

Partnerships Against Pests Grants Program - Round 3 Stream 1b

Grant Proposal Guidelines for Community Pest Management Groups

Sharing responsibility for the management of declared established invasive species in Victoria.



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Acknowledgment

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.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



Accessibility

If you would like to receive this publication in an accessible format, please email the Partnerships Against Pests team at partnershipsagainstpests@agriculture.vic.gov.au.

This document is also available in PDF and Word formats at agriculture.vic.gov.au.

Introduction

The Victorian Government acknowledges the significant impact of established invasive species and the importance of working in partnerships across government, industry and community. The Victorian Government made a commitment of \$5 million over 4 years to support community capability and capacity for established invasive species management in Victoria.

The Partnerships Against Pests (PAP) Grants Program (the program) will run from 2023 to 2027 and is a change initiative designed to build government, industry, and community capabilities, strengthen relationships, and facilitate greater cooperation on established invasive species.

This program aims to ensure that people most affected by the problem of widely established invasive species are central in the process of defining the problem, co-creating strategies and new community-based projects to build community capacity and support on-ground action.

It also aims to demonstrate transparency in government investment and create shared responsibility between community and government in co-developing future projects in established invasive species management. The program will improve the capacity of land managers to manage their land.

Agriculture Victoria, as a division of the Victorian Department of Energy, Environment and Climate Action (DEECA), hereon referred to as 'the department', administers the program.

This program has 3 funding streams. The streams have differing objectives and are available to the following groups:

- Stream 1a: An allocated grant amount to each of Victoria's 4 Community Pest Management Groups (CPMGs) being the Victorian Blackberry Taskforce, the Victorian Gorse Taskforce, the Victorian Rabbit Action Network, and the Victorian Serrated Tussock Working Party.
- **Stream 1b:** A competitive application process for the CPMGs to develop and deliver projects with a more strategic, future focused mindset and advance them as the state advocacy group for their respective species.
- Stream 2: A competitive application process for community-based organisations operating at a local or regional level with an interest in established invasive species management.

For all general enquiries, please contact the project team directly via:
partnershipsagainstpests@agriculture.vic.gov.au.

1. THE PARTNERSHIPS AGAINST PESTS GRANTS PROGRAM – STREAM 1B

Stream 1b of the program is a competitive application process providing additional project-based funding to Victoria’s 4 Community Pest Management Groups (CPMGs). The primary objective of this funding stream is to enable the CPMGs to develop strategic, and future focused projects, and advance their ability to function as the state advocacy group for their respective species.

These funding guidelines apply to Stream 1b – Community Pest Management Groups.

2. ELIGIBLE GROUPS

Stream 1b of the program is a competitive application process open **exclusively** to the 4 Victorian CPMGs being:

- the Victorian Blackberry Taskforce
- the Victorian Gorse Taskforce
- the Victorian Rabbit Action Network, and
- the Victorian Serrated Tussock Working Party.

3. KEY DATES

Applications open	2 September 2024	
Applications close	9am Monday 28 October 2024	
Projects announced	13 January 2025	
	12 Month Project	24 Month Project
Activities completed	16 January 2026	15 January 2027
Final reports submitted	20 February 2026	19 February 2027

4. PROGRAM OBJECTIVES AND OUTCOMES

Program objectives:

- A. Capacity Building** – Educate, mentor and provide resources to community leaders to boost their capacity to manage established invasive species.
- B. Capability Building** – Provide training, educational and/or mentoring opportunities for CPMG leaders and members to boost their knowledge and skills in areas such as leadership and governance.
- C. Strategic Planning** – Develop strategic and innovative plans that influence community-led and place-based established invasive species management.
- D. Raising Awareness** – Design engaging communication tools and products to boost awareness, technical knowledge, and capability of leaders and advocates.
- E. Raising Awareness** – Provide communities with technological solutions to raise awareness and build technical knowledge and capability in established invasive species management.

- F. Partnerships & Collaboration** – Lead the collaboration of stakeholders involved in established invasive species for sustained long-term management.
- G. Partnerships & Collaboration** – Develop and deliver initiatives that actively facilitate connections between agencies and community-based organisations.
- H. Partnerships & Collaboration** – Build partnerships with Traditional Owner Corporations (TOCs) and Aboriginal Victorians to deliver established invasive species management.

