



Adapt Grampians Grants Program 2021-2022

Guidelines

What is the Adapt Grampians Grants Program?

The Department of Environment, Land, Water and Planning (DELWP), Grampians Region, is delivering a community grants Program to support community-led climate change adaptation activities and action.

The Adapt Grampians Grants Program is part of the project supporting Grampians region communities to adapt to a changing climate. As part of this initiative, DELWP is working with representatives from local communities and community organisations to develop a Grampians Regional Climate Adaptation Strategy (GRCAS).

The strategy will define regional priorities, provide a blueprint for change, and focus on building the necessary skills and knowledge required to support local adaptation in communities. The Adapt Grampians Grants Program 2021-2022 is providing funding for local adaptation actions and activities.

The Adapt Grampians Grants Program aims to:

1. Empower community groups in the Grampians region to lead climate change adaptation activities.
2. Build skills and capacity in local communities to promote positive climate adaptation actions.
3. Support communities to increase awareness and understanding of climate change adaptation in their local community and possible future impacts.
4. Encourage partnerships between organisations and groups in adapting to climate change.
5. Support communities to have their climate change adaptation vision and values reflected in the GRCAS.

Two Stage Application Process

Stage 1

Expressions of Interest (EOI) are submitted using the attached form. Potential partnerships and project links are investigated and acted on where appropriate during this stage.

Stage 2

Successful Expression of Interest submissions will be invited to submit a **detailed project application** for inclusion in the Grampians Regional Climate Adaptation Strategy- Yearly Delivery Plan 2021-2022. This stage is a competitive process.

Grampians Regional Climate Adaptation Strategy - DRAFT

The Grampians Regional Climate Adaptation Strategy (GRCAS) has been developed by community and business to provide an overview of current and future climate adaptation activities and priorities.

The draft strategy is available for community input and review, with comments being received via the engage.vic.gov.au website. The objectives of the strategy should guide a project concept for the Adapt Grampians Grants Program 2021-2022.

The GRCAS will be used to determine the priorities and investments of the Adapt Grampians Grants Program 2021-2022.

Climate Adaptation and Climate Mitigation

Projects that solely focus on climate change mitigation are not eligible for funding under this grants program. The Adapt Grampians Grants Program 2021- 2022 has been established to support community climate change adaptation projects and therefore eligible projects must deliver on adaptation outcomes as the primary objective. Acknowledging the relationship between mitigation and adaptation in some instances, projects that also mitigate climate change (reduce emissions or draw down emissions) will be considered *if these components support or enable the delivery of the primary adaptation outcome*.

Adaptation: Changes in natural or human systems to prepare for actual or expected changes in the climate in order to minimise harm, act on opportunities or cope with the consequences.

Adaptive Capacity: The capability of a system, sector or local group or community to adjust to climate change, to minimise harm, to act on opportunities, or to cope with the consequences.

Mitigation: Actions to reduce greenhouse gas emissions, primarily by reducing fossil fuel use, directly or indirectly.

Although these grants are for climate change adaptation, adaptation projects that also mitigate climate change (reducing emissions or drawing down emissions) will be viewed positively.

Innovation: the introduction of something new; and new idea, method or device.

There is no requirement for submissions to the Adapt Grampians Grants Program 2021-2022 to include an innovative component. First and foremost, this program seeks to support projects that will engage communities in conversations about climate change adaptation and for leading local adaptation activities.

