

2023



Victorian Junior Landcare and Biodiversity Grants Guidelines

Applications close:
3pm Friday 12 May 2023



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Front cover - graphic design images

The front cover includes images of the following Victorian native plants and animals: orange-bellied parrot, Eltham copper butterfly, blue-banded bee, eastern barred bandicoot, wombat, platypus, growling grass frog, matted flax-lilies, tall wasp orchids, and button wrinkleworts. The images of these native plants and animals are also found throughout these guidelines.

Images credit

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Acknowledgement

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.

WHAT ARE THE VICTORIAN JUNIOR LANDCARE AND BIODIVERSITY GRANTS?

The Victorian Junior Landcare and Biodiversity Grants provide funding for projects that involve and educate young people in valuing and actively caring for Victoria's biodiversity and natural environment. These grants provide young Victorians with an opportunity to participate in biodiversity focused hands-on projects and/or learning activities.

FUNDING AVAILABLE

Eligible applicants can apply for grants of up to **\$5,000** (excluding GST).

The Victorian Government is providing funding of up to **\$450,000** for the 2023 Victorian Junior Landcare and Biodiversity Grants.

WHO CAN APPLY?

Schools (primary/secondary), kindergartens, childcare centres, Scouts, Girl Guides, youth groups, and Junior Landcare groups in Victoria are invited to apply.

PRIORITIES FOR FUNDING - FOCUS AREAS

Funding is available for the following types of activities or projects under two focus areas. Projects can be for either of the two focus areas or a mixture of both:



Focus Area 1 - Biodiversity focused on-ground projects: improving biodiversity through creating, enhancing, or restoring habitat for Victoria's native plants and animals.



Focus Area 2 - Biodiversity focused education activities: educating, involving, and engaging young people in valuing and actively caring for Victoria's biodiversity and natural environment.

KEY DATES

Applications open	Tuesday 28th March 2023
Applications close	3pm Friday 12th May 2023
Successful applicants notified	July 2023
Final report due and project completed	Friday 31st May 2024

HOW AND WHEN TO APPLY?

Eligible organisations can apply online for the 2023 Victorian Junior Landcare and Biodiversity Grants via the Landcare Australia Grants portal until **3pm Friday 12th May 2023**.

ENQUIRIES

If these Guidelines and the Information Sheets (see links on the next page) don't answer your queries, please contact Landcare Australia (who administer the grants) via phone 1800 151 105 or email: grants@landcareaustralia.com.au

BACKGROUND

The Victorian Government through the Department of Energy, Environment and Climate Action (DEECA) has engaged Landcare Australia to administer the Victorian Junior Landcare and Biodiversity Grants, as part of their national [Junior Landcare Grants](#) program. The first round of the Victorian Junior Landcare and Biodiversity Grants was in 2018, and since then there have been five rounds of these grants, which have already provided \$2.06 million in funding to over 570 projects – [see list of previously funded projects](#).

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

Applications for the 2023 Victorian Junior Landcare and Biodiversity Grants need to make a clear contribution towards delivery of one or both of the two goals in [Protecting Victoria's Environment - Biodiversity 2037](#):

- Goal 1: Victorians value nature (linked to Focus Area 2 – see below)
- Goal 2: Victoria's natural environment is healthy (linked to Focus Area 1 – see below).

INFORMATION SHEETS

The following Information Sheets have been created to assist with project planning for these grants:

- [Information Sheet 1 – What is Biodiversity?](#)
- [Information Sheet 2 – Project Example & Budget](#)
- [Information Sheet 3 – What are Indigenous Plants?](#)
- [Information Sheet 4 – Aboriginal Cultural Heritage and Traditional Owners](#)
- [Information Sheet 5 – Incursions and Excursions](#)

FOCUS AREAS (IN DETAIL)

Funding is available through the Victorian Junior Landcare and Biodiversity Grants with a focus on:

Focus Area 1 - Biodiversity focused on-ground projects: improving biodiversity through creating, enhancing, or restoring habitat for Victoria's native plants and animals.

Examples of Focus Area 1 activities or projects that can be funded include:

- planting indigenous vegetation to create and improve habitat for Victoria's native animals
- removing weeds to address threats to biodiversity
- creation of an outdoor classroom (at a school) that includes planting indigenous vegetation.

Focus Area 2 - Biodiversity focused education activities: educating, involving, and engaging young people in valuing and actively caring for Victoria's biodiversity and natural environment.

