

Managing Fruit Fly

Regional Grants Program Guidelines

Round One

Contents

Regional Grants Program Guidelines – Round One	4
Introduction	5
Summary table for Round 1 Managing Fruit Fly - Regional Grants Program	6
Purpose of this document	6
Funding Details	6
Project requirements	7
Essential Requirements	7
Key Attributes	7
Eligible Projects	7
Ineligible Projects	7
Ineligible Expenses	8
Who can apply?	8
Application and Assessment	8
Step 1: Before applying	8
Step 2: Preparing an Application	9
GST	9
Who signs the Application?	9
Addressing Project Criteria	9
1. Alignment to one or all three areas of focus from the Managing Fruit Fly in Victoria Action Plan 2015-2020.	9
2. Breadth of impact	9
3. Innovation and capability development	9
4. Demonstrated project need, impact, feasibility and delivery	9
5. Sustainable approaches and outcomes	10
6. Maximising value to the State	10
Step 3: Application assessment	10
Step 4: Approval and notification	10
Terms and Conditions of Funding	10
Funding Agreements	10
Evaluation and Reporting	10
Privacy	11
Disclaimer	11



Accessibility

If you would like to receive this publication in an accessible format, please telephone Cathy Mansfield on 03 5383 5225 or email cathy.mansfield@ecodev.vic.gov.au.

This document is also available in PDF and/or Word format at www.agriculture.vic.gov.au



Regional Grants Program Guidelines – Round One

INTRODUCTION

The Victorian Government acknowledges the impact and potential risks of fruit flies and as a result, in partnership with industry and community, has developed the Managing Fruit Fly in Victoria: Action Plan 2015-2020 (the State-wide Action Plan). These guidelines provide details of the Managing Fruit Fly - Regional Grants Program (Round 1).

In August 2016 we committed \$6.7 million over 3 years to develop the capability and capacity for fruit fly management in Victoria within key regional areas. This funding includes \$4 million for on-ground action through grants.

The State-wide Action Plan recognises that fruit fly management in Victoria is a shared responsibility. Industry, government and community all need to work together to reduce the impacts of fruit fly on horticulture productivity, quality and market access opportunities.

The five year State-wide Action Plan focuses on three areas:

- strengthened fruit fly management through state and regional coordination and collaboration;
- improved fruit fly management in commercial orchards and communities; and
- improved access to intrastate, interstate and international market access and trade opportunities.

The Managing Fruit Fly - Regional Grants Program will assist in the delivery of a coordinated and collaborative approach to fruit fly management across Victoria in alignment with the State-wide Plan.

The establishment of industry led regional action groups will ensure that regionally specific coordinated plans (Regional Action Plans) are created. Round 1 of the Managing Fruit Fly - Regional Grants Program will be open to all eligible organisations that have activities to deliver within the regional action plans.

The grants program is administered by the Victorian Department of Economic Development, Jobs, Transport and Resources (DEDJTR, hereon referred to as the "Department").

Applications for this round must be submitted to the State-wide Fruit Fly Coordinator Cathy Mansfield (cathy.mansfield@ecodev.vic.gov.au) by 5:00pm on Sunday 18th December 2016.

Summary table for Round 1 Managing Fruit Fly - Regional Grants Program

Max. Grant (excluding GST)	Purpose of Grant	Alignment to Regional Action Plan	Eligible Organisations
From \$10,000 to \$1,000,000	The Regional Action Plans are coordinated documents created by industry, government and community to reduce the impacts of fruit fly in Victoria. Plans will focus on key areas of fruit fly management including control, surveillance, hygiene, research and development and communications and engagement.	Activities funded from grants align to one of the three regional plans: Sunraysia Goulburn-Murray Valley Yarra Valley	Horticulture Industry Groups Not for Profit Organisations Local Government Educational Institutions

PURPOSE OF THIS DOCUMENT

This document sets out the guidelines for the Regional Grants Program. It is designed to assist prospective applicants in deciding whether to apply for a grant and to outline the processes for submission and assessment of applications. It sets out the purpose of the program and explains who is eligible to apply, how to obtain an application form, how applications are assessed, and the evaluation criteria that will be used in assessing applications for funding.

FUNDING DETAILS

Funding is available to conduct activities aligned to both the State-wide Action Plan and associated Regional Action Plan. Funding of \$4 million over 3 years has been made available by the Victorian Government for on ground action in managing fruit fly in regional areas.

