

**Partnerships Against Pests Grants Program – Round 3 Stream 2**

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

**Grant Proposal Guidelines for Regional and Local Community-Based Organisations**

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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](mailto:partnershipsagainstpests@agriculture.vic.gov.au).  This document is also available in PDF and Word formats at [agriculture.vic.gov.au](http://www.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 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:

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| * 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. |
| * **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](mailto:partnershipsagainstpests@agriculture.vic.gov.au)

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## The Partnerships Against Pests Grants Program – Stream 2

Stream 2 of the program provides a competitive application process for community-based organisations operating at a local or regional level with an interest in established invasive species management.

These grants will enable groups to deliver place-based and community-led invasive species management activities that meet the program’s objectives and outcomes to build community capacity and capability.

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| **These funding guidelines apply to Stream 2 – Regional and Local Community Based Organisations.** |

## Eligible Groups

Stream 2 of the program is open to organisations operating at a regional or local level with an interest in established invasive species management. This includes, but is not limited to:

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

To be eligible, applicants must be either:

* An incorporated association registered through Consumer Affairs Victoria,
* A registered company with the Australian Securities Investment Commission (ASIC), or
* An Aboriginal and Torres Strait Islander corporation registered with the Office of the Registrar of Indigenous Corporations (ORIC) under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

**and**

* Hold sufficient insurance to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least $10 million and personal accident insurance.

Organisations that have previously applied for Partnerships Against Pests grants funding are welcome to submit new or revised applications. However, if a previously funded group has failed to complete all conditions of their Grant Agreement, they will not be considered for further funding until all outstanding conditions have been completed.

### Auspicing Arrangements

Groups and networks that do not meet the above requirements may still be eligible for funding if they operate under the auspices of a sponsor organisation that meets the requirements.

Applicants will be required to supply written approval (such as a supporting letter) from their sponsor (auspice) as part of the application.

It is recommended that applicants discuss the proposed auspicing arrangements with the grant manager via the [partnershipsagainstpests@agriculture.vic.gov.au](mailto:partnershipsagainstpests@agriculture.vic.gov.au) email, prior to the submission of their application. Multiple groups can auspice under one eligible sponsor organisation.

## Ineligible Groups

Stream 2 of the program is not accepting applications from government organisations. The following, but not limited to, groups are not eligible to apply:

* Department of Energy, Environment and Climate Action.
* Parks Victoria.
* Councils and Local Government.
* Commercial operations where the business will benefit financially from the project.

However, where appropriate, these groups may act as an auspicing organisation or project partner, or provide in-kind, in-principle or financial support.

## Key Dates

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| **Applications open** | 2 September 2024 | |
| **Webinar** | 11am, Monday 9 September 2024 | |
| **CPMG contact deadline** | 30 September 2024 |  |
| **Applications close** | 11:59pm, Friday 11 October 2024. | |
| **Projects announced** | 29 November 2024 |  |
|  | **12 Month Project** | **24 Month Project** |
| **Activities completed** | 19 December 2025 | 18 December 2026 |
| **Final reports submitted** | 30 January 2026 | 29 January 2027 |

## Program Objectives and Outcomes

### Program objectives:

1. **Capacity Building** - Educational events and resources boost community awareness and technical knowledge of best practice management options.
2. **Capability Building** – Training, educational and/or mentoring opportunities for community leaders and advocates boosts knowledge and skills in areas such as leadership and project management.
3. **Strategic Planning** – Strategic and innovative plans are developed for self-sustained and accountable action beyond the tenure of the program.
4. **Raising Awareness** - Communication tools and products boost awareness and technical knowledge of best practice management options.
5. **Partnerships & Collaboration** - Communities work collaboratively to sustain long term established invasive species management benefits.
6. **Partnerships & Collaboration** – Initiatives are designed and delivered that actively connect agencies and community members to act on established invasive species issues.
7. **Partnerships & Collaboration** – Community-based organisations build partnerships and work collaboratively with Traditional Owner Corporations (TOCs) and Aboriginal Victorians to deliver established invasive species management capacity and capability building projects that align with Whole-of-Country plans, respect Traditional Owner expertise, and recognise and implement decisions that Traditional Owners make over traditional lands and resources.

### Program outcomes:

* Improved community capacity, awareness, and technical understanding of established invasive species best practice management.
* Communities, their leaders and advocates create cohesive, sustainable and diverse groups or place-based organisations with skills in leadership, governance, strategic thinking, risk management, project management, communications and engagement, and monitoring and evaluation.
* Community based organisations have strategic plans in place that describe the groups goals, objectives, and strategic actions for investment.
* Innovative solutions for established invasive species management are explored and implemented.
* Existing networks and collaborative partnerships are expanded or strengthened and/or new networks and collaborative partnerships are developed.
* There is an increase in the number of ongoing, place-based established invasive species projects and solutions through new or expanded community engagement and collaboration initiatives.
* There is an increase in the number of community groups working in partnership with Traditional Owners and incorporating strategies from Whole-of-Country plans into project planning and delivery to ensure projects are implemented in a culturally appropriate way.

