

# 2021-24 Victorian Landcare Facilitator Program Guidelines

Applications close 5pm Thursday 18 March 2021



Victorian  
**Landcare**  
Program



Environment,  
Land, Water  
and Planning

### Photo credit

Department of Environment, Land Water and Planning  
Knobs Reserve, Stratford, looking north-west

### 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.



© The State of Victoria Department of Environment, Land, Water and Planning 2021



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the

Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

ISBN 978-1-76105-307-8 (pdf/online/MS word)

### Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

### Accessibility

If you would like to receive this publication in an alternative format, please telephone the Grants Information Line on 1300 366 356 or email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au) or via the National Relay Service on 133 677 [www.relayservice.com.au](http://www.relayservice.com.au). This document is also available on the internet at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).

# Contents

<b>Purpose of these guidelines</b> .....	<b>4</b>
<b>About the Victorian Landcare Facilitator Program</b> .....	<b>4</b>
What is the VLFP? .....	4
What is the role of a Landcare facilitator? .....	5
The Victorian Landcare Facilitator Program Review .....	5
What are the key changes to the VLFP? .....	5
The 2021–24 VLFP delivery model.....	6
<b>Application details</b> .....	<b>6</b>
Key dates .....	6
Who can apply? .....	6
Who cannot apply?.....	7
Eligibility criteria.....	7
What are the VLFP employment requirements? .....	8
What employment resources are available? .....	8
Can we submit more than one application? .....	9
How many groups will a Landcare facilitator support?.....	9
How much funding is available?.....	9
What is funding for?.....	10
What will not be funded? .....	10
Goods and Services Tax (GST) .....	10
<b>How to apply</b> .....	<b>10</b>
Tips for completing the online form .....	10
What supporting documents need to be provided? .....	11
<b>What happens after applications close?</b> .....	<b>11</b>
Assessment criteria.....	11
What is the notification process? .....	12
<b>What are the funding conditions?</b> .....	<b>12</b>
<b>Checklist</b> .....	<b>14</b>
<b>Appendix 1: Useful contacts</b> .....	<b>15</b>
<b>Appendix 2: Eligibility Resources</b> .....	<b>16</b>
<b>Appendix 3: Plans and strategies</b> .....	<b>16</b>

## Purpose of these guidelines

These guidelines provide information for applicants seeking to employ a Landcare facilitator through the 2021–24 Victorian Landcare Facilitator Program (VLFP). The 2021–24 VLFP will begin on 1 July 2021.

These guidelines include:

- an overview and goals of the VLFP
- the role of a Landcare facilitator
- findings of the 2019 VLFP Review
- how the 2021–24 VLFP will be delivered
- eligibility criteria
- application process.

Note: For the purpose of these guidelines, the term Landcare facilitator refers to positions funded by the VLFP. The term group/network refers to Landcare and environmental volunteer groups and networks with a natural resource management focus.

## About the Victorian Landcare Facilitator Program

### What is the VLFP?

The VLFP funds part-time Landcare facilitators who are employed directly by a range of organisations including Landcare and environmental volunteer groups and networks.

The VLFP is one component of the Victorian Landcare Program, funded by the Victorian Government and delivered through the Department of Environment, Land, Water and Planning (DELWP).

By funding Landcare facilitator positions the Victorian Government helps Landcare and environmental volunteer groups, networks, landholders and community members get involved in protecting, enhancing and restoring our land and natural environment and undertaking on-ground natural resource management works.

### What are the goals of the VLFP?

The goals of the 2021–24 VLFP are to:

- enable Landcare and environmental volunteer groups and networks to plan strategically, leverage additional investment and deliver on-ground projects
- support groups and networks to engage and collaborate with their local communities and build partnerships
- encourage broad and diverse participation in Landcare and environmental volunteering
- support groups and networks to operate effectively and to grow, adapt and be resilient
- build community capacity and capability
- report on outcomes to inform continuous program improvement.

## What is the role of a Landcare facilitator?

Landcare facilitators support Landcare and environmental volunteer groups and networks within a given geographic area to build capacity and resilience and to undertake works for the protection, enhancement and restoration of our land and natural environment.

