

The cover features a large green triangle on the right side, which contains the title text. The background is a landscape of rolling hills and fields, with a cloudy sky. The foreground shows tall, golden-brown grasses. The overall design is clean and professional, with a focus on agricultural imagery.

# Agricultural and Pastoral Society Grants Guidelines 2020-21

**AGRICULTURE VICTORIA**

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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)

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## 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, promoting the agricultural industry to rural and city communities.

The Victorian Government provides funding to Agricultural and Pastoral Societies to support infrastructure development and business activities to celebrate 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 (DJPR).

## FUNDING DETAILS

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

In recognition of the adverse financial impact of COVID-19, the 2020-21 grant funding guidelines have been amended allow for up to 90 per cent of the total cost of the project to be funded through the program, with applicants required to contribute at least 10 per cent of the total cost. The maximum grant available for projects is:

Facilities (up to) \$10,000

Business activities (up to) \$10,000

Former 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. Each project must be accompanied by a separate application.

This round is open to all Agricultural and Pastoral Societies, including those that have had to cancel their shows in 2020 due to COVID-19.

The 2020-21 guidelines have been modified to include additional eligibility criteria recognising the restrictions that are in place for Victoria. Please see the eligibility criteria section for more information.

Note that the modifications to the guidelines are only applicable to the 2020-21 round.

## GST Implications

The Agricultural and Pastoral Society Grants are reimbursement grants, so the amount awarded is GST exclusive.

If the society is *registered for GST*, the application amount stated as the total project cost should be the \*GST exclusive amount i.e. the society can claim an input tax credit in respect of the GST that it pays.

If the society is *not registered for GST*, the application amount stated as the project cost should \*\*include GST. 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	**\$12,000.00
Grant request (90%)	\$9,818.18	Grant request (90%)	***\$10,800.00
Society contribution (10%)	\$1,090.90	Society Contribution (10%)	\$1,200.00

\*total project cost stated in the application should be GST *exclusive* if a society is registered for GST

\*\* total project cost stated in the application should be GST *inclusive* if a society is not registered for GST

\*\*\* maximum grant available through Agricultural and Pastoral Society Grants program is \$10,000

## Supporting documentation

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

Applications must be accompanied by plans and specifications, as well a firm 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 firm 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, including council permits and as may be necessary for the work to be undertaken.

Legal documentation, evidence of freehold, may be requested to demonstrate ownership of the works for which the grant is requested. Alternately, where a tenure of lease arrangement exists, legal documents **must** be provided to verify ownership of the project or works.

## Society Contribution

Societies can make in-kind (non-monetary) contributions, and for 2020-21 the guidelines have been amended so that all of the applicant's required contribution to the project cost can be made as an in-kind contribution.

In-kind contributions may include donated labour (to be valued at no more than \$30/hour) and/or equipment.

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

- Labour: 2 people x 40 hours @ \$30 per hour = \$1200
- Front end loader: 3 hours @ \$30 per hour = \$90

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 will be open from Thursday 12<sup>th</sup> November, 2020 and will close midnight Thursday 10<sup>th</sup> December 2020. Applicants will be notified of the outcome within two months of receiving their application.

## Who can apply?

See Eligibility guidance on page 7.

## 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, where possible photographic evidence, an invoice made to DJPR and all supportive documents.

Upon returning the signed funding agreement, the society should immediately arrange for works and activities to start to ensure sufficient time for completion within the grant period.

## **PROJECT REQUIREMENTS**

The program aims to support Agricultural and Pastoral Societies by providing funding to support business activities and stimulate community involvement in activities that promote agriculture, by developing new or upgraded facilities.

The objectives of grant applications may include to:

- Encourage greater community involvement in agricultural activities
- Create opportunities for local agricultural businesses to promote and engage with the community
- Improve and upgrade amenities for community use during events, promoting designs that encourage multi-purpose community use
- Enhance event planning, that may include online events, business management activities and use of virtual technology.