## Funding Priorities

This program is aimed at building the capacity of land managers to manage declared established invasive species on their land. Projects addressing one or more target species and/or collaborating with other organisations (including CPMGs, where relevant) may be marked preferentially.

### Target Species

Groups should include one or more target species for their project.

Declared established weeds are those that are listed as regionally controlled or regionally prohibited under the *Catchment and Land Protection Act 1994.* Established pest animals are those listed under the *Catchment and Land Protection Act 1994*. Further information is available on the following webpages:

|  |  |
| --- | --- |
| Regionally controlled or regionally prohibited weeds | [agriculture.vic.gov.au/biosecurity/weeds/invasive-plant-classifications](https://agriculture.vic.gov.au/biosecurity/weeds/invasive-plant-classifications) |
| Established pest animals | [agriculture.vic.gov.au/biosecurity/pest-animals/invasive-animal-management/established-invasive-animals](https://agriculture.vic.gov.au/biosecurity/pest-animals/invasive-animal-management/established-invasive-animals) |
| *Catchment and Land Protection Act 1994* | [legislation.vic.gov.au/in-force/acts/catchment-and-land-protection-act-1994](https://www.legislation.vic.gov.au/in-force/acts/catchment-and-land-protection-act-1994/072) |

Projects targeting species that are not declared under the *Catchment and Land Protection Act 1994* will be assessed accordingly.

### External Project Support

Collaboration between Landcare groups/networks, Public Land Managers (i.e. Parks Victoria or DEECA), CPMGs and/or Traditional Owner Corporations (TOC) or Registered Aboriginal Parties (RAP) is encouraged. Groups looking for external support from either a CPMG or a TOC/RAP **must** **provide** **written** **confirmation** detailing the extent of the support with their application.

**Applications without confirmed support from collaborators will not have the partnership considered.**

### CPMG Support

Groups with projects targeting blackberry, serrated tussock, rabbits or gorse, **must** discuss this with their relevant regional contact listed in [Section 15](#_Contacts) of this document.

For these applications, groups must contact the relevant CPMG before **30 September 2024** to be considered for support. Applications must include written confirmation of this support from the relevant CPMG.

CPMGs may provide 3 tiers of support:

1. Collaboration Project – project developed, designed and delivered in collaboration between the primary applicant and the CPMG.
2. In-kind Support – project goals and initiatives are supported by the CPMG. This group would provide in kind support (facilitator, resources etc) to the primary applicant for project delivery.
3. In-principle Support – project goals align to the strategic direction of the CPMG.

## 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**.

## 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.

## Funding Details

In Round 3, there is a total of $780,500 (excluding GST) of funding available for projects in Stream 2. Groups can apply for project funding of between $10,000 and $50,000 (excluding GST) and chose to complete their projects over either 12 or 24 months.

**Each applicant may submit only one application per round; however, an application may have multiple sub-projects or components. Applicants are encouraged to work with other organisations to develop joint or cooperative project proposals, or to obtain in-kind or in-principle support.**

### 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.

## Assessment Criteria

Applications will initially be checked for eligibility to make sure that the applicant and their activity are eligible for funding.

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| Assessment Criteria | Considerations | Eligible |
| The application meets requirements and contains appropriate documentation | Applications must meet the following requirements (as applicable):   * Group meets eligibility criteria. * Project targets species listed under CaLP Act 1994. * Relevant supporting documents are provided, as detailed in the next section. | Yes/No |

Eligible applications will then 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. | Applications must demonstrate that the project proposal aligns with at least one of the project objectives (A, B, C, D, E, F, or G) listed in [Section 5](#_Program_objectives_and) of this document. | 50% |
| Describe how the project aims to demonstrate overall Value for Money (VFM) while aligning with the objectives of the program. | Applications should demonstrate Value for Money (VFM). This is assessed on:   * 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 an innovative or novel approach to meeting the 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:   * 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%** |

## Supporting Documents

Please submit the following documents with your application:

1. Supporting letters:
   1. For proposed projects aligning with **PAP Objectives E and F:** Partnerships and Collaboration, applicants should provide a letter of support from key partners with their application.
      * Note that groups seeking to work with CPMGs must have contacted them by **30 September 2024** and **must** provide a letter confirming the CPMG has been engaged and has the capacity to support the project to the extent described in the proposal**.**
   2. For proposed projects aligning with **PAP** [**Objective**](#_Program_objectives_and) **G:** 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 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.
3. Map outlining the project focus area, if appropriate.