Grants from \$10,000 to \$1,000,000 (excluding GST) are available to eligible applicants to undertake activities that align to the Managing fruit fly in Victoria Action Plan 2015-2020. Regionally focused action plans will inform grant applications.

To have your project considered for inclusion in a regional action plan please contact the Statewide Fruit Fly coordinator to be linked with your Regional Governance group. Funding in Round One will run from late 2016 to 30 December 2017.

PROJECT REQUIREMENTS

Applications for grants **must** address the following criteria:

Essential Requirements

1. The project is outlined in the relevant Regional Action Plan and supported by the regional governance group to seek grant funding;
2. The project is undertaken in Victoria only with any work in another state being paid for via an alternate funding source;
3. The project or activity clearly demonstrates alignment to one of the following areas:
 - strengthened fruit fly management through state and regional coordination and collaboration;
 - improved fruit fly management in commercial orchards and communities; and
 - improved access to intrastate, interstate and international market access and trade opportunities.

Key Attributes

Projects that can demonstrate the following criteria will be assessed favourably:

- Project can demonstrate value through leveraging other funds either cash or in-kind from collaborators (**desired**).
- Project evaluation and communication activities aligned to Regional Action Plan (**essential**).

Eligible Projects

Types of projects that would be eligible include (but are not limited to) :

- Projects related to control of fruit fly in region, for example, coordinated trapping and spraying programs.
- Projects related to surveillance of fruit fly in region, for example, coordinated surveillance projects involving community, industry and local government.
- Projects related to hygiene to limit fruit fly populations for example, coordinated host removal projects involving community, industry and local government.
- Research and development projects to improve intrastate, interstate and international trade.
- Communications and engagement projects that promote best practice in fruit fly management for community and industry.

Ineligible Projects

Prospective applicants should note that projects should not proceed to the formal application and assessment process where the project:

- Can be better implemented through another government funding program, and if appropriate, prospective applicants may be referred to other funding programs.
- Is unlikely to deliver practical outcomes within the project timeframes.
- Does not demonstrate benefit to Victoria.
- Requests retrospective funding.
- Infrastructure to meet regulatory and/or legislative requirements.
- Ongoing operating costs or salary subsidies (note: this does not preclude payment of project management costs provided on a fixed-term contract basis)
- Projects requiring ongoing government funding once completed.
- Projects based outside of Victoria.

Ineligible Expenses

Expenses that will not be covered by the grant funding include:

- Overseas travel and accommodation costs
- Lobbying activities
- Professional development or education and training activities for grant recipients

WHO CAN APPLY?

Applications will be considered from:

- **Horticulture industry groups** such as grower associations, peak bodies and industry development committees.
- **Not for profit organisations** such as community groups
 - are an incorporated body, co-operative or association; and,
 - have an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment.
- **Local government authorities** in the regional area.
- **Educational Institutions** such as TAFEs

To apply for the Managing fruit fly funding, applicants must demonstrate:

- **Eligible Entity** – that they are one of the entities listed in the section '*Who can apply*'.
- **Delivery of Outcomes** – demonstrate a commitment and capacity to undertake the project outlined and report appropriately.
- **Financial viability** – provide evidence of financial viability. To enable the Department to assess the financial viability of applicants and ability to manage and complete the project, applicants seeking funding:
 - For grants over \$10,000 and less than \$50,000, will need to provide:
 - Financial report for the last two financial years. This should be the 'final accounts' with Directors' Report & Declaration and should include Profit and Loss Statement, Balance Sheet and Notes to the Accounts; and,
 - Where the latest financial report is more than six months old, up to date management or interim accounts (Profit & Loss Statement and Balance Sheet).
 - For grants of \$50,000 or more, will need to provide:
 - Audited financial report for the last three financial years; and,
 - Where the latest financial report is more than six months old, up-to-date management or interim financial statements (Profit & Loss Statement and Balance Sheet); or
 - in the case of public listed corporations, half yearly financial report.

APPLICATION AND ASSESSMENT

To ensure the suitability of projects, all prospective applicants should follow the process outlined below. Requests for funds outside this process will not be considered.

Step 1: Before applying

Prior to submitting an application, prospective applicants are advised to:

- read these Guidelines carefully to establish eligibility;
- contact the appropriate regional coordinator or governance group to ensure that the project is included in the Regional Action Plan;

Step 2: Preparing an Application

Prospective applicants should use the application to clearly and succinctly describe the project and its objectives and outcomes (see the section below Addressing Project Criteria) . Documentation to support the project (e.g. feasibility study, letter of support etc.) should be attached to the application.

