



Agricultural and  
Pastoral Society  
Grants Guidelines  
2019-20

**AGRICULTURE VICTORIA**



Published by Biosecurity and Agricultural Services Branch, Department of Jobs, Precincts and Regions.

1 Spring Street Melbourne, Victoria 3000 January 2019

© Copyright State Government of Victoria 2019

Unless indicated otherwise, this work is made available under the terms of the Creative Commons Attribution 3.0 Australia licence. To view a copy of this licence, visit [creativecommons.org/licenses/by/3.0/au](https://creativecommons.org/licenses/by/3.0/au). It is a condition of this Creative Commons Attribution 3.0 Licence that you must give credit to the original author who is the State of Victoria.

Authorised by the Victorian Government, Melbourne.

## **Disclaimer**

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the 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. While every effort has been made to ensure the currency, accuracy or completeness of the content we endeavour to keep the content relevant and up to date and reserve the right to make changes as require. The Victorian Government, authors and presenters do not accept any liability to any person for the information (or the use of the information) which is provided or referred to in the report.

## **Accessibility**

If you would like to receive this publication in an accessible format, please contact the grants administrator (03) 8377 4518 or email [Agricultural.Grants@agriculture.vic.gov.au](mailto:Agricultural.Grants@agriculture.vic.gov.au).

This document is also available in PDF and/or Word format at [www.agriculture.vic.gov.au/about-us/doing-business-with-us/agricultural-and-pastoral-society-grants](http://www.agriculture.vic.gov.au/about-us/doing-business-with-us/agricultural-and-pastoral-society-grants)

## CONTENTS

<b>Contents .....</b>	<b>3</b>
<b>Purpose of this document.....</b>	<b>4</b>
<b>Background and objectives .....</b>	<b>4</b>
<b>Funding details .....</b>	<b>4</b>
<b>Examples .....</b>	<b>5</b>
<b>Supporting documentation .....</b>	<b>5</b>
<b>Agreement and payment.....</b>	<b>5</b>
<b>Project requirements.....</b>	<b>6</b>
<b>Application process.....</b>	<b>6</b>
<b>Selection criteria .....</b>	<b>7</b>
<b>Alignment and priority.....</b>	<b>7</b>
<b>Feasible and achievable.....</b>	<b>7</b>
<b>Cost effectiveness .....</b>	<b>7</b>
<b>Evaluation and funding requirements .....</b>	<b>7</b>
<b>Public liability insurance, Working with Children Check, Occupational Health and Safety.....</b>	<b>8</b>
<b>Enquiries.....</b>	<b>8</b>
<b>Privacy .....</b>	<b>8</b>
<b>Accessibility .....</b>	<b>9</b>

## PURPOSE OF THIS DOCUMENT

This document sets out the guidelines for Government Grants to Agricultural and Pastoral Societies including:

- who can apply for funding
- funding details
- how to apply
- key selection criteria
- the application assessment process.

## BACKGROUND

Agricultural and Pastoral Societies contribute significantly to the Victorian culture and community. They bring rural communities together and promote the merits of agricultural industries to consumers statewide.

The Victorian Government provides funding to Agricultural and Pastoral Societies to support a calendar of vibrant events celebrating Victoria's agricultural communities, industry and produce.

The Agricultural and Pastoral Society Grants Program is administered by Agriculture Victoria, which is part of the Department of Jobs, Precincts and Regions.

## OBJECTIVES

The objectives of the Grants Program are to:

- Encourage greater community involvement in show activities
- Create opportunities for local agricultural businesses to promote and engage with the community
- Improve and upgrade amenities for community use during shows, and encourage multi-purpose community use beyond show activity
- Enhance business management and planning of shows.

## ELIGIBILITY

To apply for a grant, applicants must be a registered Victorian Agricultural and Pastoral Society. For applicants seeking to upgrade facilities, societies must own their own land or have security of tenure.

## FUNDING DETAILS

The Victorian Government is offering funding up to \$10,000 to selected applicants.

The Victorian Government will fund up to 75 per cent of the total cost of the project, with applicants required to fund 25 per cent of the total cost, with a maximum grant of:

Facilities (up to)                      \$10,000

Business activities (up to)      \$10,000

It is expected the demand for this round of grants will be extremely competitive. Applicants must not assume they will be successful or enter into commitments based on that assumption before receiving formal notification of the outcome of their application.

Previous grant recipients who wish to reapply will need to show how they will build on work already completed and not replicate the work of the previous application.

Please note that each society may apply for multiple grants/projects, however the total amount awarded per society is a maximum of \$10,000.

## GST Implications

The Agricultural and Pastoral Society Grants are reimbursement grants and so are not subject to GST. If the society is registered for GST, figures are based on GST-free amounts as the society can claim an input tax credit in respect of the GST paid. If the society is not registered for GST, calculations are based on the GST inclusive figure. This is shown in the examples below.

