

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 Number' (e.g. VJLB21-0001) 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 Number' (e.g. VJLB21-0001) 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. 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.

What happens if excursions are unable to go ahead due to public health directions?

In the case that excursions are restricted due to current circumstances, you can re-allocate the bus hire and excursion cost to virtual excursions and incursions without contacting Landcare Australia for approval.

If you would like to re-allocated these costs to other activities/ resources please contact [Landcare Australia](https://www.landcareaustralia.org.au) to approve any changes and ensure the activities align with the 2021 Victorian Junior Landcare and Biodiversity Grants Guidelines.

How do I apply for a grant?

Groups and schools can apply for the 2021 Victorian Junior Landcare and Biodiversity Grants via [the Landcare Australia Grants Site](#) until 3pm Friday 30th April 2021.

To submit an application:

1. You will need your school's or group's Australian Business Number (ABN), bank account details (for payment of funding), and GST status.
2. Follow the [link](#) to the application form
3. You can view and download the application form before you start your application
4. In order to enable you to fill out the form you must first register with SmartyGrants
5. If you wish to leave a partially completed application, press 'Save and close' and log out. You can log back in and continue to edit your application form until you are ready to submit.
6. To submit your application, click the Review and Submit button at the bottom of the Navigation Panel. You need to review your application before you can submit it. Once you have submitted your application, no further editing or uploading of support materials is possible.
7. You will receive a confirmation email when your application has been successfully submitted

If you need more technical help using the form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#).

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 June 2021. 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 13th May 2022**.

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 [Landcare Australia Grant Site](#).

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 online 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 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.