Examples of Focus Area 2 activities or projects that can be funded include:

- a biodiversity focused educational incursion by a scientist working in wildlife conservation
- an excursion to undertake an education program at a wildlife sanctuary
- citizen science activities by students to collect data about the natural environment
- design and installation of interpretive signage for an area of indigenous plants
- a biodiversity focused art project that involves young people in creating the art.

Projects can be for either Focus Areas 1 or 2, or a mixture of both.

Examples of projects that address both Focus Areas 1 and 2 include:

- Students researching threats to biodiversity such as pest plants, habitat loss and climate change (Focus Area 2), which is paired with an on-ground hands-on weeding or planting activity in a local reserve, where students apply practically their learnings (Focus Area 1).
- In-class learning activities focused on protecting Victorian threatened species (Focus Area 2), which is paired with a nest box installation (Focus Area 1) and monitoring program to support a local threatened species. This project provides both on-ground environmental outcomes and educational outcomes for students who learn, apply, and reinforce in-class learnings through the nest box monitoring.

Click [here](#) to read case studies from previous Victorian Junior Landcare and Biodiversity Grants.



Childcare Centres



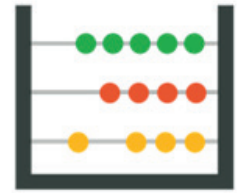
Youth Groups



Schools



Kindergartens



WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Eligible applicants

The Victorian Junior Landcare and Biodiversity Grants are open to schools (primary/secondary), kindergartens, childcare centres, Scouts, Girl Guides, youth groups, Junior Landcare groups, and youth environmental volunteer groups in Victoria. To be eligible, applicant schools/groups must work with young people, who are preferably under the age of 18 years.

To be eligible, applicants must have:

- a bank account
- an Australian Business Number (ABN)
- public liability insurance cover of at least \$10 million.

Joint projects

Eligible schools or groups can partner with another eligible school or group to deliver a joint project. However, each school or group that is partnering with another school or group to deliver a joint project must submit a separate application for the grants. For example, two schools can partner to deliver a joint project by combining their collective grant resources (i.e. if successful) of up to \$10,000. In their applications for the grants each school must:

- indicate that they are partnering with another school to deliver a joint project
- identify the partnering school's name and 'Application Number' (e.g. VJLB23-00001).

Two schools by providing this information in their grant applications enable the grants Assessment Panel to know that they seek to be partners to deliver a joint project for assessment purposes.

Ineligible applicants

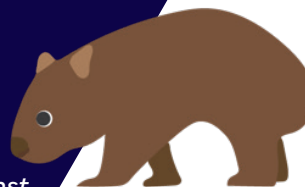
The following organisations and individuals are NOT eligible to apply for these grants:

- commercial entities and for-profit organisations (including applications written by for-profit educational providers on behalf of eligible schools or groups)
- Commonwealth, state or local government, agencies, and statutory authorities
- individuals
- community groups
- Landcare groups/networks, 'Friends of' groups, and other environmental volunteer groups/networks (except Junior Landcare groups)
- schools or groups with an overdue report for a Victorian Junior Landcare and Biodiversity Grant or another Junior Landcare Grant (via Landcare Australia).

NOTE: only one application is allowed per school /youth group/ childcare centre etc.



NOTE: each applicant's budget will be assessed against this table to ensure the funding requested under the budget categories does not exceed these limits.



WHAT ARE THE BUDGET CATEGORIES AND THE FUNDING LIMITS?

The Budget Categories and Funding Limits Table below provides details for the recommended funding limits for each budget category. It is advised that you do not exceed the funding limits for each budget category.

More information on the budget categories and funded or not funded activities are provided under 'What we DO fund?' and 'What we DO NOT fund?', on the following pages.

BUDGET CATEGORIES AND FUNDING LIMITS TABLE

Budget Category	Funding Limit (Recommended)
Indigenous plants, tree guards/stakes, weed mat, weed control, nest boxes	limit \$5,000
Citizen science and monitoring activities	limit \$5,000
Mature trees (i.e. larger than 14cm wide pots)	\$500
Biodiversity focused incursions/excursion fees	limit \$5,000
Biodiversity focused art project involving young people in creating the art	limit \$5,000
Bus hire	\$2,000
Landscaping (e.g. mulch, exclusion fencing, pathways)	\$1,000
Large rocks/boulders	\$500
Irrigation equipment	\$1,000
Delivery of materials	\$200
Contractor fees to assist with on-ground works	\$1,000
Tools and equipment	\$1,500
Technology or electronic equipment	\$1,000
Books and educational resources	\$500
Interpretive signage	\$500
Equipment hires	\$500
Catering	\$500
Permits	limit \$5,000
Citizen science and monitoring activities	limit \$5,000
Traditional Owner or First Nations Welcome to Country or Smoking Ceremonies that are part of a project	limit \$5,000



What we DO fund?

