

AGRICULTURE VICTORIA



Partnerships Against Pests Grants Program

Round 3, Stream 2

Frequently Asked Questions



Contents

Who is administering the grants program?	1
What is the aim of the grants program?	1
What funding is available?	1
Can any organisation submit an application?	1
I am a concerned landowner, can I apply for a grant?	1
How do we connect other community groups?	2
Who is NOT eligible to apply?	2
Can we submit more than one application?.....	2
We have applied for a PAP grant before, can we apply again?	2
Where must we deliver our project?	2
What may be funded?	2
Can we apply for \$50,000 funding for each year in a 2 year project?	2
What are some example outputs we can put in our project?	3
What capital items are eligible for funding?	3
Can we apply for our landcare group or community members to undertake training?	4
What is included in the project management costs?	4
What will not be funded?	4
Can our project include individual property visits or plans?	4
What happens if part of our application doesn't meet program objectives?	5
What do we need to include in our project budget?	5
Why are on-ground works not eligible for funding?.....	5
What in-kind support should we include in our budget?	5
What are the grant timelines?	6
How do we apply for a grant?	6
What must we include in our application?	6
Can we apply after the closing date?	7
Do we need an ABN to receive a grant?	7
Does the grant include GST?	7
Who decides which projects are funded?	7
If we are successful, how will we receive the funding?	7
When do we start and complete our project?	8
How do we report on our project?	8
What if we can't deliver our project on time?	8
Will more funding be available in future?.....	9
What compliance and enforcement support is available?.....	9
Where can I find project inspiration?.....	9

WHO IS ADMINISTERING THE GRANTS PROGRAM?

Agriculture Victoria, as a part of the Department of Energy, Environment and Climate Action (DEECA), is administering Round 3 of the Partnerships Against Pests (PAP) grants program. The grants program is a part of a broader project reforming the management of established weeds and pest animals in Victoria.

For all general enquiries, please contact the project team via:

partnershipsagainstpests@agriculture.vic.gov.au.

We strongly recommend that all grant applicants contact Agriculture Victoria to discuss their project proposal prior to submitting a grant application via the below contacts:

Region	Contact Person/s	Contact Email
Northern and Eastern Victoria	Alastair Campbell	alastair.campbell@agriculture.vic.gov.au
South West Victoria and Metro Melbourne	Doug May	doug.may@agriculture.vic.gov.au

WHAT IS THE AIM OF THE GRANTS PROGRAM?

The cost of managing established weeds and pest animals for Victorian agricultural landowners is estimated at \$869 million per annum. Established weeds and pest animals damage our landscapes, cause substantial production losses, are a risk to international market access, degrade our ecosystems, and damage culturally sensitive sites of Victoria's First Nations people.

The aim of the PAP grants program is to boost community participation and to build skills in the management of established weeds and pest animals.

WHAT FUNDING IS AVAILABLE?

Round 3 Stream 2 has \$780,500 available in the 2024-25 financial year to fund regional and local level organisations projects. Organisations may apply for grants from \$10,000 up to \$50,000 for a tenure of 12 or 24 months.

CAN ANY ORGANISATION SUBMIT AN APPLICATION?

Organisations operating at a regional or local level that have an interest or a project idea in established invasive species management can apply. This includes, but is not limited to:

- Not-for-profit organisations,
- Environmental, agricultural, or natural resource management volunteer organisations,
- Community service organisations, and,
- Landcare groups and networks.

Please refer to the Round 3 Stream 2 Guidelines for the complete eligibility criteria.

I AM A CONCERNED LANDOWNER, CAN I APPLY FOR A GRANT?

Only incorporated groups (or those auspiced under an incorporated group) are eligible to apply for a PAP grant. Partnerships and collaboration are key objectives of the PAP program and so Agriculture Victoria is looking for projects that promote community collaboration.

The PAP grants program aims to ensure those most affected by the problem of established weeds and pest animals are central in defining the problem and priority of the community. This is best achieved by developing partnerships between relevant stakeholders to co-design strategies and community-based projects to build capacity and support on-ground action.

