

Animal Welfare Fund Grants Program

Round 11 guidelines: Grants for low-cost vet clinics



We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it.

We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.



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Animal Welfare Fund Grants Program

Round 11 low-cost vet clinics

These guidelines provide the information you need to apply for not-for-profit and low-cost vet clinic grants under round 11 of the Animal Welfare Fund Grants Program. If you need more information, please email awvgrants@agriculture.vic.gov.au.

About the Animal Welfare Fund Grants Program

The Animal Welfare Fund Grants Program was established under the *Domestic Animals Act 1994* in 2011 to support improvement of companion animal welfare in Victoria.

The program aims to:

- improve companion animal welfare
- improve responsible pet ownership
- provide better animal welfare services to companion animals and the Victorian community.

The program provides grants to animal shelters, organisations promoting responsible animal ownership education, community foster care networks, not-for-profit and low-cost veterinary services and groups that provide relief facilities and services during an emergency.

About round 11 low-cost vet clinics grants

This round forms part of the Victorian Government's \$2 million commitment to support not-for-profit and low-cost veterinary clinics.

What funding is available?

Round 11 offers the following not-for-profit and low-cost vet clinics grants:

- **Grants for veterinary equipment, upgrades and expansions**

Grants are available of up to **\$50,000 (GST Free)** to not-for-profit and community vet clinics wishing to purchase equipment, or upgrade or expand their facility or services, to benefit the welfare of companion animals.

 - *There is no cap on the number of veterinary equipment, upgrades and expansions grant applications that each organisation may submit.*
 - *Applications must include evidence of not-for-profit status or low-cost service provision.*
- **Grants to establish new, low-cost veterinary clinics**

Grants are available of up to **\$200,000 (GST Free)** for organisations wishing to establish new, low-cost veterinary clinics in areas of need in Victoria.

 - *Only one new, low-cost vet clinic application will be accepted per organisation.*

Who can apply?

Applicants must meet one of the following definitions as described in the 'Glossary/definitions' on page 6 of these guidelines:

- community vet clinic
- not-for-profit organisation
- registered veterinary practitioner.

All applicants must have an Australian Business Number (ABN).

What type of activities, programs or infrastructure might be funded?

Consideration will be given to applications covering the following areas:

- Upgrade or extension of current not-for-profit or low-cost veterinary clinic facilities and equipment to improve the welfare of companion animals.
- Establishment of new low-cost veterinary clinics in areas of need around Victoria.

Who or what will not be funded?

- natural persons (excluding registered veterinary practitioners)
- government organisations
- veterinary clinics that do not offer discounted or low-cost services
- legal fees
- cash prizes or commercial gifts
- ongoing or routine maintenance activities
- recurrent operating costs (for existing vet clinics)
- lobbying activities
- costs of consultants to prepare the grant application
- organisations that are seen to endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

Apply online from 10 November 2023. Applications close at 11:59pm on 9 December 2023.

Veterinary equipment, upgrades or expansions grant Application Form:

<https://deeca.my.site.com/publicform?id=a0hRF0000005rDP>

New, low-cost vet clinic grant Application Form:

<https://deeca.my.site.com/publicform?id=a0hRF0000005r0V>

How will applications be assessed?

Animal Welfare Victoria and a panel of assessors will assess applications against the assessment criteria and priority areas.

In the case of applications for new, low-cost vet clinics, preference may be given to projects that leverage off other projects and/or that include financial co-funding or in-kind contribution from other sources (such as the applicant's own funds or fundraising).

The Minister for Agriculture will approve and announce successful applications following completion of the assessment process.

What are the assessment criteria?

Subject area

The application should clearly outline the:

- goals and aims of the proposal
- types of activities that will comprise the proposal (including project milestones)
- any financial or in-kind contributions by the organisation
- outcomes and benefits of the proposal.

Justification of proposal

The application should state which of the following priority areas the proposal addresses, and describe how it will result in improved animal welfare outcomes for Victoria's companion animals:

- Upgrade or extension of not-for-profit or low-cost vet clinic facilities and equipment to improve the welfare of companion animals.
- Establishment of new low-cost vet clinics in areas of need around Victoria.

The application should also demonstrate:

- evidence of low-cost veterinary service provision
- evidence of how the establishment of a new low-cost vet clinic will reach communities in need. *(Grants for the establishment of new low-cost vet clinics only.)*
- the level of community support for the proposal
- thorough planning for the proposal's development
- how the proposal addresses an existing identified gap in service provision.

