

OFFICIAL

Agricultural and Pastoral Society Grants Program 2024-25 Guidelines



AGRICULTURE VICTORIA

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Accessibility

If you would like to receive this publication in an accessible format, please contact the grants administrator by email 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

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.

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What is the Agricultural and Pastoral Society Grants Program?

Agricultural and Pastoral Societies contribute significantly to Victoria's vibrant culture by 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) are administered by Agriculture Victoria, which is part of the Department of Energy, Environment and Climate Action (DEECA) (the Department).

The Program aims to support Agricultural and Pastoral Societies (Societies) by providing funding to stimulate community involvement across Victoria in activities that promote agriculture. The Program aims to achieve the following outcomes:

- greater community awareness and involvement in agricultural activities
- increased opportunity for local agricultural businesses to promote and engage with the community
- improved infrastructure development and upgraded amenities for community use during annual agricultural shows and events
- development or enhancement of facilities that encourage multi-purpose community use throughout the calendar year and stimulate local business for producers and suppliers
- enhanced event planning, that may include online livestock exhibitions, business management activities and use of virtual technology.

Program dates and the application process

Please ensure you read these Program guidelines thoroughly. Queries may be directed to the program team at agricultural.grants@agriculture.vic.gov.au. Opening and closing dates will be listed on the Agriculture Victoria website.

Applications must be submitted online using the Grants Online portal.

To apply, go to the grant program web page [here](#) and click on the 'Start New Application' button. To return to a saved draft application, click on the 'Access Saved Application' button.

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.

Attaching required 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 submit an application online. Please quote this number in all communications with the Department relating to your application.

If you have documents to submit that cannot be attached to your online application you can email them to agricultural.grants@agriculture.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.

Make sure your application is submitted by the closing date. Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered.

Successful and unsuccessful applicants will be advised in writing via email of the outcome of their application within three (3) months from the closing date.

All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

Who can apply?

The following organisations can apply for funding:

- a company incorporated pursuant to the Corporations Act 2001 and registered with the Australian Securities and Investment Commission; or
- an incorporated association incorporated pursuant to the Associations Incorporation Reform Act 2012; or
- another incorporated entity approved by the Department,

AND must satisfy one of the following:

- be a not-for-profit entity and operate for a purpose related to agriculture, horticulture or pastoral outcomes and/or fostering community involvement in these areas including, for example by, holding regional field days. Entities may include, for example, incorporated associations which are Victorian Agricultural, Pastoral and Horticultural Societies; or
- be a peak body involved in providing support to other entities in the area of pastoral activities, agriculture or horticulture including for example Victorian Agricultural Shows Ltd; or
- be a registered member of Victorian Agricultural Shows Ltd.

Note: Applicants can apply for funding under this Program, however, they must have fully completed and acquitted projects under the Agricultural and Pastoral Society Grants Program 2023-24 in order to receive funding in the current round.

Who cannot apply?

The following entities are ineligible to apply:

- government agencies
- local government authorities
- individuals
- unincorporated entities
- entities carrying on a commercial business
- entities currently in breach of funding agreements with the State of Victoria, unless the Department decides otherwise, in its sole and absolute discretion, due to the existence of exceptional circumstances.

What might be funded?

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 agricultural shows and online events.

Projects that will be considered may include initiatives that:

- promote agricultural production
- provide new, or improved or upgraded facilities for exhibitions, competitions and displays, such as upgrading fencing and stables, or areas used for shearing demonstrations and wool exhibits and/or judging of commercial and stud animals and providing opportunities to display arts 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

- enhance biosecurity planning such as a written biosecurity plan, signage, or improved facilities to create separate housing of different species of animals for biosecurity purposes.

Previously funded grant recipients may reapply to complete a further stage of a previously funded project. The Applicant will need to demonstrate how the funds will build on work already completed as part of a separate stage and without duplicating any part of the previous application.

What will not be funded?

Ineligible activities include, but are not limited to:

- repairs caused by the neglect or for routine maintenance work on facilities and equipment
- the purchase, lease or acquisition of land
- activities that have already started, funding will not be provided for retrospective projects/activities that occurred prior to the execution of a funding agreement
- activities located outside the State of Victoria
- print costs of promotional flyers for a show or event, for example posters, tickets and show books
- the hire of vehicles and fuel to transport goods unless transport costs are included in contractor quotes
- any vehicles (including trailers, forklifts, tractors and lawn mowers) and/or vehicle associated costs
- one time use items, such as toilet paper, paper towels and disposable cutlery
- cost associated with one off events, including catering
- portable assets (including laptop, printer and other computer hardware)
- portable toilets, that require waste management services
- items without a quote or rationale as to why no quote can be provided

What are the funding details?

Applications for funding will be accepted for up to \$10,000 (GST exclusive). Applicants may apply for multiple grants/projects, however, the total amount awarded per Applicant is a maximum of \$10,000 (GST exclusive). Each application submitted must be for one single project only.

Grant funds may be used to fund up to 90 per cent of eligible project costs.

Recipients will be required to contribute at least 10 per cent of the total project cost. All or part of this co-contribution may be provided in-kind.

In-kind contributions may include donated labour and/or equipment usage, valued at no more than \$30 per hour. In their application, applicants should estimate the labour costs i.e. the hours and number of people involved and/or equipment that may be required.

For example:

Labour: 2 people x 10 hours @ \$30 per hour = \$600

Front end loader: 6 hours @ \$30 per hour = \$180

Note: If in-kind support is included in the grant application, a summary list of volunteers and time/equipment is required as part of the completion report.

