

*Systems strengthening approach to
the management of established pest
animals and weeds in Victoria*

The Weeds and Rabbit Project Funding Guidelines

Round 2, 2017



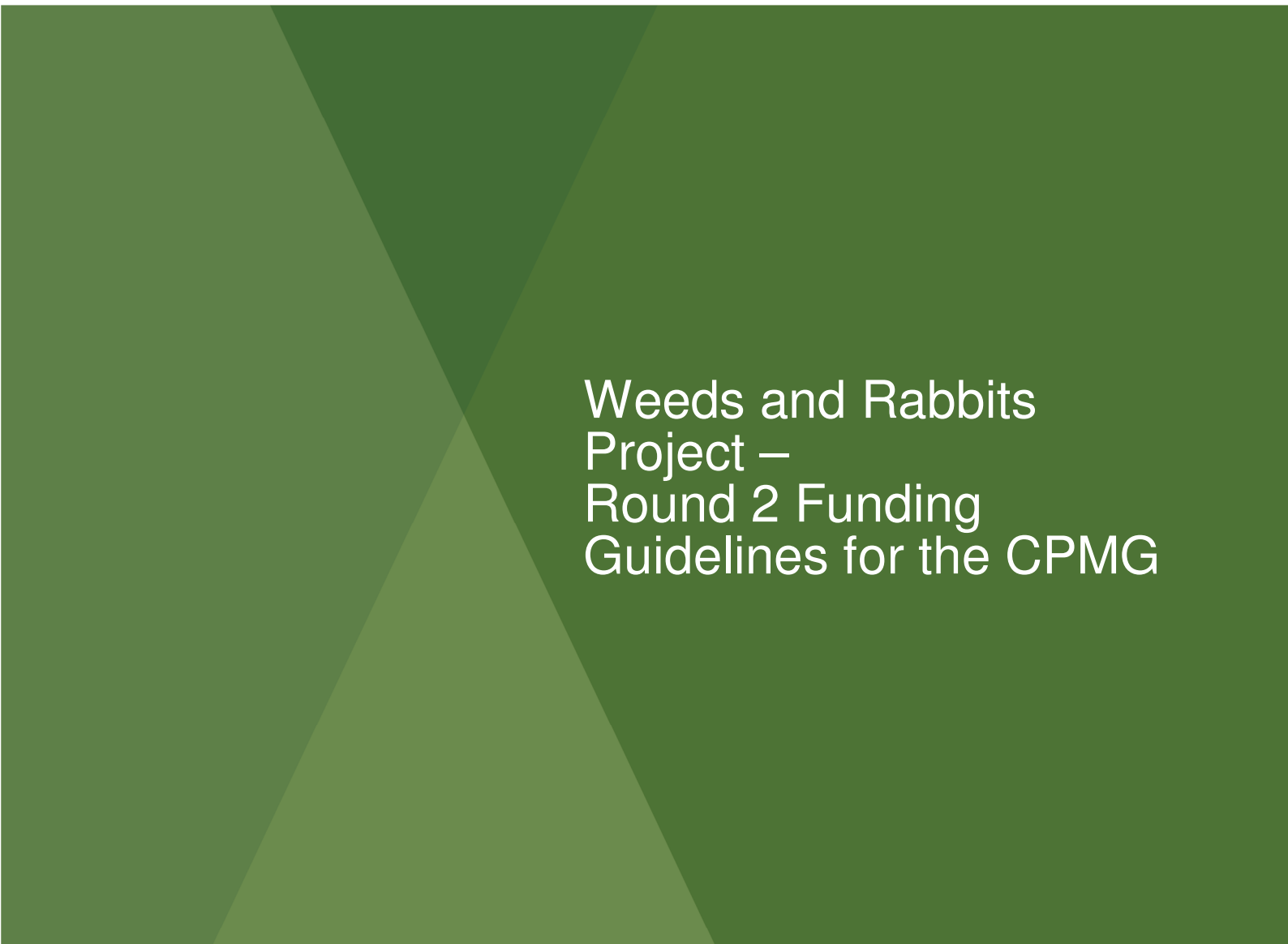
Australian Government
Department of Agriculture
and Water Resources

AGRICULTURE VICTORIA



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Weeds and Rabbits Project – Round 2 Funding Guidelines for the CPMG

INTRODUCTION

The Victorian Government acknowledges the significant impact of established invasive species and the importance of working in partnership across government, industry and community. In June 2016, the Australian Government in collaboration with Agriculture Victoria made a commitment of \$2.4 million over three years to develop community capability and capacity for weed and rabbit management in Victoria. This funding includes \$ 650,000 in the second round of funding for the Community Pest Management Groups (CPMGs). These builds on the \$ 200,000 in grants that have already been allocated through the project.