Landcare facilitators will deliver on six Key Work Areas:

1. Support the development of on-ground natural resource management projects
2. Secure project grants and leverage other funding
3. Undertake community engagement, collaboration and partnership building
4. Build local community capacity to enable groups, networks and communities to be resilient
5. Assist with planning and priority setting processes
6. Assist with monitoring, evaluation and reporting

The Key Work Areas are outlined in more detail on the [Victorian Landcare Gateway website](#). The specific activities to be carried out by a Landcare facilitator in each Key Work Area will be documented in a Program Delivery Plan to be prepared by successful applicants (with input from all groups to be supported by the Landcare facilitator).

The Landcare facilitator is not responsible for administrative tasks associated with the day-to-day operation of a group/network, such as taking meeting minutes, or managing on-ground projects and their budgets.

## Who is supported by a Landcare facilitator?

Landcare and environmental volunteering groups and networks that are supported by a Landcare facilitator are those whose focus is undertaking on-ground natural resource management works.

This does not include environmental groups whose primary focus is advocacy. It also does not include Catchment Management Authorities (CMAs), state or local government, businesses, non-government organisations, other community groups (e.g. Rotary, Lions, CFA, SES), sporting clubs or schools. Whilst these organisations won't receive direct support from a Landcare facilitator they may be involved through collaboration in the delivery of the Landcare facilitator work program.

## The Victorian Landcare Facilitator Program Review

In 2019, RM Consulting Group carried out an independent and participatory review of the VLFP for DELWP to assess program effectiveness, impact, roles and accountability and alternative delivery models.

The [Victorian Landcare Facilitator Program - Review: Final Report](#) (RMCG 2019) identified five alternative delivery models and the need for strengthened governance arrangements and improved clarity on the roles and responsibilities of funding recipients and their obligations as employers.

More information on the 2019 VLFP [review's findings and recommendations](#) and [what DELWP is doing to implement the review's recommendations](#) can be found on the [Victorian Landcare Gateway website](#).

## What are the key changes to the VLFP?

Informed by the review, the 2021–24 VLFP will include:

- a revised delivery model that provides for multiple delivery partners to receive funding to employ a Landcare facilitator with the objective to retain local empowerment while also ensuring a high standard of governance (based on Delivery Model 4 as detailed on page 34 of the [Victorian Landcare Facilitator Program - Review: Final Report](#))
- a requirement for successful applicant organisations to adhere to the VLFP employment requirements

- a requirement for successful applicant organisations to employ the Landcare facilitator and not outsource this responsibility to another organisation. Another organisation can be engaged to provide payroll services and office space for a Landcare facilitator, if required
- updated reporting requirements
- updated Key Work Areas.

## The 2021–24 VLFP delivery model

The 2021–24 VLFP delivery model allows a range of delivery partners to employ a Landcare facilitator, informed by the needs and capabilities of the groups and networks that the Landcare facilitator will support. The new delivery model for the VLFP aims to retain local empowerment and ensures robust employment standards and strengthened program governance.

**The successful applicant organisation will need to directly employ the Landcare facilitator and must not outsource this to another entity.** The applicant organisation must also demonstrate their capacity to meet the 2021–24 VLFP employment requirements. An applicant organisation that is the recipient of 2021-24 VLFP funding can engage another organisation to provide payroll services and office space for a Landcare facilitator.

# Application details

## Key dates

Applications close	5 pm Thursday 18 March 2021
Assessment of applications	March-April 2021
2021-22 State Budget	May 2021
Successful applicants notified	May 2021
Funding agreements with successful applicants	June 2021
2021-24 VLFP commences	1 July 2021
Landcare facilitator Program Delivery Plan due	31 July 2021

## Who can apply?

Applications for funding to employ a Landcare facilitator are open to the following organisations:

- Victorian Landcare and environmental volunteer groups and networks whose focus is undertaking on-ground natural resource management works. This includes:
  - Landcare groups and networks,
  - Friends of groups,
  - Conservation Management Networks,
  - Committees of Management,
  - Coastcare groups,
  - Aboriginal groups and organisations working on Country.

- Local government (as a partner organisation),
- Catchment Management Authorities (as a partner organisation),
- Not-for-profit organisations (as a partner organisation).

Groups and networks that do not meet the eligibility and employment requirements (outlined below), must work with another group/network or a partner organisation that can meet the eligibility requirements and will be the applicant.