Please note: It is expected that there will be a high level of demand for funding under this Program. Applicants must not assume they will be successful or enter into commitments based on that assumption before receiving formal notification of their application outcome.

GST Implications

The Agricultural and Pastoral Society Grants are GST exclusive.

If Applicants are *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 is paid.

If Applicants are *not registered for GST*, the application amount stated as the total project cost should **include GST as shown in the examples below.

Table 1. Example of GST calculations

	Registered for GST	Not registered for GST
Quote	\$8,000.00	\$8,000.00
GST	\$727.27	\$727.27
Total project cost	*\$7,272.73	**\$8,000.00
Grant request (90%)	\$6,545.46	\$7,200.00
Society contribution (10%)	\$727.27	\$800.00

*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

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

What is the assessment process?

From the closing date, applications will be checked for eligibility and then assessed on merit against the assessment criteria as outlined below. Applications that rank highest against both the assessment criteria and other applications will be recommended for funding, until Program funds are fully subscribed. All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process.

Note it is possible that, due to oversubscription, not all eligible applications will be successful or a lesser amount than applied for will be approved.

Alignment and priority

Applications must demonstrate the project supports activities that promote Victoria's agricultural communities, industry and produce.

Feasible and achievable

Applications must demonstrate the project is well planned, with realistic goals and timelines.

Cost effectiveness

Applications must demonstrate cost efficiency, with overall return on investment, after Societies' in-kind and or cash co-contributions are made. In-kind contributions should reflect reasonable costs for goods and services.

Community engagement, capacity building and sustainability

Applications must demonstrate the project will positively impact the local community providing broad, sustainable, long-term benefits.

What supporting documents will need to be provided?

Applicants will be required to submit:

- Quotes from suppliers for the proposed project which detail a description of the work and all material and construction costs. Suppliers must be registered business entities.
- Detailed plans and specifications, including a description of any required council permits. All works must be completed in accordance with Victoria's WorkSafe regulations. Applicants will be responsible for any cost overruns for a project.
- For business activities, the business plan, schedule of the plan, and contractor's or facilitator's quote are required. The documents must include full details of the cost of developing the plan/s or conducting workshops/promotion and online events.
- Legal documentation, including evidence of freehold ownership of land to demonstrate ownership of the land on which the works will be carried out. Alternately, where a tenure of lease arrangement exists, documents must be provided to verify that the applicant has the permission of the landowner to carry out the works on the land.

What are the funding conditions?

Successful applicants must sign a Grant Agreement that includes terms and conditions and project-specific obligations, to receive the approved grant. The Department will enter into one Grant Agreement per eligible project.

The Grant Agreement is a legally enforceable document that defines the obligations of both parties. The Grant Agreement will set out the requirements or conditions that must be met prior to payment of a grant instalment to a recipient.

All expenditure is to be incurred only after the Grant Agreement has been signed by all parties.

Recipients must attest to having obtained all relevant permits and approvals for the project to commence (where applicable).

The project **must be concluded within six (6) months** of the signing of the Grant Agreement by all parties.

The Department reserves the right to withdraw the offer of grant funding and/or review the Grant Agreement, if the approved project has not commenced within three (3) months of the execution of the Grant Agreement.

The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include completion reports and acquittal documentation.

Payments

A payment of 90 per cent of the grant amount will be made upon receipt of the executed funding agreement. The final 10 per cent of the grant money will be paid on successful completion of the project including submission of the following:

- A completion report as per template provided by the Department, including details of any in-kind support calculated at \$30 per hour for labour and machinery
- Paid supplier/contractor tax invoices/receipts for all contracted work, addressed to the respective successful applicant
- Paid tax invoices/receipts for any items purchased toward the project
- For facilities related projects, photographs showing the completed project
- For business activities, the relevant report, plan and permits
- A completed Suppliers details form (bank details)
- A statutory declaration

Payment of grant instalments is made via electronic funds transfer to a nominated bank account and may take up to four (4) weeks to process.

Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory 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*

Public liability insurance, working with children check and work health safety

The Society must have current public liability insurance appropriate to the activity outlined in the grant application.

If the applicant proposes a project that involves working with or providing services to children, the applicant must make the Department aware of this in their application.

The Society needs to ensure that a safe system of work is in place for the project that protects the work, health and safety of the group, volunteers, and others on the work site. Work, health, safety information can be found at worksafe.vic.gov.au.

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

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.

The Department is committed to protecting the privacy of personal information. You can find the Department's Privacy Policy online at <https://www.deeca.vic.gov.au/privacy>.

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

Acknowledgement

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines (<https://www.deeca.vic.gov.au/grants>) will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Absolute discretion

The Department's decisions on all matters pertaining to the award of grant funding under this Program is at the Department's absolute discretion. This includes approving a lesser amount than that applied for.

The Department reserves the right to request the applicant provide further information should it be deemed necessary. The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate in its absolute discretion.

The Department makes no representation that a grant of funds will be made to any applicant and reserves the right to make no funds available under the Program.

All costs in connection with this application are the responsibility of the applicant.

The Department may at any time, remove an applicant from the application and assessment process, if in the Department's opinion association with the applicant may bring the Department a Minister or the State of Victoria in disrepute.

Further information

Additional information about the Agricultural and Pastoral Society Grant Program 2024-25 and/or assistance with the grant application and/or advice on how to apply online, please contact the grants administrator via email agricultural.grants@agriculture.vic.gov.au .