HOW DO WE CONNECT OTHER COMMUNITY GROUPS?

If you would like to connect with your local Landcare or other community organisation, please talk with your local Agriculture Victoria Engagement Officer. You can also contact [Landcare Victoria Inc](#) or your local [Catchment Management Authority](#) for further assistance.

WHO IS NOT ELIGIBLE TO APPLY?

- Government organisations including local government authorities, Parks Victoria, and catchment management authorities (note that community applicants are encouraged to partner with these types of organisations where relevant and appropriate).
- Commercial operations where the business will benefit financially from the project.

CAN WE SUBMIT MORE THAN ONE APPLICATION?

No, only one application per organisation will be considered per grant round. You may include multiple sub-projects within one application.

WE HAVE APPLIED FOR A PAP GRANT BEFORE, CAN WE APPLY AGAIN?

Organisations that have previously applied for PAP grants funding are welcome to submit new or revised applications. Applications from organisations that have previously received funding are also welcome. Organisations may submit applications that build on work from previous funding rounds or other government funded initiatives.

WHERE MUST WE DELIVER OUR PROJECT?

Projects can be undertaken on either public or private land in Victoria in your community organisation's region of operation. Please note that applicants are responsible for identifying any required approvals or permits (e.g. permission, site access) and ensuring they are in place prior to project commencement.

WHAT MAY BE FUNDED?

Funding can be used for items directly related to the delivery of the project. Please refer to the Round 3 Stream 2 Guidelines for a full list.

CAN WE APPLY FOR \$50,000 FUNDING FOR EACH YEAR IN A 2 YEAR PROJECT?

No, the total project budget must be between \$10,000 and \$50,000 regardless of the project duration. If your project requires funding of more than \$50,000, the additional funding can be applied for in a subsequent round of the Partnerships Against Pests grants program. However, there is no guarantee that the further funding will be provided.

WHAT ARE SOME EXAMPLE OUTPUTS WE CAN PUT IN OUR PROJECT?

Output Type	Example	Output Type	Example
Field day	Farm walk/discussion	Assessment/Survey	Post activity evaluation
Presentation	Subject matter expert webinar	Plan/Strategy	Group plan or strategy for 1 or more species
Training event	Formal training e.g. VRAN bootcamp, AgVet Chem Course	Research	Research activity with direct community involvement
Workshop	Discussion and practical demonstrations	Communications	Social media posts, newsletter
Meeting	Stakeholder planning meeting	Publications	Fact sheets, resource documents
Seminar	Full day, multiple subject event	Advertising	Road signs, print or online promotion of events
Conference/Expo	Formal gathering to deliver research findings, case studies etc.	Mapping	Weed mapping
Cultural Heritage activities	Training, workshop or on country learning	Video/Audio production	YouTube video, TV ad or podcast
Online event	Webinar	Event Stand	Stand/stall at field day, e.g. Elmore Field days, local market

WHAT CAPITAL ITEMS ARE ELIGIBLE FOR FUNDING?

Capital items may generally only be funded where they are necessary to provide demonstrations and education to community. These items will only be funded if they are regarded as part of best practice management for the target species. The target weed or pest animal species must be declared as an established pest animal, regionally controlled weed or regionally prohibited weed under the *Catchment and Land Protection Act 1994*. For example:

- Monitoring cameras – feral pigs.
- Hoe – serrated tussock.
- Bait layer – rabbits.

Eligible capital items also include the purchase of equipment that will support communities to facilitate capacity building, awareness raising or partnerships, e.g. portable projector screen.

All capital items must become a registered asset of the applicant group or auspice organisation.

CAN WE APPLY FOR OUR LANDCARE GROUP OR COMMUNITY MEMBERS TO UNDERTAKE TRAINING?

Training members of Landcare groups, the community or project partners is a great initiative to build community capability. Training can be specific to managing established invasive species or to provide leadership or project management training to project staff. While training and course fees are eligible for funding under the PAP grants, project value for money is also considered in the application assessment. Where the grants have significant oversubscription, training may be excluded from funding at the discretion of the Grant Assessment Panel.