- ✓ **Plants, tree guards/stakes, weed mat, weed control, nest boxes, and/or activities to improve/restore biodiversity and/or habitat:** for example, planting of vegetation indigenous to a local area, (in forestry tubes), tree guards/stakes, weed mat, removal of weeds, seed collection, propagation materials for growing indigenous plants, nest box construction and installation.
- ✓ **Citizen science and monitoring activities:** for example, undertaking monitoring activities such as habitat changes, Waterwatch, or collecting data on local native animals/plants, nest box monitoring.
- ✓ **Mature trees (larger than 14cm wide pots):** for planting projects use of indigenous plants in forestry tubes is preferred due to the survival rate and value for money. Any plants in pots larger than 14cm/6 inch wide should be for feature biodiversity trees only. (See [Information Sheet 3](#) – What are Indigenous Plants?)
- ✓ **Biodiversity focused art projects:** for art projects that involve students in creating the art.
- ✓ **Biodiversity focused incursions/excursion fees:** for example, engaging an environmental educator to a school to present on a biodiversity-focused topic, a Waterwatch incursion, or a school excursion to a wildlife sanctuary for an educational program. (See [Information Sheet 5](#) – Incursions and Excursions.)
- ✓ **Bus hire:** to undertake a biodiversity focused environmental education program or excursion or visit a project site for on-ground activities.
- ✓ **Landscaping:** this includes landscaping materials (e.g. mulch for a planting project), infrastructure (e.g. exclusion fencing or pathways) that are an integral part of an on-ground project.
- ✓ **Large rocks/boulders:** to be used as habitat for native animals or as part of a habitat creation project.
- ✓ **Irrigation equipment:** includes water tanks and watering systems to water indigenous plants (i.e. as part of a planting project).
- ✓ **Delivery of materials:** this is limited to \$200.
- ✓ **Contractor fees to assist with on-ground works:** for example, engaging a landscaper to undertake earth works, weed control and site preparation for an on-ground project, or a tradesperson to install a water tank/irrigation system for a planting project. Note: costs associated with engaging a landscape architect to design a garden are not eligible for funding.
- ✓ **Tools and equipment:** necessary for on-ground activities (e.g. wheelbarrows, gloves, watering cans, hand-tools such as trowels).
- ✓ **Technology or electronic equipment:** purchase of technology or electronic equipment to support biodiversity-focused citizen science or other environmental educational activities (e.g. Waterwatch testing kit, GPS unit for in-field data collection, motion sensing or pole camera for nest box monitoring).
- ✓ **Books and educational resources:** for example, class sets of books or resources for indigenous plants, posters or information booklets on indigenous plants or native birds, field guides.
- ✓ **Interpretive signage:** costs associated with graphic design, production, and installation of biodiversity focused interpretive signage.
- ✓ **Equipment hire:** for equipment that is directly related to delivery of an on-ground project.
- ✓ **Catering:** costs associated with catering for activities and events related to the project.
- ✓ **Permits:** costs associated with permits (e.g. Aboriginal Cultural Heritage Permit) required for project.
- ✓ **Traditional Owner or First Nations Welcome to Country or Smoking Ceremonies:** costs associated with a Welcome to Country or Smoking Ceremony performed by First Nations people, and that are part of a grant project.



What we DO NOT fund?

