

Frequently Asked Questions

Can my school/youth group/childcare centre submit more than one application?

No, only one application per group or school will be considered per grant round.

My school/youth group/childcare centre has multiple campuses, can we apply for a grant for each campus?

Yes, but each campus will need to submit a separate application. In the application form, you will be required to identify the application 'Grant Application Name' (e.g. GA-000038472) made by the alternative campus, so this can be taken into account by grant assessors.

Can I submit my application after the closing date?

No, late applications will not be considered for funding.

Can my school/youth group/childcare centre combine our funding with other schools/youth groups/childcare centres on a single project?

Yes, but each organisation will need to submit a separate application (e.g. three applications can combine on a single project and share resources up to \$15,000). In the application form, you will be required to identify the application 'Grant Application Name' (e.g. GA-000038472) made by the partnering school/youth group/childcare centre project partners, so this can be taken into account by grant assessors.

Are home schools eligible to apply?

Home schools may apply if they comply with Victorian Government Registration requirements (proof will be required as a condition of funding). A minimum of 15 students is required for a project, so home-schooled families may need to form a partnership and submit a joint application with a single responsible project contact.

Where must I undertake my project?

Projects can be undertaken within the school grounds or youth/community group grounds, or within an area of public land (e.g. local park or reserve). If you are undertaking your project off school or youth group grounds your application should show commitment to the ongoing maintenance of the project outcomes.

If your project is not taking place on land owned by your organisation, you will need to identify the public land manager for the project site and discuss your project with them and gain consent for the project prior to submitting your application. Please see page 9 of the [grant guidelines](#) for more information. Projects may not take place on privately owned land (for example, an individual's home or farmland). School, kindergarten, scout/guide hall grounds are permitted as project sites.

Applicants are responsible for identifying any required approvals or permits for projects (e.g. site access, areas of Aboriginal cultural heritage significance), and must ensure they are in place prior to project commencement.

How do I apply for a grant?

Login to the [Landcare Australia Community Grants Portal](#). If you have applied for a grant on the portal in the past, your username will be your email address. If you have not applied for a grant before, you can [register as a user here](#).

1. Click on the name of the grant **'2019 Victorian Junior Landcare and Biodiversity Grants'**;
2. Click on **'Create Application'**;
3. If you wish to leave a partially completed application, press **'Save'** and log out. You can log back in and continue to edit your application form until you are ready to submit.
4. Upload photos, pictures, maps, a list of indigenous plants to be planted (if required), drawings and other media on the grants portal (maximum of three attachments per application). Click on your grant application number (e.g. GA-000038472) and select **'Attach File'** in the Notes and Attachments section;
5. To submit your application, select the **'Is application complete?'** checkbox and press **'Save'**;
6. Your application status will change to **'Form Completed'** and you will receive a notification email to your nominated email address.
7. You will receive a confirmation email when your application has been successfully submitted. (you may need to check your spam/junk mail folder).

How will I know if my application has been received by Landcare Australia?

Once you have finished your application, select 'yes' for 'is your application complete?' and save your application. Your application status will change to **'form completed'** and you will receive a notification email to your nominated contact email address.

Please note an issue with your email firewall might block the confirmation email. Please ensure you check your **spam/junk mail** folder. If you are still unsure whether your application has been submitted successfully, please [contact Landcare Australia](#).

When do I find out if my application was successful?

Successful and unsuccessful applicants will generally be notified via email by the end of September 2019. Please ensure that the email address provided on the application is checked regularly.

When can I expect to start and when do I need to have my project completed?

If successful, you can start your project at any time after you have received notification. Grant funds must be spent on the project budget items by the final reporting date: **Friday 27th November 2020**.

How do I report on my grant?

Landcare Australia will email you when it is time to complete your reports. Reporting is undertaken on the [Community Grants Portal](#). Once you have logged in to the Community Portal click on the Grant Name **'2019 Victorian Junior Landcare and Biodiversity Grants'**. You will be directed to a new screen. You will see a heading Grant Application, and below that, the Grant Application Name e.g. GA-000038472. Click on this number.

To create a new grant report click 'Create New Grant Report'.

To edit and update your report, instead of clicking Create New Grant Report; click on the 'Grant Reporting Name', e.g. GA-000038472. If there is more than one, please select the report name with the highest number. Then click 'Edit Grant Report'.

What do I do if my project is not completed before the final report is due?

The Victorian Junior Landcare and Biodiversity grants program relies on funding from the Victorian Government. We rely on your project reporting to fulfil Landcare Australia's and the Victorian Government's reporting requirements.

We understand that occasionally there may be delays to implementing projects. If there is a delay in project delivery, please [contact Landcare Australia](#) at the earliest possible date to discuss your project reporting.

Does my group need an ABN to receive a grant?

Yes, however if your group does not have an ABN you must arrange for an auspicing organisation with an ABN (e.g. local council) to receive the grant funds on your behalf.

Does the grant include GST?

Yes, however not all groups are eligible to receive GST. Check whether your group is eligible to receive GST [here](#). Independent advice should be sought if you are unsure. Please ensure your budget does not exceed the total grant funding stipulated in the guidelines.

How will I receive funding?

Successful applicants will receive a funding agreement (Letter of Offer) via email to fund the project as outlined in their original proposal. Funding will be transferred to the applicant's nominated bank account on receipt of the acceptance of the Letter of Offer.

Generally, Junior Landcare and Biodiversity grants are accepted by responding to the email offer. To ensure timeliness of payment, please ensure you provide / confirm your group financial details at this stage.

What do I need to include in my budget?

Please see the grant Guidelines (page 8) for a list of items that will and will not be funded by the grant.

Before working on your budget, please consider the following:

- Cost estimates should be credible and realistic, and represent value for money
- Each item has to be specific, do not use terms such as 'miscellaneous' or 'other activities'
- For each item, include a short description and provide details of calculations used to arrive at the amount budgeted
- Inflated budgets will damage the credibility of a project proposal
- See our [sample budget for a grant up to \\$5000](#).

Your budget should be made up of the following components:

- **Item description** – a short description of the item; e.g. 15 x Magnifying Glasses
- **Item category** - e.g. Plants tree guards and stakes, Bus hire, Contractor, Technology, etc
- **Funding requested** – the total amount of grant money requested for the item/s
- **In-kind contributions** – any items, materials or funding that you, or a collaborating party, are contributing towards the project. This could include parents designing gardens, volunteer labour, donated goods etc. In-kind contributions support your application by covering items that cannot be funded through the grant program, and a
- **Comment/Justification** - Place to add detail or further information about each item.

How do I connect with local Landcare or community groups?

If you would like to connect with your local Landcare or other environmental volunteer groups please visit the [National Landcare Directory](#) or visit the [Victorian Landcare Gateway](#). If you are having trouble connecting with or locating your local group, please contact Landcare Australia for assistance.

Who decides which projects get funding?

Landcare Australia is committed to ensuring that the assessment process or the selection of projects is fair and transparent. The following assessment process will be undertaken:

- Stage 1: Landcare Australia will conduct an eligibility check. Applications that are incomplete or are not eligible will not be considered for assessment
- Stage 2: Assessments will be undertaken by an Assessment Panel comprised of representatives from Landcare Australia and the Department of Environment, Land, Water and Planning. Applications will be assessed against the criteria set out in the Guidelines
- Stage 3: Successful and unsuccessful applicants notified by email.

If you still have questions or require any further information after reading these FAQs, you can email grants@landcareaustralia.com.au.