Similarly, groups/networks that do not want to be an employer but want the support of a Landcare facilitator, under the 2021-24 VLFP will need to work with another group/network or partner organisation that can meet the eligibility requirements and be the applicant.

A partner organisation is a local government, CMA or not-for-profit organisation that meets the eligibility requirements and is willing to apply for and employ a Landcare facilitator to support groups/networks.

A partner organisation will need to demonstrate they are applying with the endorsement of the groups/networks to be supported by the Landcare facilitator position. It is preferred that the partner organisation is involved, in the normal course of their operations, in delivering on-ground natural resource management works.

The employment and management of the Landcare facilitator must be carried out by the applicant and not outsourced to another entity. Another organisation can be engaged to provide payroll services and office space for a Landcare facilitator, if required.

The groups/networks to be supported by the Landcare facilitator must be involved in the development and delivery of the work program for the Landcare facilitator. Applicants will need to say how this will be achieved. This is particularly important when the applicant is a partner organisation (e.g. CMA, local government).

Applicants will need to demonstrate they are applying with the endorsement of the groups/networks to be supported by the Landcare facilitator position, by attaching a Letter of Endorsement from each group/network that wants to be supported under the 2021-24 VLFP. A Letter of Endorsement template is available at [www.environment.vic.gov.au/grants/vlfp](http://www.environment.vic.gov.au/grants/vlfp).

**If you need assistance** with application arrangements or to find a prospective applicant that your group can work with please contact the Regional Landcare Coordinator in your area. See page 15 for contact details.

## Who cannot apply?

Ineligible applicants include Australian Government agencies, private companies, individuals, industry bodies and water authorities.

Current recipients of VLFP funding with outstanding reporting requirements (for the 2019–20 financial year or earlier) are ineligible for 2021–24 VLFP funding.

## Eligibility criteria

To be eligible, applicants must be either:

- an incorporated association registered through Consumer Affairs Victoria, or be incorporated (as a member group) through an umbrella organisation such as Landcare Victoria Incorporated;
- registered as a not-for-profit organisation with the Australian Charities and Not-for-profits Commission (ACNC); or
- a local or state government entity.

Applicants must also:

- hold insurance sufficient to safeguard volunteers and participants involved in funded activities, including public liability insurance of at least \$20 million, personal accident insurance and professional indemnity

cover (Note: the standard package of insurance provided to Landcare Victoria Incorporated's members meets this requirement)

- have an Australian Business Number (ABN); and
- meet the 2021–24 VLFP employment requirements.

## What are the VLFP employment requirements?

Applicants will need to meet and maintain the 2021–24 VLFP employment requirements for the duration of funding.

Applicants need to:

- have line management experience and/or the capability needed to employ a Landcare facilitator. See [www.business.vic.gov.au/hiring-and-managing-staff/staff-management](http://www.business.vic.gov.au/hiring-and-managing-staff/staff-management)
- read (and understand) the *Fair Work Information Statement* which employers must provide to new employees. See [www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement](http://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement)
- read (and understand) the National Employment Standards' 10 minimum employment entitlements. See [www.fairwork.gov.au/employee-entitlements/national-employment-standards](http://www.fairwork.gov.au/employee-entitlements/national-employment-standards)
- read (and understand) the Australian Taxation Office document *Difference between employees and contractors*. See [www.ato.gov.au/business/employee-or-contractor/difference-between-employees-and-contractors/](http://www.ato.gov.au/business/employee-or-contractor/difference-between-employees-and-contractors/)
- understand the different employment entitlements for full-time, part-time, casual or fixed term employees. See [www.fairwork.gov.au/employee-entitlements/types-of-employees](http://www.fairwork.gov.au/employee-entitlements/types-of-employees)
- use the Australian Taxation Office *Employee/contractor decision tool* to check if your Landcare facilitator will be an employee or contractor\* for tax and superannuation purposes. See [www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/?page=1#Difference between employee and contractor](http://www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/?page=1#Difference%20between%20employee%20and%20contractor)
- have a Workplace Health and Safety Policy or agree to implement such a policy before employing a Landcare facilitator
- have a Grievance Policy or agree to implement such a policy before employing a Landcare facilitator  
AND
- have a Code of Conduct or agree to adopt a Code of Conduct before employing a Landcare facilitator. Note: if your organisation is a member group of Landcare Victoria Inc., they have a Code of Conduct that member groups can endorse as their own Code of Conduct.