### Examples

Registered for GST		Not registered for GST	
Quote	\$12,000.00	Quote	\$12,000.00
GST	\$1,090.91	GST	\$1,090.91
Total project cost	\$10,909.09	Total project cost (inclusive of GST)	\$12,000.00
Grant request (75 per cent)	\$8,181.82	Grant request (75 per cent)	\$9,000.00
Society contribution (25 per cent)	\$2,727.27	Society Contribution (25 per cent)	\$3,000.00

### Supporting documentation

Genuine quotes are required from registered businesses that provide goods and services, including online suppliers.

Applications must be accompanied by relevant project construction plans and specifications, as well as a quote from a contractor showing full details of the material costs and construction. Plans and specifications should be detailed, providing an accurate description of the work to be done. Grants are allocated based on a quote and will not be increased later to cover cost increases.

For business activities, the business plan, schedule of the plan, and contractor's or facilitator's quote showing full details of the cost of developing the plan/s or conducting workshops/promotion activities are required.

### Society Contribution

Societies can make in-kind (non-monetary) contributions, but these must not exceed 25 per cent of the total project cost for the grant application.

In-kind contributions may include donated labour (to be valued at no more than \$20/hour) and/or equipment.

Societies should estimate the type of labour and/or equipment and the hours and number of people involved. For example:

- Labour: 2 people x 40 hours @ \$20 per hour = \$1600
- Front end loader: 3 hours @ \$20 per hour = \$60

Note: If in-kind support is included in the grant application, a summary list of volunteers and time/equipment is required at the time of the acquittal process.

### Timelines

The Agricultural and Pastoral Societies Grants Program guidelines will be available from Monday 30 September 2019, with receipt of online portal applications beginning during this week. The closing date for applications is midnight Wednesday 30 October 2019. Applicants will be notified of the status of their application in November 2019.

## AGREEMENT AND PAYMENT

Successful applicants will be required to enter into a funding agreement with Agriculture Victoria detailing all funding obligations and conditions. A payment of 90 per cent of the grant amount will be made upon receipt of the signed funding agreement and invoice from the society. The final 10 per cent of the grant money will be paid after receipt of the completion report, invoice and all supporting documents.

As soon as the society has returned the signed funding agreement, it should immediately arrange for works and activities to start to ensure sufficient time for completion within the grant period.

## PROJECT REQUIREMENTS

### What can the grants support?

The grants may support projects that have an emphasis on upgrading or establishing new facilities. Funding may also be used for business activities that assist in the planning of shows.

Projects that will be considered include (but are not limited to) initiatives that:

- Provide new or upgraded facilities for the exhibition and/or judging of commercial and stud animals
- Improve facilities for staging competitions and displays, such as upgrading fencing and stables or areas used for shearing demonstrations and wool exhibits
- Create opportunities for displaying art and craft, and artisan produce
- Enhance public amenities at showgrounds such as toilets, seating and disabled access
- Improve essential infrastructure such as for electricity and water supply
- Enhance business management, planning for shows and marketing strategies targeting the broader community
- Promote reporting of livestock movements to the National Livestock Identification System (NLIS) database such as the purchase of scanning wands
- Enhance public safety of the community attending shows.

### Activities that will not be funded

- Grants are not available for repairs caused by neglect by the society, or for routine maintenance work on facilities and equipment
- Grants may not be provided for different stages of the same project
- Grants are not provided for print costs of promotional flyers for a show or event (i.e. posters, tickets, show books)
- Grants do not include the hire of vehicles and fuel to transport goods unless a contractor includes transport costs in their quote.

## HOW TO APPLY

Queries may be directed to the grants officer at [Agricultural.Grants@agriculture.vic.gov.au](mailto:Agricultural.Grants@agriculture.vic.gov.au)

### Step 1: Before applying

Before applying for funding, you are encouraged to check your eligibility against the guidelines contained in this document.

### Step 2: Prepare and submit

Prepare and submit your application. Applications for the 2019-20 grants must be submitted online by midnight Wednesday 30 October 2019 to be considered.

The online application form must be completed by a person authorised to submit the application on behalf of the applicant organisation. The application form is available at: <http://agriculture.vic.gov.au/about-us/doing-business-with-us/agricultural-and-pastoral-society-grants> or the Victorian Agricultural Shows website: <http://www.vicagshows.com.au/>

The online application system allows applications to be saved and completed later. It is recommended that applicants start the process early to allow sufficient time to obtain necessary supporting documents. Incomplete or late applications will not be considered.

### Step 3: Acknowledgment

Grant application submissions will be acknowledged and a proposed timeline for assessment provided. It is anticipated that you will receive notification of the outcome of the grant application within three months of the closing date.

### Step 4: Assessment

All applications will be assessed by the Grant Assessment Panel. Agricultural and Pastoral Societies Grants will be assessed according to the selection criteria listed below.