- ✗ **Kitchen gardens including vegetable gardens, herb gardens, compost/worm farms and non-Victorian bush tucker plants)**
- ✗ **Consultancy fees, wages, administration, or project management costs:** this includes costs associated with administration and coordination of projects. For example, casual relief teacher fees, reimbursement of a teacher's planning time, payment for provision of advice by a Landcare facilitator or another professional, such as engaging a landscape architect to develop a landscape or garden plan.
- ✗ **Development of recreational facilities, school beautification, amenity, capital works or other school buildings and grounds focused projects**
- ✗ **Installing lawns, and irrigation equipment and watering systems for watering lawns**
- ✗ **General sustainability education, or products, not clearly linked to biodiversity:** for example, energy, workshops on composting, worm farming or recycling.
- ✗ **Planting projects using species that are not local indigenous Victorian species:** for example, planting exotic species that are not indigenous to your local area (including non-Victorian bush tucker plants).
- ✗ **Creation of habitat for exotic animal species:** for example, beehives or planting projects for European honeybees. (Note: projects that create habitat for or support Victorian native bees or other pollinators are encouraged.)
- ✗ **Any activity involving clearing of native vegetation:** unless it is a declared environmental weed in your area and appropriate permits are obtained, if required.
- ✗ **Boundary fencing:** unless part of an exclusion fence includes part of a boundary fence.
- ✗ **Synthetic grass and flowers**
- ✗ **Cooking equipment**
- ✗ **Chicken coops, greenhouses, or garden/tool sheds**
- ✗ **Power tools:** for example, lawnmowers, brush cutters, chain saws, augers, drills etc.
- ✗ **Computers, laptops, and smartphones**
- ✗ **Airfares, interstate, or overseas travel:** including for presenters or speakers at incursions.
- ✗ **Project costs and activities that are funded through another grant or fund source**
- ✗ **Retrospective funding of activities or project costs:** completed before the funding agreement for this grant was signed.
- ✗ **Teacher professional development**
- ✗ **Purchase of goods for competitions, prizes, giveaways, vouchers, or donations**
- ✗ **Planting indigenous plants to fulfil a native vegetation removal offset requirement**
- ✗ **Purchase of clothing:** for example, wet weather jackets.
- ✗ **Any other action or activity determined by the Assessment Panel through the assessment process to be an inappropriate or unsuitable use of the grant funds.**



The above lists are not exhaustive. If unsure phone Landcare Australia on 1800 151 105 or email: grants@landcareaustralia.com.au

WHAT ARE THE ASSESSMENT CRITERIA?

Eligible applications will be assessed by the Assessment Panel against how well they address each of the six assessment criteria below, which have each been given a percentage weighting to indicate their relative importance in the assessment process.

Criteria	Weighting	Description - How to meet each of the criteria?
1. Biodiversity – On-ground Outcomes and/ or Educational Outcomes	30%	<p>Describe how the project will contribute to the implementation of one or both the two goals in Protecting Victoria’s Environment – Biodiversity 2037:</p> <ul style="list-style-type: none"> GOAL 1 “Victorians value nature” <p>Describe how the project will enhance educate, involve, and engage young people in valuing and actively caring for Victoria’s biodiversity and natural environment.</p> <p>AND/OR</p> <ul style="list-style-type: none"> GOAL 2 “Victoria’s natural environment is healthy” <p>Describe how the project will improve biodiversity through creating, enhancing, or restoring habitat for Victoria’s native plants and animals.</p>
2. Project Activities	15%	Describe how and why the planned activities and project timelines (including the seasonality of activities) are feasible, appropriate, technically sound, and realistic.
3. Student or Youth Involvement	15%	Describe how the project will include a high level of active student/youth involvement in all aspects of the project from planning and design to implementation and maintenance, and that the project is age appropriate.
4. Community Engagement	10%	<p>Describe how the project will engage and involve in the broader school and/or local community in project planning and design, and implementation and maintenance, by involving one or more of the following groups:</p> <p>broader school/group community (e.g. Parents and Friends, Green Teams) Landcare groups or environmental volunteer groups (e.g. Friends groups) other community-based organisations/groups (e.g. First Nations people, culturally and linguistically diverse [CALD] communities).</p> <p>Note: ‘excursion only’ projects will not be assessed against this criterion.</p>
5. Legacy & Maintenance	10%	<p>Describe how the project will leave a legacy beyond the funding period, including:</p> <ul style="list-style-type: none"> long-term on-ground environmental (i.e. biodiversity) outcomes on-going educational benefits (e.g. in-class activities or curriculum development that build on learnings from the project) on-going (i.e. beyond the project’s activities) student/youth involvement and/or community/group engagement/involvement in the project. <p>Describe how, when, and by who, the on-ground project site will be maintained for the duration of the project and in the future.</p>
6. Value for Money	20%	<p>Provide a detailed and realistic project budget that demonstrates that the project represents good value for money, and includes:</p> <ul style="list-style-type: none"> itemised costs for all budget category items all items in the budget are relevant, appropriate, and aligned with the scope/scale of the project and implementation of the activities a clear justification is provided for all the requested budget items.
	100%	