Project plan

For each proposal, applicants should provide:

- a comprehensive project plan
- a timeframe that demonstrates the proposal is ready for funding and is supported by a clear scope and realistic timing
- a budget that demonstrates the proposal is based on sound cost estimates and represents value for money
- any other supporting documentation as required by the Department of Energy, Environment and Climate Action (DEECA). *(Please see the application form).*

Project team

The application should indicate the following:

- who will plan, manage and coordinate the proposed application
- who will be engaged to deliver the overall program, project or infrastructure
- the various people and/or organisations involved in delivering components of the program, project or infrastructure.

What are the funding conditions?

Funding agreement conditions

Successful applicants must:

- Enter into a Project Funding Agreement with DEECA.
- Submit written project progress reports to DEECA, as per required pro forma.
- Submit an acquittal/final written report to DEECA, as per required pro forma, within 60 days of completing the project.
- Obtain written approval from DEECA for any proposed variations or extensions to the project plan, timeframe or budget.
- Operate public liability insurance as required, covering the project's activities and outcomes.

A project period of 12 months will be allocated for completion of projects associated with grants for veterinary equipment, upgrades and expansion.

A project period of 24 months will be allocated for completion of projects to establish new low-cost vet clinics.

Successful applicants will receive 90% of the grant allocation upon provision of a signed Project Funding Agreement. The remaining 10% of funds will be paid upon DEECA's acceptance of the acquittal/final report.

Publicity

If your application is approved for grant funding:

- You must not make any public announcement or issue any press release regarding the receipt of a grant without DEECA's prior approval.
- You must keep the funding confidential until a public announcement is made by the Minister or their representative, if DEECA requests you to do.
- You may be asked to assist DEECA in promotion of the Animal Welfare Fund Grants Program. This may include involvement in media releases, case studies or promotional events and activities.
- You must ensure that the State's support is acknowledged on all promotional materials and appropriate signage, if you are requested to do so by DEECA. Acknowledgement must be consistent with the Victorian Common Funding Agreement Acknowledgement and Publicity Guidelines, which will be provided to you after your grant has been approved, or as otherwise specified by DEECA.

DEECA may publish details of your grant in publicity material and in the department's annual report, including the name of the recipient and/or the amount of the grant.

Privacy and confidentiality

Any personal information provided by the Applicant in an application will be collected by DEECA for the purpose of program administration. This information may be provided to other Victorian Government bodies for the purposes of assessing grants in the future.

Data gathered through assessments may be compiled, aggregated and anonymised by DEECA for program evaluation and research purposes.

Any personal information collected will be held by DEECA and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*.

DEECA is committed to protecting the privacy of personal information. The DEECA Privacy Policy can be found online at www.deeca.vic.gov.au/privacy.

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, PO Box 500 East Melbourne 8002 or by emailing Foi.unit@delwp.vic.gov.au.

Data security and ownership

Information included in an application is transmitted to DEECA's secure environment once an application has been saved or submitted. Draft application forms can be seen by DEECA staff but will not be viewed in detail or assessed until it has been submitted.

Glossary/definitions

Term	Definition
Animal shelter	Any premises maintained for the purpose of providing temporary care or finding new homes for stray, abandoned or unwanted companion animals, not including premises on which foster care is being provided. A shelter must have all relevant council permits, including registration with local council as a domestic animal business. An animal shelter must also comply with the Code of Practice for the Management of Dogs and Cats in Pounds and Shelters.
Animal Welfare Fund	The Animal Welfare Fund established under Part 7F of the <i>Domestic Animals Act 1994</i> .
Animal Welfare Victoria	Dedicated public service group within DEECA that brings together aspects of domestic animal and animal welfare research, policy, legislation, education and compliance.
Australian Charities and Not-for-profits Commission (ACNC)	The Australian Charities and Not-for-profits Commission is the national regulator of charities, established under section 105(5) of the <i>Australian Charities and Not-for-profits Commission Act 2012</i> (Cth).
Community vet clinic	Veterinary clinic that offers low-cost or discounted veterinary services to the community.
DA Act	<i>Domestic Animals Act 1994</i> (Vic).
DEECA or department	Department of Energy, Environment and Climate Action.
Minister	Minister for Agriculture (or delegate)
Not-for-profit organisation	An incorporated body or an organisation registered with the ACNC.
Registered veterinary practitioner	A person: (a) registered under Part 2 of the <i>Veterinary Practice Act 1997</i> ; or (b) deemed to be registered by operation of section 3A of the <i>Veterinary Practice Act 1997</i> .