Key details of the program:

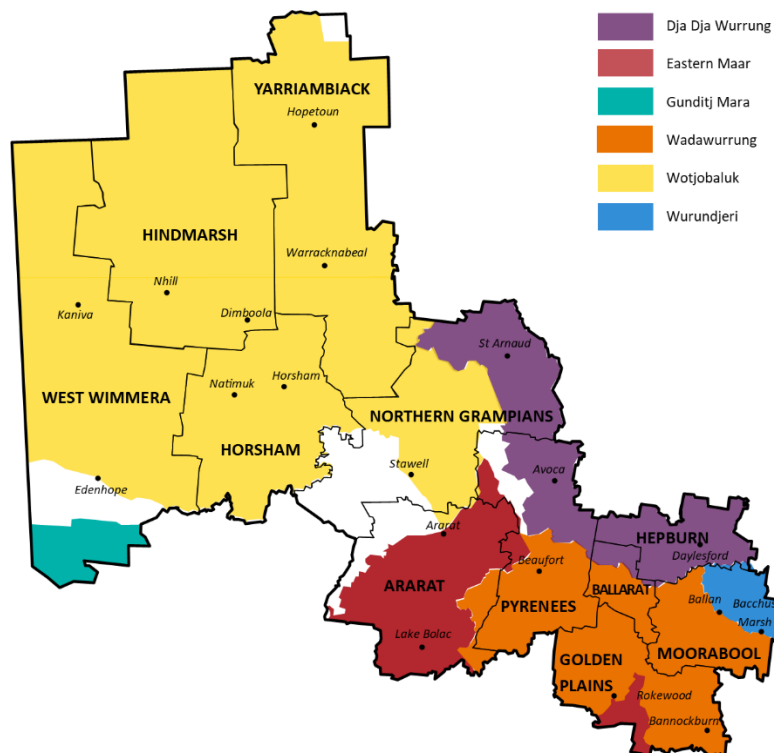
- Projects must support local communities to adapt to a changing climate.
- Expression of Interest applications open 7 April.
- Expression of Interest applications must be submitted by 5 May.
- Detailed project application process commences June 2
- Project application process closes 23 June.
- Projects must be completed by **30 June 2022**
- Projects or activities must be undertaken in the DELWP Grampians region.
- Total available funding for the Adapt Grampians Grants Program 2021-2022 is \$250,000.
- The project must be for public benefit and not for private/individual gain.

Where is the Grampians region?

The Grampians Region stretches from the South Australian border to Bacchus Marsh in the east. It covers 4,861,944 hectares, with an approximate population of 220,000. Ballarat is its largest centre with just over 100,000 residents. Boasting a diverse geography of mountains, desert, forests, grasslands and wetlands the Region is named after the Grampians National Park, an ancient, mountainous landscape attracting large numbers of tourists.

The Region comprises the 11 local government areas of Ararat, Ballarat, Golden Plains, Hepburn, Moorabool and Pyrenees (Central Highlands) and Hindmarsh, Horsham, Northern Grampians, West Wimmera and Yarriambiack (Wimmera Southern Mallee).

This spans traditional lands of the Dja Dja Wurrung, Eastern Maar, Gunditj Mara, Wadawurrung, Wurundjeri and Wotjobaluk (Jaadwa, Jadawadjali, Jupjulk, Wergaia and Wotjobaluk) peoples.



What funding is available?

The total available funding for the Adapt Grampians Grants Program for 2021-2022 is \$250,000. Applicants can apply for up to \$250,000, although a spread of investment across the region will be considered as part of the assessment criteria. Grants are limited to one grant per 'lead' organisation/group.

Key Dates

Expression of Interest submissions open	7 April 2021
Expression of Interest submissions close	5 May 2021
Successful EOI applicants invited to submit project applications	2 June 2021
Successful applicants notified	2 August 2021
Project completed, and final report and invoice submitted (Milestone 2)	30 June 2022

Project examples

- Integrated water management planning for small towns
- Risk, profitability and resilience on farm
- Localised climate adaptation restoration guides for natural environments
- Investigate new technologies for detecting natural emergencies in the landscape
- Research and analyse genetic biodiversity

What is the project eligibility criteria?

Who is eligible?