\*It is preferred that Landcare facilitators are employees rather than contractors.

## What employment resources are available?

Since 2018, a Landcare employment advice service has been engaged by Landcare Victoria Inc., in partnership with DELWP, to provide advice and access to experts in human resources and employment law for Landcare groups/networks and staff working in Victoria.

Contact Workplace Legal on (03) 9972 4950 to access free and confidential advice and assistance on Landcare human resources and employment-related matters.

Information resources, training and sample employment-related templates will be made available during 2021 to help applicant organisations meet the VLFP employment requirements and to ensure robust employment standards for Landcare facilitators and their employers. A Landcare facilitator induction kit is in development and will be available in mid-2021.



For more information and to view resources, visit the [Victorian Landcare Gateway website](#).

## Can we submit more than one application?

Yes, an organisation can submit more than one application.

Each application must be for only one Landcare facilitator position and applications will be assessed independently on their relative merits as part of the competitive application process.

Organisations that lodge more than one application will need to strongly justify why more than one Landcare facilitator is needed. For example, the number and area of coverage of the groups and networks that need support.

The groups/networks to be supported within each application must be different.

However, in exceptional circumstances, i.e. where a group crosses a CMA, local government, or Landcare network boundary, with reasonable justification a group could be part of more than one application.

Note: a network may apply for VLFP funding for a Landcare facilitator that will also support another network (and its member groups) or group.

You are encouraged to discuss your proposal for a Landcare facilitator with adjoining groups and networks and your Regional Landcare Coordinator to identify the best application approach in your area. The contact details for Regional Landcare Coordinators are on page 15.

## How many groups will a Landcare facilitator support?

It is expected that **each Landcare facilitator position will support around 5 to 12 groups\* (and 1 to 2 networks if applicable)**, noting that the number of groups to be supported will depend on factors such as the:

- geographic area of the groups/networks to be supported
- needs of each group/network
- number of group/network members/landholders
- level of activity of the groups/networks
- level of funding requested (to be adjusted on a pro-rata basis for organisations applying for less than the maximum VLFP funding).

\*A group includes Landcare and environmental volunteer groups/networks whose focus is undertaking on-ground natural resource management works.

Groups to be supported by a Landcare facilitator does not include environmental groups whose primary focus is advocacy, Catchment Management Authorities (CMAs), state or local government, businesses, non-government organisations, other community groups (e.g. Rotary, Lions, CFA, SES), sporting clubs or schools. These organisations may be partners in the delivery of the Landcare facilitator work program and successful applicants will be asked to report on these organisations separately in annual reporting.

The application form requires a list of the groups/networks that will be supported by the Landcare facilitator.

## How much funding is available?

An applicant can submit for **up to a maximum of \$57,985 per year** (GST free) to fund one part-time (0.5 FTE full-time equivalent) Landcare facilitator position for up to three years.

The total number of positions funded and the term of funding provided will depend on a range of factors including the total program budget and the amount of funding requested for each position.

There is no guarantee that all successful applications will be provided funding for the full 2021-24 period.

## What is funding for?

VLFP funding is for:

- salary and on-costs (including payroll services, office space/equipment, transport/travel costs) of the Landcare facilitator;
- must include an allocation of at least \$1,000 per year for professional development for the Landcare facilitator (adjusted on a pro-rata basis for organisations receiving less than the maximum VLFP funding)
- administration of the VLFP funding (e.g. provision of payroll services by another organisation).

Successful applicants can engage another organisation to provide payroll services and office space for a Landcare facilitator, but the employment and management of the Landcare facilitator must be carried out by the applicant organisation.

## What will not be funded?

VLFP funding must not be used for group/network administration, project management, reimbursement of in-kind time provided by group/network members, or meeting costs.

## Goods and Services Tax (GST)

The funding provided through the VLFP is GST free.