WHAT IS INCLUDED IN THE PROJECT MANAGEMENT COSTS?

Project management and administration costs cannot exceed 15% of the total funding requested. Successful groups will have their project management funding reduced if these costs exceed the 15% threshold or if partial funding is received.

Project management can include but is not limited to:

- Recruitment, engagement and management of project officers, administrators, facilitators, consultants, etc.
- Information and communications technology hardware and software.
- Staff on-costs.
- Office space.

WHAT WILL NOT BE FUNDED?

Funding provided by the program cannot be used for the following activities:

- On-ground works and equipment related to:
 - Weed management – for example: spray equipment, mulchers or purchase of chemicals.
 - Pest animal management – for example: baits, warren ripping, shooting, traps or fumigation.
- Projects that are unlikely to deliver practical outcomes within the grant timeframes.
- Capital items or equipment over \$3,000.

Please refer to the [Round 3 Stream 2 Guidelines](#) for the full list or contact Agriculture Victoria to discuss further.

CAN OUR PROJECT INCLUDE INDIVIDUAL PROPERTY VISITS OR PLANS?

This will be assessed by the Grant Assessment Panel on a case-by-case basis. However, groups should be aware the PAP grants are aiming to build the capacity of communities to manage established invasive species. Community or priority area management plans are encouraged to help groups achieve goals on a landscape scale. Delivery of individual property visits and plans does not achieve the same wide-scale benefit.

WHAT HAPPENS IF PART OF OUR APPLICATION DOESN'T MEET PROGRAM OBJECTIVES?

Groups that include initiatives in their budget that fall within the above “Will not be funded” category or are outside of scope for the program may be only partially funded. These initiatives will be removed from the budget and project management costs will be updated reflecting this.

WHAT DO WE NEED TO INCLUDE IN OUR PROJECT BUDGET?

Please see the grant guidelines for a list of items that may and may not be funded by the grant. Before working on your budget, please consider the following:

- Cost estimates should be credible and realistic.
- Each item must be specific – avoid using terms such as ‘miscellaneous’ or ‘other activities’.
- For each item, include a short description and provide details of calculations used to arrive at the amount budgeted.
- Inflated budgets will damage the credibility of the proposal.
- There is no requirement to match the funds, however in-kind contributions may be included.

WHY ARE ON-GROUND WORKS NOT ELIGIBLE FOR FUNDING?

The PAP program aims to provide opportunities for community groups and members of the public to build skills in weed and pest management. Significant interest and oversubscription in previous rounds of the grants program have shown that there is strong community interest in these types of grants.

In the past, Agriculture Victoria has found that providing funding for on ground works can be beneficial when delivered strategically. However, as outlined in [Victoria's Biosecurity Strategy](#), managing established weeds and pest animals is large scale biosecurity challenge that depends on collective action to achieve long-term and sustainable outcomes. PAP grants are designed to provide private landowners and members of the community with the knowledge, skills, motivation and connections they need to contribute to the effective and sustainable management of established weeds and pest animals.

Groups looking to fund on ground works can seek a range of other government grants available (e.g. Victorian Landcare Grants, BushBank, Coastcare, grants delivered via Community Pest Management Groups – e.g. Victorian Gorse Taskforce Community Project Grants). PAP grants complement those other programs by providing funding for community groups to undertake projects that build community connections and capacity, and build localised awareness, preparedness and resilience in the management of established weeds and pest animals.

WHAT IN-KIND SUPPORT SHOULD WE INCLUDE IN OUR BUDGET?

There is no requirement for matched funds from applicants. However, organisations are encouraged to outline in-kind contribution in their project application

In-kind support is what you or others are putting into the program that is not provided as a part of the grant. This includes any materials or volunteer time that is contributed to the project by your organisation or by other project sponsors such as local businesses or your local council. Describing the in-kind support for the project shows us what is being contributed to the project outside of the requested funding

WHAT ARE THE GRANT TIMELINES?