## SELECTION CRITERIA

The assessment of project applications will be based on the following criteria:

**1. Alignment and priority**

The project aligns with the objectives (either all or some) of the program and is consistent with the project's requirements.

**2. Feasible and achievable**

The project is well planned, with realistic goals and timelines.

**3. Cost effectiveness**

The project demonstrates cost efficiency, with overall return on investment, after in-kind/cash contributions are made. In-kind contributions should reflect reasonable costs for goods and services.

**4. Community engagement, capacity building and sustainability**

The project will positively impact the local community with longer term benefits.

### Additional considerations

In addition, evidence in applications of any of the following will be well regarded:

**For new or upgraded facilities:**

- designed for multi-purpose community use
- encourage community involvement in show activities
- benefit local agricultural industries
- provide significant assistance to societies and the running of shows and
- enhance the safety of the community attending shows (such as Work, Health, Safety projects).

**For business activities:**

- enhance business management, planning for shows and promote greater community involvement in show activities.

## EVALUATION AND FUNDING REQUIREMENTS

### Approval and notification

The Grant Assessment Panel will provide advice and recommendations to Agriculture Victoria for approval.

You will receive notification of the outcome of your application. Successful societies will receive a letter of offer, which will outline funding obligations attached to the offer of funding.

### Acknowledgement

Successful applicants must publicly acknowledge support from the Victorian Government and use official approved logos and text in promotional materials, including publications, media releases and videos. This requirement forms part of the funding agreement.

Successful applicants must liaise with Agriculture Victoria to coordinate any events or announcements related to project activities. Successful applicants may be required to provide information on activity outcomes for use in communication materials.

### Project Completion

Projects approved for grants should be completed as soon as possible and before 30 June 2020.

As soon as the project is completed, scan and submit all relevant documentation and invoice the 'Department of Jobs, Precincts and Regions' (DJPR) for the grant payments. (see Final Payment of Grant)

The society receiving the grant is responsible for ensuring that all necessary inspections during the construction process are carried out and local approvals obtained. For business activities, the society must submit a copy of the relevant report or plan.

## PUBLIC LIABILITY INSURANCE, WORKING WITH CHILDREN CHECK, OCCUPATIONAL HEALTH AND SAFETY

You must have current public liability insurance appropriate to the activity outlined in your application.

If the project works directly with children, those people interacting directly with children will need to have a current Working with Children Check.

You need to make sure you have a safe system of work in place for your project that protects the occupational work health and safety of your group, volunteers and others on your work site. Work, health, safety information can be found at [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

## PAYMENT OF THE GRANT

Successful grant recipients must provide the following documentation once projects are completed.

### Required Documents

- Paid tax invoices/receipts for all contracted work, addressed to the respective Agricultural and Pastoral Society.
- Paid tax invoices/receipts for any items purchased toward the project.
- Details of any in-kind support calculated at \$20 per hour for labour and machinery.
- For facilities, photographs showing the completed project.
- For business activities, a copy of the relevant report or plan.

Payment will be processed as soon as possible once the above documents are received. Please note that payment of each grant instalment will be within 30 days of the Department receiving invoices made out to DJPR, as per the dates specified in Schedule 1 of the grant agreement, in two instalments.

The payment schedule will be:

- 90 per cent of the total grant amount as specified in Schedule 1 of the grant agreement; and
- 10 per cent acquittal of the grant amount after receipt of the completion report. The final 10 per cent invoice may be submitted for processing, however payment will only be made once the supportive documents have been received.

Payment may be delayed if there are discrepancies in any of the documents provided. Grants that require an inspection will be paid after receipt of an inspection report from a Department representative.

To ensure final payments are processed before the end of financial year, please provide all required documents before Monday 15 June 2020. Should the society require an extension, please include the request in writing, detailing the reason.

## ENQUIRIES

If you require assistance with your grant application and/or advice on how to apply online, please contact the grants administrator on (03) 8377 4518 or via email [Agricultural.Grants@agriculture.vic.gov.au](mailto:Agricultural.Grants@agriculture.vic.gov.au).

## PRIVACY

Any personal information about you or a third party in your application will be collected by the Department of Jobs, Precincts and Regions for the purpose of grant administration. 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 of Jobs, Precincts and Regions is committed to protecting the privacy of personal information. You can find the Department's Privacy Policy online at <http://agriculture.vic.gov.au/privacy>. 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](mailto:privacy@ecodev.vic.gov.au).

## ACCESSIBILITY

If you would like to receive this publication in an accessible format, please contact Agriculture Victoria via email on: . [Agricultural.Grants@agriculture.vic.gov.au](mailto:Agricultural.Grants@agriculture.vic.gov.au) or visit [www.agriculture.vic.gov.au](http://www.agriculture.vic.gov.au) for the word or PDF format.