# How to apply

To apply an applicant must:

- meet the eligibility criteria
- **provide a letter of endorsement from each group/network that will be supported by the Landcare facilitator** using the Letter of Endorsement template provided at [www.environment.vic.gov.au/grants/vlfp](http://www.environment.vic.gov.au/grants/vlfp)
- authorise a signatory to apply for the 2021–24 VLFP funding on the applicant organisation's behalf (e.g. president, secretary, treasurer)
- submit an online application **before 5 pm on Thursday 18 March 2021**.

Applications must be submitted online using the Grants Online portal.

To apply, go to the grant program web page at [www.environment.vic.gov.au/grants/vlfp](http://www.environment.vic.gov.au/grants/vlfp) and click on the 'Start New Application' button. To return to a saved draft application, click on the 'Access Saved Application' button.

Refer to the [DELWP Grants Online Information Sheet for Community Users form](#) for detailed instructions on how to create a Grants Online login, start an application, save and access draft applications and navigate through the online grant portal.

## Tips for completing the online form

1. Your online application can only be accessed with one set of login details. We recommend signing up with a generic group email and giving login details to everyone who is authorised to contribute to the application.
2. Give yourself enough time to complete your application.
3. Read these guidelines carefully.
4. Use Google Chrome or Firefox web browsers rather than Internet Explorer.

5. If internet connectivity is an issue in your area, a PDF of the application form can be downloaded from the Grants Online portal, and saved or printed, so you can review the questions and prepare and save your answers offline before entering them into the online portal. If you require assistance with this, please contact your local Regional Landcare Coordinator (Appendix 1), or the DELWP Landcare Team on [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au).
6. Mandatory fields are marked with an asterisk (\*). You must answer these questions to continue completing the online form.
7. Save your work regularly using the 'Save as draft' button.
8. Use the navigation bar or the Next Page or Previous Page buttons in the Grants Online portal to get to the page you want (i.e. not the backwards/forwards arrows on your internet browser).
9. You will receive an application number when you start an application online. Please quote this number in all communications with DELWP relating to your application.
10. Leave enough time for editing and review before submitting your application to ensure you have completed all fields in the application form in full. You cannot change your application once it has been submitted.

You can review your application by either pressing the '**View as PDF**' button or navigating using the navigation pane or Next Page or Previous Page buttons. When you are confident your application is complete and correct, press the '**Submit**' button.

If you require assistance submitting your application online, email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

## What supporting documents need to be provided?

You must attach to your application **letters of endorsement** from each group and network that will be supported by the Landcare facilitator (use the template provided at [www.environment.vic.gov.au/grants/vlfp](http://www.environment.vic.gov.au/grants/vlfp)).

**Note:** No hardcopy applications will be accepted. Late and incomplete applications will not be considered.

## What happens after applications close?

All applications will be checked for eligibility. Eligible applications will be assessed by a DELWP Assessment Panel against the criteria below. All decisions are final and are not subject to further review.

### Assessment criteria

Assessment Criteria	Weighting	Description
1. Demonstrated need and sustained community benefit	40%	Demonstrated need for a Landcare facilitator and the extent to which the proposed activities of the Landcare facilitator will help deliver on the VLFP goals. The community and public benefit to be delivered. How the expected outcomes from having the Landcare facilitator will help deliver local/regional/state land and environment priorities and plans. (see Appendix 3). The extent to which the proposal will leave a legacy beyond the funding period, including sustained outcomes and community action.
2. Spatial coverage	20%	The extent to which the proposal maximises the geographic coverage of Landcare facilitator support, taking into account the number and type of groups to be supported, the geographic area to be covered, the number of group members and active volunteers to be engaged.

Assessment Criteria	Weighting	Description
3. Community engagement, capacity building and resilience	20%	The extent to which the proposal will build and sustain local community capacity and resilience and empower the groups/networks supported to achieve their objectives. The extent to which the proposal will engage and support groups and networks and the broader community, which may include: Traditional Owners and Aboriginal groups, culturally and linguistically diverse (CALD) communities, families and young people.
4. Capacity to deliver and be locally led	10%	The capacity of the applicant organisation to manage a Landcare facilitator position. The capacity of the applicant organisation to deliver the requirements of the VLFP funding, including preparing and implementing a Program Delivery Plan and timely reporting. The extent to which the delivery of the proposal will be locally led with governance arrangements that provide for input by all supported groups/networks into developing and delivering the work program of the Landcare facilitator.
5. Value for money	10%	Demonstrated value for money, including realistic costs and clear justification for budget items. The extent of other funding and in-kind contributions to support delivery of the proposal, including in-kind time, resources, provision of office space, assistance with managing the Landcare facilitator, equipment, or provision of funds from other sources. <b>Note:</b> Volunteer time should be valued at \$40 per hour when calculating the value of in-kind contributions.