Applications open	2 September 2024
CPMG contact deadline	30 September 2024
Applications close	11:59pm, Friday 11 October 2024
Successful projects announced	29 November 2024
Contracts finalised	20 December 2024

HOW DO WE APPLY FOR A GRANT?

Review the [Partnerships Against Pests Round 3 - Grant Proposal Guidelines](#) to determine if your project idea meets the program objectives and intended outcomes.

We strongly recommend that you discuss your grant proposal with Agriculture Victoria before submitting it. Please visit the [Agriculture Victoria website](#) for the contact person for your area.

Applications can be submitted via either:

- The [Grants Online Portal](#) (**preferred**)

OR

- Completing the [Partnerships Against Pests Grants Program - Round 3 Regional and Local Community-Based Organisations Application Form](#) and submitting it via email to: partnershipsagainstpests@agriculture.vic.gov.au

For more information on the application process, please refer to the [Partnerships Against Pests Round 3, Stream 2 Grant Proposal Guidelines](#).

WHAT MUST WE INCLUDE IN OUR APPLICATION?

Applications should include information addressing the assessment criteria listed in the [Grant Proposal Guidelines](#) by answering the questions posed in **either** the Grants Online portal or application form.

Applications should also include supporting documents, including supporting letters from collaborators and, where applicable, a detailed budget or project area map. Please name all files with a clear description of the contents and use the following naming convention: *2024 PAP S2 – Document name*. For example: *2024 PAP S2 – AgVic budget spreadsheet.docx*

If you have more supporting documents than you can upload to your online application, please email them to partnershipsagainstpests@agriculture.vic.gov.au AFTER you have submitted the online application and before 11:59pm on 11 October 2024.

Please attach all additional documents to one email, zipping the files if required and include your grants online application reference number (e.g. GA-F12345-6789) in the subject line. Please do not include attachments in your email that you have already submitted with your online application form.

CAN WE APPLY AFTER THE CLOSING DATE?

No, late applications will not be considered for funding.

DO WE NEED AN ABN TO RECEIVE A GRANT?

Yes, however if your group does not have an ABN, you can arrange for an affiliated group with an ABN (e.g. Landcare Victoria Inc, local council) to act as an auspice sponsor.

Applicants will be required to supply written approval from their auspice sponsor as part of the application. It is recommended that applicants discuss the proposed auspicings arrangements with the Grants Manager before applying.

DOES THE GRANT INCLUDE GST?

Yes, however not all groups are eligible to receive GST. You can check whether your group is eligible to receive GST on the [Australian Tax Office website](#). Independent advice should be sought if you are unsure. Please ensure your budget does not exceed the total grant funding stipulated in the guidelines.

All project costs included in the application must be exclusive of GST. If your organisation is required to pay GST on the funding payment it receives, your tax invoices may include the additional GST component.

Registered for GST – If applicants are registered for GST, the total project cost stated in the application should be the GST exclusive amount i.e., the applicant can claim an input tax credit in respect of the GST that is paid.

Not registered for GST – If applicants are not registered for GST, the total project cost stated in the application should include GST.

WHO DECIDES WHICH PROJECTS ARE FUNDED?

Agriculture Victoria is committed to ensuring that the assessment process for the selection of projects is fair and transparent. The following assessment process will be undertaken:

- Stage 1:** Agriculture Victoria will conduct an eligibility check. Applications that are incomplete or are not eligible will not be considered for assessment.
- Stage 2:** Initial assessments will be undertaken by the Partnerships Against Pests Grants Assessment Panel. Applications will be assessed against the criteria set out in the guidelines.
- Stage 3:** A shortlist will be provided for approval to the appropriate delegate for administering grant programs.
- Stage 4:** Successful and unsuccessful applicants will be notified by email.

IF WE ARE SUCCESSFUL, HOW WILL WE RECEIVE THE FUNDING?