The Grants Program aims to ensure that people most affected by the problem of widely established species are central in the process of defining the problem, co-creating strategies and new community-based projects to support on-ground action. It also aims to build trust in investment processes, and shared responsibility between community and government in co-developing future projects in established invasive species management.

These guidelines provide details of the Established Invasive Species – Community Pest Management Group Grants Program (Round 2).

The Victorian Department of Economic Development, Jobs, Transport and Resources (DEDJTR), hereon referred to as the “Department” administers the grants program.

Applications for this round must be submitted to the Grant Coordinator, Michael Reid, michael.reid@ecodev.vic.gov.au by 4:00pm on 30 May 2017.

PURPOSE OF THIS DOCUMENT

This document sets out the guidelines for the Community Pest Management Group (CPMG) Grants Scheme. It is designed to assist prospective applicants with the processes for submission and assessment of applications. It sets out the purpose of the program and explains what projects are eligible, how to apply, 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 informed by the project, “Systems strengthening approach to the management of established pest animals and weeds in Victoria.”

Grants from \$20,000 up to \$ 200,000 (excluding GST) are available through the four eligible CPMG applicants. Each CPMG may submit one or more projects as part of this funding round. The assessment criteria outlined below will be used in deciding what projects are funded.

What are the Round 2 timelines?

Applications Open	6 April 2017
Applications Close	30 May 2017
Assessment process	<ul style="list-style-type: none">• 5 June 2017 – Delivery Leadership Group Meeting• 12 June 2017 – Successful project selected and contracts finalised
Project completion and final reports submitted	30 December 2018 – Final Reports due.

STEP 1: PREPARING AN APPLICATION

What will the CPMG Grants Program fund?

For the project to be successful, applicants must demonstrate that their project submission addresses some or all of each of the following assessment criteria:

1. **Alignment and priority:**
 - a) Extent to which the project delivers on the relevant objectives of the project, which include to;
 - Empower the community to manage widely established weeds and pest animals
 - Facilitate community capacity to manage widely established weeds and pest animals
 - Strengthen networks and new partnerships for continuous learning and on-ground works.
 - b) To implement changes to the management of systems of widely established pest in Victoria, which include:

- To develop new knowledge on what strategies, practices and institutional arrangements to better support community-led action in established invasive species management in Victoria.
 - Restore agricultural production on land by identifying alternative land uses that incorporate cost-effective ongoing weeds and rabbit management.
2. **Partnership and Innovation:** Extent to which the project is consistent with the learnings from the systems mapping process, and reflects the needs of key stakeholders across the invasive species management system.
 3. **Overall Value for Money (VFM)** presented in the offer; in this context, Value for Money is determined by taking into account overall return on investment after in-kind/cash contributions from the recipients and other partners, involve a reasonable cost having regards to the quality and quantity of deliverables, with identified risks to be efficiently and effectively managed.

What will the CPMG Grants Program not fund?

The grants will not support:

- On-ground works eg. Purchasing baits, equipment, warren ripping, shooting or fumigation.
- The purchase of goods for competitions, prizes or alcohol for any events.
- Capital purchase: eg. GPS units.
- A project that is unlikely to deliver practical outcomes within the project timeframes.
- 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.

To apply for project funding, applicants must demonstrate:

- **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.

GST Exclusion

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 Grant Application?

The Chair of the CPMG or equivalent authorised signatory must sign applications.

STEP 2: SUBMIT APPLICATION

The process for grant application is:

1. Complete and email completed grant application(s) form to Michael Reid, Program Manager, Established invasive species by 30 May 2017.

STEP 3: APPLICATION ASSESSMENT

Project applications will be assessed against the program assessment criteria (refer Step 1) by the Delivery Leadership Group (DLG).

Where there are similar projects, or opportunity for synergies in working together on projects, applicants will be encouraged to work across projects.

STEP 4: APPROVAL AND NOTIFICATION

Successful applications will be notified by letter and will be required to enter into a funding agreement with the Department of Economic Development, Jobs, Transport and Resources or CPMG and signed by an authorised representative or sponsor organisation.

This agreement details the obligations to use funding, meet performance against described activities, the expected timeline for the project and reporting requirements.

TERMS AND CONDITIONS OF FUNDING

Funding Agreements

Successful applicants will be required to enter into a funding agreement with the Department or incorporated CPMG 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 and Australian Government support on project related publications, media releases and promotional material.

Funding agreements must be signed by the CPMGs Chair (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.

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. Templates will be provided by the Department.

Applicants may also be requested to participate in evaluation and communication/engagement activities relating to the project.

Project Extensions

Any project variation must be approved and agreed in writing by the Department.

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.

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