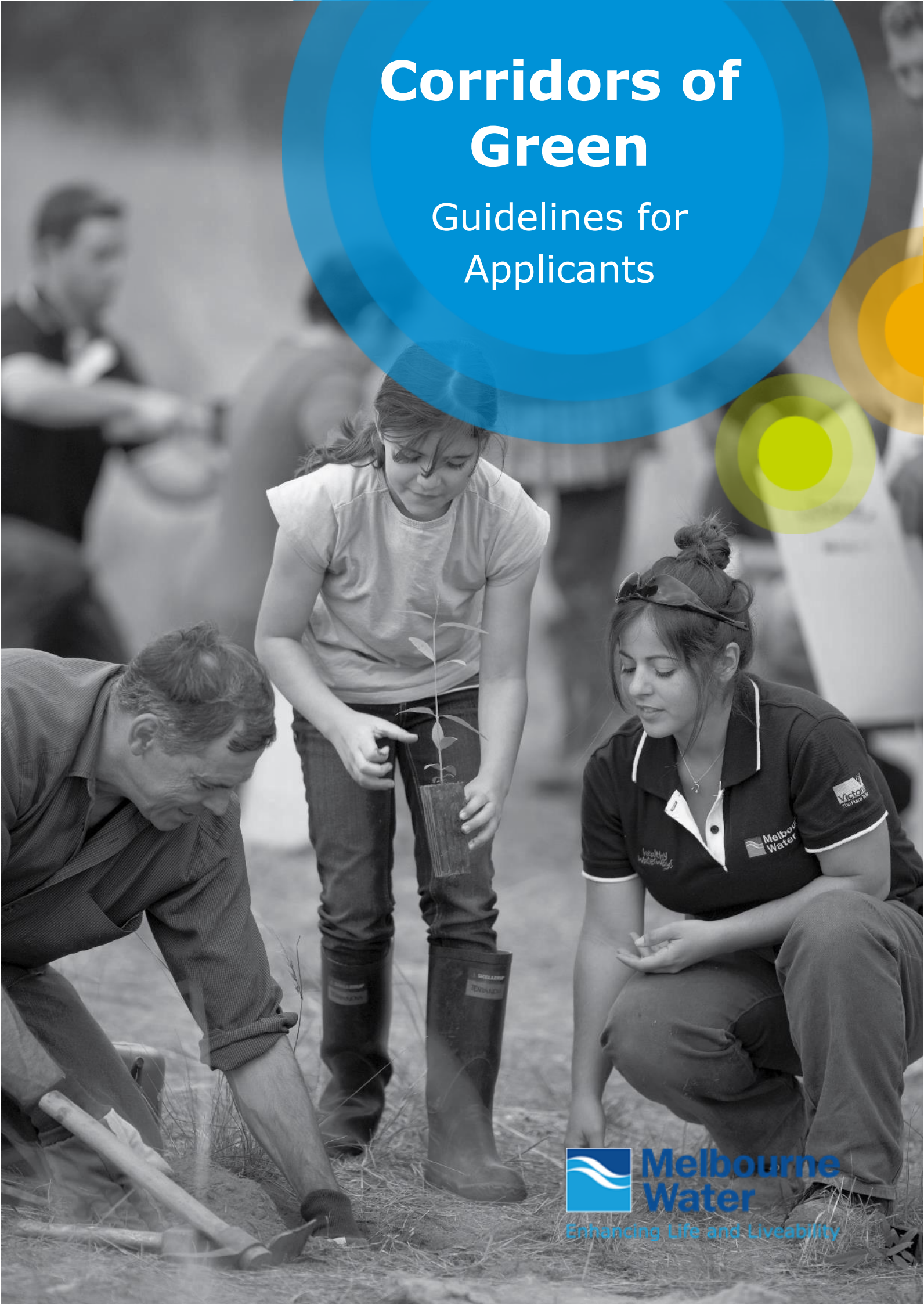


Corridors of Green

Guidelines for Applicants





Melbourne Water offers funding and support to improve river health through the Corridors of Green Grant program. Local councils and public land managers are eligible for this funding. These guidelines are designed to help public land managers apply for these grants.

What is the intention of the Corridors of Green Grants Program?

The Corridors of Green Grants Program provides financial assistance to stimulate a partnership approach for the protection and rehabilitation of waterways on public land. The grants help local council and managers of public land undertake projects and activities to improve the health of their local waterway. Working in partnership with other agencies, this supports Melbourne Water to deliver the Healthy Waterways Strategy.

The objectives of the Corridors of Green Grants Program are to:

- Assist public land managers with financial and technical support to enhance riparian habitat corridors and improve amenity of open space.
- Foster an understanding and appreciation of river health within the community.
- Improve the quality and quantity of indigenous riparian vegetation.
- Reduce the impact of threatening processes on waterways.
- Aid the return of native fauna to parklands.

Funding Criteria

Grants of up to \$20,000 are available to support the implementation of projects that address natural resource management issues on public land adjacent to waterways.