GST

Prospective applicants should note that all project costs included in the application must be exclusive of GST.

The grant to be paid by the Department will be “grossed up” by the amount of GST, provided the applicant provides details of registration for the GST, or proof of exemption from being required to register.

Who signs the Application?

Applications must be signed by the Chief Executive Officer or equivalent authorised signatory.

ADDRESSING PROJECT CRITERIA

For the project to be successful, applicants must demonstrate that their project addresses each of the following criteria:

1. Alignment to one or all three areas of focus from the Managing Fruit Fly in Victoria Action Plan 2015-2020.

- strengthened fruit fly management through state and regional coordination and collaboration;
- improved fruit fly management in commercial orchards and communities; and
- improved access to intrastate, interstate and international market access and trade opportunities.

2. Breadth of impact

All applications should clearly demonstrate how the project will:

- contribute, in the longer term, to the strengthening of fruit fly management in the region sector; and/or
- deliver adequate community and market access benefits; and/or
- support or strengthen the horticulture sector in one of the three regions.

Preference will be given to applications that can demonstrate that the project will:

- benefit a range of horticultural industries; and/or
- reduce fruit fly associated costs to producers/processors; and/or
- address market protocol issues for exports.

3. Innovation and capability development

Applications should clearly demonstrate how the project will generate new knowledge and ideas to address a knowledge gap or improve the capability of industry and/or the community to manage fruit fly.

4. Demonstrated project need, impact, feasibility and delivery

Applications should clearly demonstrate:

- the project need, benefit to industry (impact), and a compelling rationale for State government assistance.
- access to suitable project management.
- that the project is achievable within budget and the proposed timeframe.
- that project risks have been identified and strategies are in place to manage them.
- the project has utilised scientific expertise to ensure appropriate design (if required).

5. Sustainable approaches and outcomes

Applications should clearly demonstrate how the project will adopt approaches that will provide a lasting benefit beyond the life of the project.

6. Maximising value to the State

Applications should demonstrate and provide evidence of how the project maximises funding support from a range of sources.

Step 3: Application assessment

All applications received will undergo an assessment by a Grant Assessment Panel (GAP) made up of government and industry representatives. Applications will be assessed against the eligibility criteria and key selection criteria, as outlined above.

Step 4: Approval and notification

The panel will provide advice and recommendations to the Minister for Agriculture who has decision-making accountability.

Applicants are advised of the decision relating to their application in writing. Successful applicants will receive a Letter of Offer, which will outline the funding obligations attached to the offer of funding.

TERMS AND CONDITIONS OF FUNDING

Funding Agreements

Successful applicants will be required to enter into a funding agreement with the Department detailing all funding obligations and conditions. No offer will be binding until a legal agreement has been executed. The funding agreement is a legally enforceable document that clearly defines the obligations of both parties.

The funding agreement aims to protect the Government's interests and to ensure the efficient and effective use of public money, whilst also ensuring there is appropriate recognition of Victorian Government support on project related publications, media releases and promotional material.

Funding agreements must be signed by the organisation's Chief Executive Officer (or equivalent authorised signatory) and will:

- describe the purpose for which the funding must be used;
- set out any requirements or conditions that must be met prior to the payment of a grant instalment; and
- outline the agreed milestones and project outcomes that must be achieved before payment of a grant instalment.

Once the funding agreement has been executed, the applicant will be required to actively manage and deliver the project, and provide progress reports to the Department. During the course of the project.

Successful applicants must enter into a funding agreement and commence the project within one month from the date of offer of funding. If a project does not commence within this timeframe, the grant will be reviewed by the Department.

Evaluation and Reporting

Successful applicants will be required to submit progress and completion reports, assessing progress of the project against milestones, and providing evidence of project completion. Applicants may also be requested to participate in evaluation and communication/engagement activities relating to the Regional Action Plan.

Privacy

Any personal information about you or a third party in your application will be collected by the Department for the purpose of grant administration. This information may be provided to other Victorian Government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this Privacy Statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

The Department is committed to protecting the privacy of personal information. You can find the Department's Privacy Policy online at www.ecodev.vic.gov.au. Click on the Privacy Statement link at the bottom of the page and then click on Department's Privacy Policy. Enquiries about access to information about you held by the Department should be directed to the Department's Privacy Unit by phone on (03) 9651 9749 or email privacy@ecodev.vic.gov.au

Disclaimer

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