In addition to the above criteria, the assessment panel will consider the following:

- **Spatial coverage** to maximise Landcare facilitator support to as many groups/networks as possible. The assessment panel will consider any duplication between applications and any gap areas within regions and across Victoria. Landcare and environmental volunteer group mapping will inform this process.
- **Equitable distribution** of Landcare facilitator positions across regions and across Victoria. The assessment panel reserves the right to negotiate with individual applicants to amend proposed arrangements.
- **Minimising inappropriate variation in the level of service** – aim to achieve equity in the level of support provided by each Landcare facilitator position with consideration for the number of groups to be supported, geographic area to be covered, variation in number of active members/volunteers and activity level.

## What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is complete. Unsuccessful applicants can ask for feedback on their application by emailing [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au). Please include your application number in your request for feedback.

## What are the funding conditions?

### Funding agreements

Successful applicants must enter into a funding agreement with DELWP.

The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations such as groups and networks, Local Government Authorities and Catchment Management Authorities.

It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement Standard Form is available [here](#).

### **VLFP specific conditions**

1. Successful applicants must meet 2021–24 VLFP employment requirements for the period of funding and must be the direct employer of the Landcare facilitator.
2. The Landcare facilitator must be employed for a minimum of 19 hours a week (0.5 FTE full-time equivalent) adjusted on a pro-rata basis for organisations receiving less than the maximum VLFP funding.
3. Successful applicants will need to prepare a Program Delivery Plan, with input from all groups/networks to be supported, outlining the work program and activities to be undertaken by the Landcare facilitator to deliver the Key Work Areas.
4. VLFP funding is subject to annual reporting being submitted to, and approved by, DELWP.
5. Committee members and primary contacts from successful applicant organisations must not also be employed as the Landcare facilitator. A Landcare facilitator can be an ex-officio member of the committee of a successful applicant organisation. The Landcare facilitator can also be a committee member of another group/network that their position supports, but they must declare and manage any conflicts of interest that may arise from being such a committee member and the Landcare facilitator.

### **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)
- *Freedom of Information Act 1982* (Vic)
- *Occupational Health and Safety Act 2004* (Vic).

### **Tax implications**

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

### **Acknowledging the Victorian Government's support**

Successful applicants are expected to acknowledge the Victorian Government's support and promotional [guidelines](#) will form part of the funding agreement. Successful applicants must liaise with DELWP Victorian Landcare Program about any potential Ministerial announcement opportunities showcasing Victorian Government investment in the Victorian Landcare Facilitator Program.

### **Payments**

Payments will be made as long as:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required to 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.

## 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.

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](http://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.

## Checklist

Have you:

- Read these guidelines carefully?
- Checked if your organisation is eligible for the 2021-24 VLFP funding?
- Nominated an authorised representative to apply for the 2021-24 VLFP funding on your organisation's behalf?
- Checked that you can comply with all relevant laws and regulations and the funding conditions?
- Obtained **letters of endorsement** from each group/network that will be supported by the Landcare facilitator?

# Appendix 1: Useful contacts

## DELWP Victorian Landcare Team

Please contact us via email at [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au) or phone John Robinson (Project Officer) on 0429 565 070 or Julie Edwards (Senior Project Officer) on 0429 001 565, Monday to Friday between 9 am and 5 pm.