OTHER CRITERIA

- Incomplete and late applications will not be considered.
- Schools or youth groups with overdue project reports from previous Junior Landcare Grants (via Landcare Australia) are ineligible for further grant funding until all reporting requirements are met.
- Consideration will be given by the Assessment Panel to equitable distribution of grants. For example, preference may be given to schools or youth groups who have not received a Junior Landcare Grant (via Landcare Australia) in the past two years.
- Generally, higher scoring projects will be funded. The projects that are funded may also take into consideration the overall mix of project types and geographic locations.
- Projects that provide opportunities for under-represented groups to participate in projects, including: First Nations people, culturally and linguistically diverse [CALD] communities, and/or people with disabilities, will be looked upon favourably.

HOW DOES THE ASSESSMENT PROCESS WORK?

Landcare Australia and the Department of Energy, Environment and Climate Action (DEECA) are committed to ensuring that the assessment process and the selection of projects for funding is fair and transparent.

The stages of the assessment process of applications are outlined below:

- Stage 1: Landcare Australia will conduct an eligibility check of applicants to ensure the applicant and their activity are eligible for funding. 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 DEECA. Applications will be assessed against the assessment criteria in these guidelines.
- Stage 3: After the assessment process is complete, successful and unsuccessful applicants will be notified by email by Landcare Australia. All decisions are final and are not subject to further review.

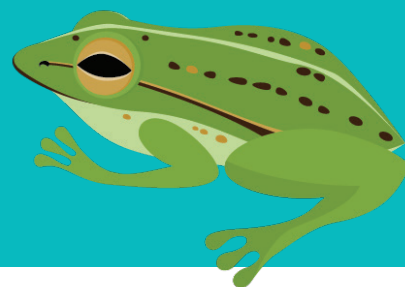
If you still have questions or require any further information on the assessment process or these guidelines, you can email grants@landcareaustralia.com.au

WHAT IS THE APPLICATION PROCESS?

Applications for the 2023 Victorian Junior Landcare and Biodiversity Grants are to be submitted online (in SmartyGrants) via [Landcare Australia's Grants](#) portal by **3pm Friday 12 May 2023**.

No hard copy applications will be accepted. Late and incomplete applications will not be considered.

TIP - Your online application can only be accessed by one set of login details. We recommend that you register for SmartyGrants with a generic school or group email, if you have one, and provide the email address and password to the others who will contribute to your application online.



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. You can view and download the application form before you start your application.
3. You must first register with SmartyGrants to be able to complete the application.
4. If you wish to save a partially completed application, press **'Save and close'** and log out. You can log back in and continue to edit your application until you are ready to submit.
5. Each application requires the endorsement of the project by the school's principal or group leader/executive.
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 the application's status will change to **'Form completed'**, and no further editing of the application or uploading of support materials will be possible.
7. You will receive a confirmation email from SmartyGrants to the email address used to log in when your application has been successfully submitted. Please ensure you check your spam/junk mail folder if you do not receive the confirmation email.

TECHNICAL HELP

If you need technical help with using SmartyGrants for the application form, download the [Help Guide for Applicants](#) or check out [SmartyGrants Applicant Frequently Asked Questions](#). For specific questions about your project that are not answered in these guidelines or the Information Sheets, email grants@landcareaustralia.com.au

WHAT SUPPORTING DOCUMENTS NEED TO BE ATTACHED?

Applications for on-ground projects must include details about the project site (i.e. location, size, and existing environmental values).

Supporting documents that are attached to an application must be:

- in an acceptable file format such as MS Word, MS Excel, PDF, JPEG
- a maximum file size of under 3MB for each file that is attached
- a maximum of five files can be attached.

Supporting documents for on-ground projects that are attached to your application must include:

- before photo/s of the project site
- a map of the project site showing what you want to do and where you want to do it. Note: a hand drawn map is fine
- for planting projects, a list of the indigenous plant species and the quantities for each species of plants you will use
- if required, copies of appropriate approvals and/or permits to undertake on-ground projects on public land.

APPROVALS FOR ON-GROUND PROJECTS

If your on-ground project is taking place on private land that is owned by your organisation, you still need to obtain approval for the project from the appropriate person from your organisation, e.g. a private school's principal.