1. Eligible projects must be led by a community group, Traditional Owner group or not-for-profit organisation, and must:
 - be an incorporated body, cooperative or association (including business associations), or
 - be formally auspiced by an entity that is an incorporated body, cooperative or association, and
 - be financially solvent.
2. If a community organisation wanted to be the project lead, they would need to be an incorporated body, cooperative or association (with an ABN). They may choose to become incorporated before submitting the grant. However, the community organisation could instead find a partner/collaborator who could be the project lead.
3. You can submit an Expression of Interest as the project lead for only one project however you can be a partner organisation for multiple projects.
4. An organisation cannot receive funding for multiple projects as the lead project applicant.
5. Collaborative projects with more than one project partner are encouraged (eg. Local Government, philanthropic organisations, education providers or location-based services and businesses).

6. Projects with unfunded components or activities may be submitted for consideration as part of this grant program. The activities for which funding is being sought, however, should deliver discrete, tangible and measurable outcomes against which the application can be assessed.

Funding will also be considered for activities that expand the reach and impact of existing activities, provided they also have discrete, tangible and measurable outcomes. Specific project activities *with secured funding from another source* are not eligible for funding under this program.

The project must be for a discrete piece of work or activity. However, it could certainly address an issue or expand an idea (or apply an idea in a new setting) from a previous project.

Who is not eligible?

The following cannot apply for funding as the project lead or sole proponent:

- Individuals
- Federal and state government agencies- although can be a partner to an eligible applicant
- Organisations/groups not undertaking work in the Grampians region.
- DELWP (and its portfolio agencies) cannot be a project partner and should not be referred to as a project partner, even though its Support Officers may assist with questions relating to the application process. DELWP cannot provide letters of support for project applications.

What will be funded?

Applicants eligible to apply for this funding must meet the following criteria:

- The project must be delivered within Grampians region.
- Projects or activities support local communities to adapt to a changing climate.
- The project lead agrees to report back on the progress of the project at the 3-month milestone and 6-month milestone.
- The project commits to being completed by **Wednesday 30 June 2022**.

A resource contribution to support the implementation of the proposed project is required as part of the grant application. This can either be in the form of a financial or an in-kind contribution provided by the lead or a partner organisation that is identified in the application process.

An in-kind contribution is a non-financial resource contribution to the project. As part of the grant application process, applicants are asked to describe any in-kind contributions that will be made to support the delivery of the project.

Examples of in-kind contributions are:

- time volunteered for the management or coordination of the project;
- time volunteered to implement project activities;
- non-paid technical support provided to the project;
- the donation of goods, materials or equipment to the project;
- the provision of a workspace in an office to support the implementation of activities.

Sustainable Practices/ Smart Resource Use

Projects are required to commit to, and can demonstrate, sustainable practices will be in place across the project.

What will not be funded?

Projects will not be eligible for funding if:

- Applications are received after the closing date.
- Projects or activities are located outside of the Grampians region.
- Applications are from or on behalf of individuals and/or for private gain.
- Duplicate services are in operation or planned for in the targeted community.

Additionally, the grants will not fund:

- Ongoing expenses.
- Prize money or awards.
- Fundraising activities.
- Renewable energy projects or infrastructure.
- Projects that have already started or have been completed.
- Recurrent operating costs (e.g. rent and utility costs, and/or activities establishing expectations of ongoing funding or administration).
- Capital items where there is not a whole of community benefit, such as a laptop or phone.

What are the assessment criteria?

Expressions of Interest will be assessed against the following evaluation criteria to determine the progression to the project application stage:

The project will address climate change adaptation (on ground action).	25%
The project will raise community awareness about climate change and adapting to a changing climate (education awareness).	25%
Encourages partnerships and shared learnings (partnerships/education).	25%
Aligns with draft Grampians Region Climate Adaptation Strategy goals.	15%
Meets all Expression of Interest process requirements.	10%

What supporting documents will need to be provided?

Please submit the following documents with your application:

- Letter of Commitment from each organisation and project partner's CEO or delegate.
- Copy of Public Liability Insurance Certificate of Currency.
- Proof of Incorporation.
- Links to other funding or programs for the same or part of the same project.
- Any other documents that support your application.

