



# **Small Community Grants Program Guidelines**

**Grants Open  
21 April 2022 – 28 May 2022**



## 1. ABOUT THE PROGRAM

The Victorian Gorse Taskforce (VGT) with support from the Department of Jobs, Precincts and Regions (DJPR) offers funding support for community-led gorse control projects. Funding is granted based on dollar-for-dollar landholder contribution. **Priority will be given to projects that maximise public benefit.**

The Small Community Grants Program provides up to \$5,000 to support small-scale community-led gorse control projects.

It is expected that most landholders in the project area will already possess knowledge required to successfully implement gorse control activities so will require little support to achieve results.

The VGT requires that the key use of funding will be to provide incentives to private land managers for gorse control activities. **Applicants must ensure:**

- That proposed participant landholders will complete gorse control works voluntarily once they are made aware of the project.
- That administration time is dedicated to the project, including to notify targeted landholders of their responsibilities and requirements, to estimate the initial area of their gorse infestations and the size of the area treated during the project.



## 2. PRIORITY AREAS

The VGT will place a priority on funding projects that deliver in the following areas:

Areas that maximise the public benefit of gorse control actions, for example gorse control on waterways with high riparian vegetation values, infestations that are isolated, infestations threatening indigenous vegetation especially grasslands, infestations threatening high value agricultural land and projects addressing high priority actions outlined in CMA strategies and plans. Applications that complement other gorse control programs such as DELWP'S Good Neighbour Program or Local Government Programs.

### 3. GENERAL CONDITIONS

- Funding is available for small-scale gorse control projects on private land and leased crown land. Projects must include a **minimum of two property ownerships**.
- The VGT is not seeking to directly fund works on publicly managed land.
- Preference will be given to applicants who have participating landholders yet to receive VGT community grant funding.
- **Applications** must include **a clear project area map and clear individual property maps outlining gorse infestations to be treated**. Each property map must include an approximate measure (ha) of gorse to be treated and the property location in reference to the project area map. Projects can complete their property maps by using (not limited to) Google Earth <https://www.google.com.au/earth/> or Lassi Maps. <https://maps.land.vic.gov.au/lassi/>
- **Final Project** reporting must also include **clear individual property maps outlining gorse infestations that have been successfully treated**. Each property map must include an approximate measure (ha) of gorse treated and the property location in reference to their project area map. Projects can complete their property maps by using (not limited to) Google Earth <https://www.google.com.au/earth/> or Lassi Maps. <https://maps.land.vic.gov.au/lassi/>
- The Project Checklist and list of participating properties on the application must be completed and submitted with all funding applications.
- Successful applicants will sign a Grant Agreement Contract.
- Incentives to participating individual properties is capped at \$1,000 per property ownership.
- Projects must achieve a \$1: \$1 matching contribution for on-ground landholder incentives. This must be a monetary contribution. Incentives should be given on a reimbursement basis, once landholders have provided tax invoices for work completed. For example, for completed gorse works totalling \$2,000, the landholder must pay the full cost of control upfront and obtain a receipt. The landholder can then claim 50% of up to \$1,000.
- The VGT may request receipts from project officers to confirm that incentives have been distributed in accordance with the Small Grant Guidelines 2022/2023.
- It is important that all participating landholders are made aware of the importance of follow-up control works. These landholders must sign a **3-year voluntary work agreement** that commits them to maintaining all necessary follow-up gorse control at their expense. The VGT will not provide funding for follow-up control works.
- One hundred per cent of project funding will be paid to successful applicants on submission to the VGT of a signed Grant Agreement Contract and invoice with the correct grant amount and VGT acceptance of this.
- The Grant Agreement Contract must be signed and returned to the VGT **BEFORE** any gorse control works are completed on the target properties within the project. The VGT cannot fund gorse control works that have been completed prior to the service agreement being signed and returned.
- The VGT may audit project areas for evaluation purposes.
- Once a project is completed, projects must complete and submit a Project Completion Report to the VGT detailing activities undertaken and costs incurred. A template for the Project Completion Report will be available from the VGT.

## 4. ELIGIBILITY CRITERIA

- Projects must be completed by 30 June 2023.
- Applicants who do not hold a membership with a Landcare Group are welcome to apply but must arrange an organisation/individual to auspice funding that hold an ABN.

**Auspice Definition:** 'If an organization authorizes you to do a specific task, even if you don't work for them directly, you are working under their auspices. Auspice means endorsement.'

- Projects must demonstrate they will help achieve the goals of the [Victorian Gorse Control Strategy](#).
- Applicants should state a commitment to collect relevant data on achievements.
- Projects must provide data collected to the VGT at least every 3 months (from the time of project approval) or as requested by the VGT Executive Officer.
- Projects must promote and distribute information that aligns with the [Gorse National Best Practice Manual](#) to participating landholders.
- Funding will only be provided for gorse control works on private land and leased crown land.
- Applicants must determine if any Works on Waterways permits are required and obtain these and attach to their application.
- Applicants must determine if any project activities will impact cultural heritage sites and obtain and attach appropriate documentation or approvals to their application.
- The VGT may request quotes to be provided for gorse control if they feel information provided in the application wasn't sufficient to make an informed decision.

## 5. INELIGIBLE ACTIVITIES AND COSTS

Funding cannot be spent on:

- ✗ Funding more than 50 per cent of on-ground landholder incentives
- ✗ Project administration
- ✗ The purchase of capital items
- ✗ Travel
- ✗ Costs associated with the establishment and maintenance of an organisation
- ✗ Consultancy fees
- ✗ Field days and catering
- ✗ Revegetation works and materials

## 6. PROJECT ASSESSMENT

A panel comprising VGT representatives will assess applications and make final recommendations for funding approval.

Following the panel's recommendations, project activities and outcomes may be amended. This will be a consultative process between the VGT and applicant to ensure project activities align with available funds.

The VGT has the right to request additional information to ensure an informed decision is made e.g. request quotes.

If the requests are not met it may impact on the success of the project application.

## 7. PAYMENT SCHEDULE

One hundred per cent of project funding will be paid to successful applicants on submission to the VGT of a signed Grant Agreement and invoice with the correct grant amount and VGT acceptance of this.

## 8. KEY DATES

Project activities must be completed and reported to the VGT by the dates outlined in the table below:

| Activity  | Financial year             |
|---|----------------------------|
| Applications open   | 21 April 2022              |
| Applications close  | 28 May 2022                |
| Successful applicants notified by email                   | June 2022                  |
| Signed service agreement and invoice submitted to the VGT | July 2022                  |
| Submit completion report                                  | 30 June 2023 (or prior to) |

## 9. SUBMITTING GRANT APPLICATIONS

Grant applications should be submitted **by close of business 28 May 2022** to [info@vicgorsetaskforce.com.au](mailto:info@vicgorsetaskforce.com.au). Please contact the VGT Executive Officer, on 0417 593 250 if you require further information.

## 10. SUCCESSFUL APPLICATIONS

A letter of offer will be emailed to successful applicants confirming the funding amount and/or recommended amendments to project activities.

## 11. UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants will be notified by email and receive a letter outlining why the decision was made.