## CMA Regional Landcare Coordinators (RLCs)

CMA Region	Website	RLC	Contact
Corangamite	<a href="http://www.ccma.vic.gov.au">www.ccma.vic.gov.au</a>	Elisia Dowling	<a href="mailto:elisia.dowling@ccma.vic.gov.au">elisia.dowling@ccma.vic.gov.au</a> 0418 397 521
East Gippsland	<a href="http://www.egcma.com.au">www.egcma.com.au</a>	Carolyn Cameron	<a href="mailto:ccameron@egcma.com.au">ccameron@egcma.com.au</a> (03) 5150 3582 or 0419 892 268
Glenelg Hopkins	<a href="http://www.ghcma.vic.gov.au">www.ghcma.vic.gov.au</a>	Tony Lithgow	<a href="mailto:t.lithgow@ghcma.vic.gov.au">t.lithgow@ghcma.vic.gov.au</a> (03) 5571 2526 or 0418 180 996
Goulburn Broken	<a href="http://www.gbcma.vic.gov.au">www.gbcma.vic.gov.au</a>	Tony Kubeil	<a href="mailto:tonyk@gbcma.vic.gov.au">tonyk@gbcma.vic.gov.au</a> (03) 5761 1619 or 0408 597 213
Mallee	<a href="http://www.malleecma.com.au">www.malleecma.com.au</a>	Nelson Burand-Hicks	<a href="mailto:nelson.burand-hicks@malleecma.com.au">nelson.burand-hicks@malleecma.com.au</a> (03) 5051 4373 or 0427 540 468
North Central	<a href="http://www.nccma.vic.gov.au">www.nccma.vic.gov.au</a>	Tess Grieves	<a href="mailto:tess.grieves@nccma.vic.gov.au">tess.grieves@nccma.vic.gov.au</a> (03) 5440 1890 or 0438 357 874
North East	<a href="http://www.necma.vic.gov.au">www.necma.vic.gov.au</a>	Richard Dalkin	<a href="mailto:richard.dalkin@necma.vic.gov.au">richard.dalkin@necma.vic.gov.au</a> (02) 6043 7630 or 0409 683 467
Port Phillip & Western Port	<a href="http://www.ppwcm.vic.gov.au">www.ppwcm.vic.gov.au</a>	Barry Kennedy	<a href="mailto:barry.kennedy@ppwcm.vic.gov.au">barry.kennedy@ppwcm.vic.gov.au</a> (03) 9971 6506 or 0447 821 559
West Gippsland	<a href="http://www.wgcma.vic.gov.au">www.wgcma.vic.gov.au</a>	Sam Shannon	<a href="mailto:sams@wgcma.vic.gov.au">sams@wgcma.vic.gov.au</a> (03) 5613 5978 or 0409 944 114
Wimmera	<a href="http://www.wcma.vic.gov.au">www.wcma.vic.gov.au</a>	Joel Boyd	<a href="mailto:boydj@wcma.vic.gov.au">boydj@wcma.vic.gov.au</a> (03) 5382 9919 or 0429 949 196

If you require assistance submitting your application online, email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

## Appendix 2: Eligibility Resources

### Incorporation

If your organisation is not already incorporated, you can do this by becoming a member group of Landcare Victoria Incorporated or an independently incorporated association through Consumer Affairs Victoria.

Contact Landcare Victoria Inc. on 03 9207 5527 or email [info@lvi.org.au](mailto:info@lvi.org.au)

Visit [www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations)

## Appendix 3: Plans and strategies

Your application will be assessed on how well it aligns to strategies or plans or other statements that support the need for a Landcare facilitator, and the community and public benefit you will deliver. Listed below are relevant regional and state plans and strategies. You may also want to provide details of relevant local plans and strategies in your application.

### Protecting Victoria's Environment – Biodiversity 2037

[Protecting Victoria's Environment – Biodiversity 2037](#) is Victoria's plan to stop the decline of our native plants and animals and improve the natural environment, so it is healthy, valued and actively cared for.

### Victorians Volunteering for Nature – Environmental Volunteering Plan

[Victorians Volunteering for Nature – Environmental Volunteering Plan](#) (2018) addresses the opportunities, challenges and changing needs of the environmental volunteering sector to help volunteers do more for nature when, where and how it suits them.

### Regional catchment strategies

Regional catchment strategies (RCS) provide an integrated planning framework for managing land, water and biodiversity resources in each CMA region. The relevant RCS can be located on the website for your CMA region. Visit [www.water.vic.gov.au/waterways-and-catchments/our-catchments/catchment-management-framework](http://www.water.vic.gov.au/waterways-and-catchments/our-catchments/catchment-management-framework) and click on the link for your CMA.