Program outcomes:

- CPMGs facilitate the improved capacity, awareness, and technical understanding of established invasive species management among *leaders and advocates* from regional and local community groups.
- CPMGs facilitate the upskilling of *leaders and advocates* from regional and local community groups through the provision of innovative communication and educational products.
- Leaders and members of the CPMGs develop improved skills and knowledge in the areas of leadership, governance, strategic thinking, risk management, project management, communications and engagement, and monitoring and evaluation.
- CPMGs engage with future members and leaders to establish networks of enthusiastic and committed volunteers.
- CPMGs have strategic plans in place to ensure sustainable and contemporary future management that describe the group's goals, objectives, and strategic actions for investment.
- CPMGs explore, develop and promote innovative solutions for established invasive species management that can be implemented locally by community groups.
- CPMGs provide educational materials, guidance, mentorship, and leadership to community organisations to guide their established invasive species management.
- CPMGs facilitate the development and strengthening of networks and collaborative partnerships between community groups, government agencies, and other stakeholders with an interest in established invasive species management.
- CPMGs are leaders in initiatives that guide and inspire community groups to deliver established invasive species management on the landscape scale.
- CPMGs work in partnership with Traditional Owners

5. FUNDING PRIORITIES

This program aims to empower the CPMGs to become innovative and future focused leaders in the community. Projects incorporating the following priorities may be favourably marked.

- Developing training programs or activities to boost community awareness and technical knowledge and encourage active established invasive species management.
- Boosting CPMG committee member's knowledge and skills in leadership and governance, including potentially funding leadership training.

6. ACTIVITIES ELIGIBLE FOR FUNDING

Funding can be used for items directly related to the delivery of the project, including but not limited to:

- Consultants, facilitators and/or presenters.
- Project officers engaged to deliver tangible and quantifiable project activities.
- Training and/or educational course fees.
- Publicity, communications, and marketing.
- Advertising, printing, design, and postage.
- Website and app development.
- Photography, videography and video production.
- Hire of equipment and venues for events.
- Resource materials and consumable items.
- Transport and travel within Victoria required for project delivery.
- Food and non-alcoholic beverages within reason – for example: light event catering.
- Capital items and equipment where the cost does not exceed \$3,000. Applicants must demonstrate a clear need and community benefit for any capital items included in the project budget.
 - Capital items must become a registered asset of the applicant group or auspice organisation.
 - Capital items used to demonstrate and educate must be considered as part of best practice management for that species.
- Project management and administration costs that do not exceed 15% of the total funding requested. For example:
 - Recruitment, engagement and management of project staff listed in this list.
 - Communications technology hardware and software or licenses.
 - Staff on-costs.

Failure to provide a detailed budget may negatively impact the assessment of your application.

7. ACTIVITIES INELIGIBLE FOR FUNDING

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.
- Research activities where the only product is a report or paper interpreting the results.

- Activities (or components) funded through another organisation, program, or fund source. A project may build on the success of past or existing projects but must be new work.
- Purchase of goods for competitions, raffles and/or prizes.
- Alcohol.
- Projects that are unlikely to deliver practical outcomes within the grant timeframes.
- Capital items or equipment over \$3,000.
- Insurance.
- Positions such as facilitators, staff or project managers that are already funded through other funding sources.
- Project management or administration costs that collectively total more than 15% of total funding requested.
- Routine or ongoing maintenance activities.
- Activities that have already started.
- Recurrent operating costs – for example rent and utility costs, and/or activities establishing expectations of ongoing funding.

Should the proposed budget include initiatives that do not align to the PAP objectives or fall within the above 'Activities Ineligible for Funding' category, the project may only be partially funded.

8. FUNDING DETAILS

The total funding available for Stream 1b in the 2024-25 financial year is \$250,000 (excluding GST). Groups can apply for grants from \$10,000 up to \$250,000 and chose to run their projects over 12 or 24 months.

Each application may have multiple sub-projects or components. Applicants are encouraged to work with other CPMGs or organisations to develop joint or cooperative project proposals, or to obtain in-kind or in-principle support.

Applicants should note that further funding for projects developed in Round 3 may be applied for in subsequent rounds of the program. As with all applications for this program, projects will be judged on merit and further funding would not be guaranteed.

Co-funding contribution

There is no requirement for matched funds from applicants. However, the assessment of a project application needs to include budget and collaboration considerations. This identifies financial and other in-kind support.

Funding and in-kind contributions may include a combination of:

- Volunteer time dedicated to the project costed at \$44.16 per hour (including project planning, organising and delivery).
- In-kind support – for example: photocopying, loan of equipment (at no cost), donation of materials.
- Staff time allocated to completing the project where the salary comes from another source.
- Funding from other sources – for example: donations, philanthropic grants program.

9. ASSESSMENT CRITERIA

Applications will initially be checked for eligibility to make sure that the applicant’s activities are eligible for funding. Applications will be assessed using the criteria listed below. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process. Applications should address all relevant criteria.