## 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 the Department. 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 at [vic.gov.au/victorian-common-funding-agreement](https://www.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](https://www2.delwp.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](https://vicgov.sharepoint.com/sites/VG000464/PCI%20Established%20Invasive%20Species%20Reform%20Project/Round%203%20Grants/delwp.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](mailto:Foi.unit@delwp.vic.gov.au).

## Application Process

Applications can be submitted via **either**:

* [The Grants Online Portal](https://deeca.my.site.com/) (preferred)

**OR**

* Completing the [Partnerships Against Pests Grants Program - Round 3 Regional and Local Community-Based Organisations Application Form](https://agriculture.vic.gov.au/__data/assets/word_doc/0006/1055229/Partnerships-Against-Pests-Round-3-Stream-2-Grant-Application-Form.docx)and submitting it via email to: [partnershipsagainstpests@agriculture.vic.gov.au](mailto:partnershipsagainstpests@agriculture.vic.gov.au).

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| **Applicants should take care to apply through only one platform.** |
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| Submission on the Grants Online Portal (preferred)  To apply, go to the [Partnership Against Pests](https://agriculture.vic.gov.au/support-and-resources/funds-grants-programs/partnerships-against-pests-grants-program) page at: [agriculture.vic.gov.au/support-and-resources/funds-grants-programs/partnerships-against-pests-grants-program](https://agriculture.vic.gov.au/support-and-resources/funds-grants-programs/partnerships-against-pests-grants-program) and click on the ‘Start New Application’ button. To return to a saved draft application, click on the ‘Access Saved Application’ button.  You can save your draft application and return to it at any time prior to **11:59pm on Friday 11 October 2024.** |
| Attaching supporting documents: Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG, to be attached in Grants Online. The maximum file size for each file is 10MB.  You will receive an application number when you create an application online. 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](mailto: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 do not email documents that have already been attached to the online application.  Please ensure your application is submitted by **11:59pm on Friday 11 October 2024.** |
| Note: Late and incomplete applications will not be assessed. |
| **If you require assistance submitting your application online, please email** [**grantsinfo@deeca.vic.gov.au**](mailto:grantsinfo@deeca.vic.gov.au) |

Using the Round 3 Grant Application Form (alternative)

Applications may be submitted by completing and emailing the [Partnerships Against Pests Grants Program - Round 3 Regional and Local Community-Based Organisations Application Form](https://agriculture.vic.gov.au/__data/assets/word_doc/0006/1055229/Partnerships-Against-Pests-Round-3-Stream-2-Grant-Application-Form.docx), along with the relevant supporting documents to the Partnerships Against Pests Grants team via: [partnershipsagainstpests@agriculture.vic.gov.au](mailto:partnershipsagainstpests@agriculture.vic.gov.au) by **11:59pm on Friday 11 October 2024.**

All sections of the form **must** be completed in detail to provide sufficient information for assessment purposes.

## 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.

## 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](https://agriculture.vic.gov.au/support-and-resources/funds-grants-programs/partnerships-against-pests-grants-program).

### Contacts

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

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

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| --- | --- | --- |
| **Region** | **Contact Person** | **Contact Email** |
| Northern and Eastern Victoria | Alastair Campbell | [alastair.campbell@agriculture.vic.gov.au](mailto:alastair.campbell@agriculture.vic.gov.au) |
| South West Victoria and Metro Melbourne. | Doug May | [doug.may@agriculture.vic.gov.au](mailto:doug.may@agriculture.vic.gov.au) |

The Northern and Eastern regions include the following municipalities: Alpine, Bass Coast, Baw Baw, Benalla, Buloke, Campaspe, Central Goldfields, East Gippsland, Gannawarra, Greater Bendigo, Greater Shepparton, Indigo, LaTrobe, Loddon, Macedon Ranges, Mansfield, Mildura, Mitchell, Moira, Mount Alexander, Murrindindi, South Gippsland, Strathbogie, Swan Hill, Towong, Wangaratta, Wellington, and Wodonga.

The South West region includes the following municipalities: Ararat, Ballarat, Colac Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Hepburn, Hindmarsh, Horsham, Moorabool, Moyne, Northern Grampians, Pyrenees, Southern Grampians, Surf Coast, Warrnambool, West Wimmera, and Yarriambiack.

Metro Melbourne includes the following municipalities: Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Melton, Merri-Bek, Monash, Moonee Valley, Mornington Peninsula, Nillumbik, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndham, Yarra, and Yarra Ranges.

Applicants looking for support from a Community Pest Management Group for a project targeting a CPMG species (blackberry, gorse, serrated tussock or rabbits), should first contact your relevant regional contact.