Successful applicants will receive a letter of offer and funding agreement via email. The funding agreement will include a list of the outputs your group will be required to deliver using the funds provided, along with a range of funding terms and conditions. Once Agriculture Victoria receives

your signed acceptance and funding agreement, funds will be transferred to your organisation's nominated bank account.

For one-year projects, up to 90% of the total grant funding will be distributed at the beginning of the project, with the remaining funds to be available once your organisation has delivered certain agreed project milestones/activities. For two-year projects, the funding will be split into year one and year two. Up to 90% of the year one funding will be distributed up front with the remaining year one funds to be available on completion of agreed milestones. Year two funding will be distributed at the start of year two of the project, if all agreed project milestones for year one have been met.

Successful applicants will be required to enter into a funding agreement with DEECA (via Agriculture Victoria) detailing all funding obligations, terms and conditions. No offer will be binding until a legal agreement has been executed. Grant funds and outputs will be detailed in the funding agreement.

WHEN DO WE START AND COMPLETE OUR PROJECT?

If successful, you can start your project at any time after you have received notification.

As groups can choose to complete their project over either a one- or two-year tenure, project reporting must be completed, and grant funds spent on the project budget items by the final reporting date indicated on the funding agreement.

HOW DO WE REPORT ON OUR PROJECT?

Successful applicants will be required to submit progress and completion reports, assessing progress of the project against milestones, and providing evidence of project completion. Further details and instructions on how to submit reports will be provided to successful applicants.

Applicants may also be asked to participate in evaluation, communications or engagement activities relating to the project. These activities help Agriculture Victoria to determine if the grants program is delivering on its aims and objectives.

Agriculture Victoria wants to record the successes from community stemming from the PAP grants program. This can be tangible or anecdotal. Please ensure your group captures the impact of the work completed including providing photos, case studies or metrics.

WHAT IF WE CAN'T DELIVER OUR PROJECT ON TIME?

Agriculture Victoria relies on your project reporting to fulfil our government reporting requirements and pave the way for more funding opportunities in the future. We understand that occasionally there are unavoidable delays to your project.

Any project variations (e.g. change in timelines, budget, scope etc.) must be submitted to Agriculture Victoria at the earliest opportunity for endorsement and approval in writing by the Department and subject to a variation agreement signed by both parties. Further instructions on how to submit a project variation will be provided to successful applicants.

Agriculture Victoria will email you when it is time to complete your final report.

WILL MORE FUNDING BE AVAILABLE IN FUTURE?

As part of the Victorian Government's 'Backing Victoria's Producers' budget initiative, Agriculture Victoria will deliver a total of \$5M over 4 years to community groups through the Partnerships Against Pests grants program. There will be further opportunities provided annually for community-based organisations to apply for grants to continue to boost community capacity until the 2026-2027 financial year.

WHAT COMPLIANCE AND ENFORCEMENT SUPPORT IS AVAILABLE?

Agriculture Victoria is reforming the way it delivers established weed and pest animal management programs and services.

Agriculture Victoria is shifting its focus towards projects that boost community capacity and capability in the management of established invasive species with the aim of creating meaningful and long-term change.

We will be increasing our community support so that:

- More Victorians are aware of established invasive species management and how they can participate and boost their skills and knowledge.
- Individuals and organisations are aware of their responsibilities, know where to go for information, and are supported to use more collaborative and effective ways to manage established invasive species for the long term.
- Land managers who are disengaged with established invasive species management are effectively engaged and supported to meet their responsibilities.
- Enforcement tools are used only where they are justified for risk and harm management, and only as an option of last resort.

WHERE CAN I FIND PROJECT INSPIRATION?

Examples of projects funded in previous rounds of the PAP grants program are available on the [Agriculture Victoria website](#).

From 2016 to 2019, Agriculture Victoria collaborated with the 4 community pest management groups (CPMGs) to deliver the [Weeds and Rabbits project](#). The 4 CPMGs have delivered several innovative projects that could help inspire you to design a community engagement project that focuses on weed and pest management.