Assessment Criteria	Considerations	Weighting
Describe how the project aims to achieve and align with the objectives of the Program.	Grant applications must demonstrate that the project proposal aligns with at least one of the project objectives (A, B, C, D, E, F, G or H) listed in Section 4 of this document.	50%
Describe how the project aims to demonstrate overall Value for Money (VFM) while aligning with the objectives of the Program.	Project applications should demonstrate Value for Money (VFM). This is assessed on: <ul style="list-style-type: none"> • Overall return on investment after in-kind/cash contributions from the recipients and other partners. • Whether the proposed project involves a reasonable cost. • Whether there is clear justification for requested budgeted items. 	20%
Describe how the project aims to demonstrate innovation while aligning with the objectives of the Program.	Applications should demonstrate the extent to which the project will utilise/demonstrate an innovative or novel approach to meeting the program objectives and outcomes. Project builds on relationships between CPMGs and demonstrates collaborative action to meet program objectives and outcomes.	20%
Demonstrate your organisational capability and capacity to deliver the project in a sustainable manner.	Organisational capability and capacity will be assessed on: <ul style="list-style-type: none"> • The applying organisation’s technical knowledge, skill set, and demonstrated track record in delivering similar projects. • The capacity of the applying organisation to resource the project adequately and appropriately. • The extent to which the proposed project uses a range of partners and resources to deliver the project and expand the reach of the results. • The extent to which the application identifies and mitigates potential risks to the project. • The extent to which the project can be self-sustaining, expanded, or has a demonstrated long-term impact. 	10%
Total		100%

10. SUPPORTING DOCUMENTS

Please submit the following documents with your application:

1. Supporting letters:
 - a. For proposed projects aligning with **PAP Objectives F and G: Partnerships and Collaboration**, applicants should provide a letter of support from key partners with their application.
 - b. For proposed projects aligning with **PAP Objective H: Partnerships and Collaboration**, applicants proposing a partnership with or support from a Traditional Owner Corporation (TOC), or Registered Aboriginal Party (RAP) **must** provide a letter of support with their application confirming that the TOC/RAP has been engaged and has the capacity to support the project to the extent described in the proposal.
2. A project budget spreadsheet, where appropriate.

11. FUNDING CONDITIONS

Successful applicant's names, project name and funding amount may be made publicly available, including publication on the Department's website and media releases.

Successful applicants must enter into a funding agreement with Department of Energy, Environment and Climate Action (DEECA). The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations and Local Government Authorities.

It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on vic.gov.au/victorian-common-funding-agreement.

This program does not allow its funding to be utilised for political campaigning or advocacy activities for political parties.

Legislative and regulatory requirements

In delivering the project, grant recipients are required to comply with all relevant Commonwealth and State legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful applicants without an ABN will need to provide a completed Australian Taxation Office form 'Statement by a Supplier' so that no withholding tax is required from the grant payment.

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support as specified in the Acknowledgement and Publicity guidelines, available at deeca.vic.gov.au/grants, as a part of the funding agreement. Successful applicants must liaise with the Partnerships Against Pests team to coordinate any public events or announcements related to the project.

Payments

Payments will be made as long as:

- The funding agreement has been signed by both parties.
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected.
- Other terms and conditions of funding continue to be met.

Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and acquittal documentation. Failure to comply with reporting requirements may render groups ineligible for further funding until the outstanding requirements are completed.

Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. 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* and other applicable laws.

DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at deeca.vic.gov.au/privacy.

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

12. APPLICATION PROCESS

Applications should be submitted online using the [Grants Online portal](#).

To apply, go to the [Partnership Against Pests](#) page at: agriculture.vic.gov.au/support-and-resources/funds-grants-programs/partnerships-against-pests-grants-program/ and click on the

[‘Start New Stream 1b Application’](#) button. To return to a saved draft application, click on the [‘Access Saved Application’](#) button.

Attaching supporting documents:

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 10MB.

You will receive an application number when you create an online application. Please quote this number in all communications with the department relating to your application.

If you have more supporting documents than the online application form allows you to attach, please email them to partnershipsagainstpests@agriculture.vic.gov.au, quoting your application number in the subject line. Attach all additional documents to one email, zipping the files if required.

Please ensure your application is submitted by **9am Monday 28 October 2024**.

If you require assistance submitting your application online, email grantsinfo@deeca.vic.gov.au.

Note: No hard copy or word document applications will be accepted. Late and incomplete applications will not be considered.

13. NOTIFICATION PROCESS

All applicants will be notified of the outcome of their application in writing once the assessment process is completed. All decisions pertaining to the awarding of grant funding under this program is at absolute discretion.

Unsuccessful applicants can request feedback on their application.

14. ADDITIONAL INFORMATION

Additional information is available on the Partnerships Against Pests program webpage at: agriculture.vic.gov.au/support-and-resources/funds-grants-programs/partnerships-against-pests-grants-program.