### **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:

- Promote agricultural production
- 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 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.
- Innovative use of technology to encourage remote community participation in agricultural show activities.
- Enhance public safety of the community attending shows including sanitisation and measures that enable events occurring during 2021 to proceed safely in alignment with Victorian Government community event guidelines at the time of the event.

### **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.
- Grants for portable assets are not generally admissible and may only be deemed eligible according to their compliance with the guidelines.

## **APPLICATION PROCESS**

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**

Prior to applying for funding, the Society is encouraged to check eligibility requirements with the guidelines contained in this document.

## **Step 2: Prepare and submit**

Prepare and submit your application. Applications for the 2020-21 grants must be submitted online by midnight Thursday 10<sup>th</sup> December 2020 to be considered.

The online application form must be completed by a person authorised to submit the application on behalf of the applicant organisation and [submitted here](#). Or by visiting the Agriculture Victoria website at <http://agriculture.vic.gov.au/about-us/doing-business-with-us/agricultural-and-pastoral-society-grants>. These guidelines may also be found via the Victorian Agricultural Shows website: <http://www.vicagshows.com.au/>

The online application format allows applications to be saved and completed later. It is recommended that applicants start the process early to allow enough 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 two 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.

## **ELIGIBILITY**

The Victorian Agricultural Society (VAS), registered Agricultural and Pastoral Societies and financial members of VAS are eligible to apply. For facilities grants, societies must own their own land or have security of tenure with legal documentation to verify ownership of the works. All works must be compliant with Victoria's WorkSafe regulations. Council permits must be provided as may be required.

Applicants must have fully completed and acquitted funded projects from previous rounds of Agricultural and Pastoral grants to receive funding from the current round.

### **Ineligible applications**

Individuals and business are not eligible to apply.

## **SELECTION CRITERIA**

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

### **Alignment and priority**

The project supports activities that promote Victoria's agricultural communities, industry and produce.

### **Feasible and achievable**

The projects are well planned, with realistic goals and timelines.

### **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.

### **Community engagement, capacity building and sustainability**

The project will positively impact the local community providing broader, long 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 event activities
- encourage innovation in relation to creating online community and event activities
- benefit local agricultural businesses and industries
- enhance the safety of the community attending events

### **For business activities:**

- enhance business management and planning for events that promote greater community awareness and involvement in agriculture related activities.

## **EVALUATION AND FUNDING REQUIREMENTS**

### **Project Completion**

Projects approved for grants should be completed as soon as possible and before 30 June 2021.

Immediately the project is completed, email all relevant documentation, including the official invoice to the 'Department of Jobs, Precincts and Regions' (DJPR) for the grant payments. (see Final Payment of Grant)

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

### **Approval and notification**

The Grant Assessment Panel will provide advice and recommendations to the Minister for Agriculture 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.

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

The society must have current public liability insurance appropriate to the activity outlined in the grant 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 work, health and safety of the 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).

Emphasis must be placed on all work, health and safety requirements being met with strict adherence to current WorkSafe guidelines.

## 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 successful applicant
- Paid tax invoices/receipts for any items purchased toward the project
- Details of any in-kind support calculated at \$30 per hour for labour and machinery
- For facilities, photographs showing the completed project
- For business activities, the relevant report, plan and permits
- Any relevant legal documents pertaining to ownership of the works or tenure of the property

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 DJPR receiving invoices made out to DJPR, as per the dates specified in Schedule 1 of the grant agreement, in two instalments.

The first payment will be for 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 money will be paid after receipt of the completion report and once all documentation is received and verified. Please ensure that all remittance details have not changed since the application was submitted and are clearly identified on the invoice.

The final 10 per cent invoice may be submitted for processing, however payment will only be made once the supportive documents have been verified. 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 1 June 2021. Should the applicant require an extension, please email the request, 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).

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