Applicants must show that they will contribute an amount that is at least equal to the funds requested in the form of cash or in-kind contributions.

Projects must be completed within 18 months of receipt of funding.

Items that are eligible for funding through the Corridors of Green Grants Program include:

- Weed control and management.
- Pest animal control (as part of an integrated approach e.g. local councils or Parks Victoria, in collaboration with a group of contiguous landowners or a Community Group).
- Riparian fencing.
- Site preparation.
- Indigenous plants.
- Plant materials.
- Guards, stakes and weed mat.
- Planting support (where a need can be demonstrated).
- Mulch.
- Frontage Management Plans.
- Capital items such as tools, trailers and other equipment.

Applicants may use their time in project planning, project implementation and project management towards their contribution.

Applicants are required to contact a Waterways and Land Officer (see back page for contact details) to discuss their application before applying.

How to apply

From February 2017 until June 2017 applicants will be required to complete an application online, using SmartyGrants.

To apply, access the application form [here](#).

More information on setting up an [account](#) and [FAQ's](#).

If you have concerns about applying online or for specific help and advice, please contact the River Health line on (03) 9679 7431.

More information is available in the next section of the Guidelines 'Applying for a Grant'.

How are applications assessed?

Applications are assessed by Melbourne Water. Preference will be given to projects that:

- have been discussed with the 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.
- are on waterways in Priority Areas or that contribute to the improvement of waterway and riparian health for key values identified in the [Healthy Waterways Strategy](#).

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 your organisation. Your agreement must be returned by the due date shown on your agreement letter or the funding offer may lapse.

Reporting

Organisations that receive a grant will be required to submit a short report at the completion of the project, to document the project works and expenditure for auditing purposes. The requirements for the report will be sent towards the end of the project.

Other funding opportunities

Projects that involve protecting our waterways and bays through improved stormwater management can be directed to the Living Rivers team. For more information go to: <http://www.melbournewater.com.au/getinvolved/applyforfunding/livingriversfunding/pages/living-rivers-funding-and-support.aspx>



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

General

Prior to submitting a grant application, it is a requirement that all applicants contact a Waterways and Land Officer to discuss the details of their application, including:

- eligibility of your organization;
- project feasibility;
- project location;
- 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 6);
- intention to apply for funds for a Site Specific Management Plan (see page 9);
- 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 the River Health line on (03) 9679 7431.

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

Attachments

All applicants must complete and upload the tax forms and payment information **with** their application. These forms are located on the Corridors of Green page of the [Melbourne Water website](#). If you require assistance with completing any of these forms, please call the River Health line on (03) 9679 7431.

EFT form

This form is for your payment information. Please complete, scan and upload for payment to be processed.

Recipient Created Tax Invoice Agreement (RCTIA) form

Please complete the Recipient Created Tax Invoice Agreement form with your ABN, scan and upload.



The application form is available here:

[APPLICATION FORM](#)

Question 1

Details of the Organisation

Provide the name of your organization, postal address and ABN.

Question 2

Project Contact Person

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

Question 3

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 the River Health line on (03) 9679 7431.

Question 4

Project Name

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

Question 5

Project Map

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.

Question 6 and 7

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 a feature 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 undertake with the proposed funding to address the threat to the identified 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/s 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, 20m from the top of the bank."

Question 8

Links to regional priorities

Preference will be given to projects on waterways managed by Melbourne Water and that are in a Priority Area/s 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 11

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/ organization 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 organizations 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 12

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 and how access will be obtained and the task/s will be performed.

Did you observe any hazards that could affect the delivery of the activities proposed on this site (e.g. steep slopes, rocky or uneven ground)?

If you have identified any hazards on site that could affect the implementation of your project or the safety of people (contractors/volunteers), please attach a copy of the Task Risk Assessment (TRA) or Safe Work Method Statement (SWMS).

Many land managers/organisations already use these documents when planning to undertake works or request it from their contractors prior to undertaking works

It is important that the TRA or SWMS is specific to the site in which your project exists.

Question 13
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 another organisation should be recorded as either cash or in-kind. These should be spread over separate lines in the budget. See below for an example. To calculate hours of voluntary time, use \$30 as a standard hourly rate (excl. GST).

Question 15
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 the application can be found on the Corridors of Green [page](#) on the Melbourne Water website.

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.



Terms and conditions

This section explains some important terms and conditions about the grants

Matching funds

Budgets in 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.

Contractors

Funding is available to engage contractors to assist with site preparation, weed control and pest animal control if your organisation 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.

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

Management and facilitation costs

Applicants 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.

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.

Terms and conditions

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. An 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 you will still be eligible for funding.

For more information visit
melbournewater.com.au

To download these guidelines from the internet or to get more information visit the corridors of green [webpage](#).

Healthy Waterways Strategy and Storm water [Strategy](#) then follow the links.

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.

How to contact a Waterways and Land Officer

You can contact a Waterways and Land Officer by calling the River Health line on (03) 9679 7431 or by emailing us at river.health@melbournewater.com.au

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.