What are the funding conditions?

Funding agreements

Successful project applicants will be required to enter into a *Common Funding Agreement* between the lead organisation (or auspice) and DELWP.

It is recommended that applicants review Information about the Common Funding Agreement here <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>

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

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 will need to acknowledge the Victorian Government’s support. Promotional guidelines will form part of the funding agreement. Successful applicants must liaise with DELWP to coordinate any public events or announcements related to the project.

Payments

- Payments will be made based on the milestones detailed in the Common Funding Agreement
- Payments will be made when:
 - 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 and Reporting

- 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.

Privacy

In submitting an EOI you agree for DELWP to use your contact details and EOI to connect similar or complimentary projects.

- 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.
- DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at www.delwp.vic.gov.au/privacy.
- Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by phone on 9637 8697.

What is the Expression of Interest submission process?

EOI's, and supporting documents, are to be submitted via email to engage.grampians@delwp.vic.gov.au.

Please use the application form for your submission. Please contact Mel Douglas (details below) if you require an alternative submission option.

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 5MB. Attach all documents to one email, zipping the files if required. All supporting material must be received by the submission deadline, with the EOI form.

You will receive a confirmation email when you submit your Expression of Interest.

Submit your Expression of Interest by **5.00 pm on Friday 5 May 2020**.

Note: Hard copy applications will also be accepted. Please contact the team members listed below to advise if you will be submitting your EOI in this way. Late and incomplete submissions will not be considered.

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and not subject to further review. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

Contacts and additional information

If you require more information, please contact a DELWP Grampians Community and Partnerships officer, who can be consulted for more information about the program or if needed when preparing an application:

Mel Douglas	0436 690 238	melissa.dougl@s@delwp.vic.gov.au
Tim Hudspith	0429 963 056	timothy.hudspith@delwp.vic.gov.au

Background Information

- Victoria's response to climate change adaptation www.climatechange.vic.gov.au
- Victoria's Grampians Regional Adaptation Snapshot
https://www.climatechange.vic.gov.au/data/assets/pdf_file/0028/392923/D18-001.RegCCASnapshotReports_Grampians_FALR.pdf

Additional information sources

- CO2 Emissions Report for local council by postcode <https://snapshotclimate.com.au/>
- Climate change in Australia, CSIRO <https://www.climatechangeinaustralia.gov.au/en/climate-projections/>
- Victorian Climate Projections 2019 (including datasets for Wimmera Southern Mallee and Central Highlands Region) <https://www.climatechangeinaustralia.gov.au/en/climate-projections/future-climate/victorian-climate-projections-2019/vcp19-accessing-datasets/>
- Climate Ready Victoria
https://www.climatechange.vic.gov.au/data/assets/pdf_file/0018/60750/Statewide-Victoria.pdf
- This is what climate looks like in Australia, The Climate Council
<https://www.climatecouncil.org.au/resources/ecosystems-report/#cana>
- Regional weather and climate guides <http://www.bom.gov.au/climate/climate-guides/>

Example of Project Completion questions

This an example of the Project Completion Report subheadings which will be required to be completed by successful project leads. Progress towards these headings will provide the basis of mid project updates.

Please note a Project Completion Report template will be supplied to successful project leads.

- Project Name
- What Community was the project delivered in
- Project timeframe
- Project objective
- Project description
- Budget Project Evaluation
- How did this project support the local community adapt to climate change?
- What was the anticipated reach of this project?
- Who in your community did this project connect with? (Who, how many, what was the anticipated impact)?
- What are the current and anticipated benefits to the community from this project? Are there any unforeseen benefits?
- Appendices – financial statements, receipts and supporting evidence

Checklist

Have you:

- Read these guidelines carefully?
- Checked if you are, or your organisation is, eligible for this grant funding?
- Checked if your activity is eligible for this grant funding?
- Checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- Prepared the appropriate supporting documents?