Applicants are also responsible for identifying and obtaining the required permits for on-ground projects, including for projects that occur on sites of Aboriginal Cultural Heritage sensitivity, and they must ensure the appropriate permits are in place prior to project commencement.

PUBLIC LAND APPROVALS

If your on-ground project is not taking place on land owned by your organisation, you need to provide in your application evidence of the (public) landowner/manager's approval for your project. This approval could be a letter or email of support for your project. All projects that involve on-ground works on public land (e.g. a project site on a public reserve) need the approval and support of the appropriate landowner/manager.

Note: you must discuss your project with the (public) landowner/manager and gain their approval for the project prior to submitting your application for a grant. If your project is successful in receiving grant funding, you will need to provide formal written approval from the (public) landowner/manager before on-ground works start.

Public land includes Crown land that is managed by DEECA, Parks Victoria, and local councils. For advice about land manager approvals please refer to relevant contacts below:

- DEECA for **Crown land** on 136 186 or through your [local DEECA office](#)
- **Parks Victoria** phone 131 963 for parks and reserves they manage
- Contact local government planning staff for council owned/managed land. Visit the maps [here](#) to contact your council.

***TIP** - If your project takes place across an area of public land that is owned or managed by more than one public landowner/manager you need the approval for your project from each landowner/manager.*



PLANNING YOUR PROJECT

Junior Landcare Learning Centre

To help develop strong projects ideas the [Junior Landcare Learning Centre](#) is a great place to go to for inspiration for projects. It has many learning activities that will provide ideas for planning your project, and to build knowledge and connections to biodiversity and First Nations perspectives, all of which are linked to the curriculum.

Download from the Junior Landcare Learning Centre:

- the [Junior Landcare Project Planning Considerations](#) document, which has a useful checklist for what to take into consideration when designing or planning a project
- check out the [Just for Kids](#) fun activities to inspire curious Junior Landcare minds.

Some examples of learning activities from the [Junior Landcare Learning Centre](#) that may assist with your project planning include:

Focus Area 1 - Biodiversity focused on-ground projects:

- [Creating a wildlife habitat: design.](#)
- [Creating a frog-friendly habitat: design.](#)

Focus Area 2 - Biodiversity focused education activities include:

- [Creating a wildlife habitat: monitoring and care.](#)

Timelines for project delivery

Project planning, including how and when you will undertake the various parts of your project is important for the delivery of a successful project. The timelines for projects, including the seasonality of the activities, must be feasible, appropriate, technically sound, and realistic. For example, for a planting project indigenous nurseries need to receive plant lists in early to mid-spring so that they can sow seed to grow plants for planting the following autumn or spring. You could discuss the timing of the different components of your on-ground project with your local Landcare or environmental volunteer group, or Landcare facilitator.

When planning your project, work out in chronological order all the activities that need to be undertaken to complete the project. In the application form you will need to list in chronological order all the activities to be undertaken to complete your project.

Note: activities commencing before July 2023 will not be funded.

Whether your organisation is undertaking an on-ground project on its own land or on public land, your application needs to show commitment to the ongoing maintenance of the project site. Plan to allocate people for key activities and responsibilities during holiday breaks (e.g. watering plants, weeding and maintenance work).

INVOLVING YOUNG PEOPLE AND COMMUNITY ENGAGEMENT

Involving young people

There are many different forms that a project can take, and you are encouraged to actively involve young people from your school or group in all aspects of the project, i.e. from project planning and design, to implementation and maintenance.

Involving broader school/group community and local community

You are strongly encouraged to consider how your project could involve the broader school/group community and/or local community.

TIP - Consider setting up a 'Green' or project team of students, teachers, parents, grandparents, carers, Landcare members, community members, and others with expertise, who can assist with the planning and delivery of your project.



TIP - Consider engaging or collaborating with the local community through hosting working bees for planting, weeding, or site preparation for your on-ground project.

SUSTAINABILITY TIP - Try to borrow from a local organisation rather than buying new. For example, can you borrow a wheelbarrow from a local community garden for moving mulch?

Involving Landcare and environmental volunteer community

There are around 1,400 Landcare and environmental volunteer groups/networks that care for landscapes across Victoria. You are strongly encouraged to engage and consult with the Landcare or environmental volunteer group or network in your area to discuss your project ideas, and to see if they can assist with the planning and/or delivery of your project. This includes members of Landcare, 'Friends of' and environmental volunteer groups/networks.

Note: Landcare or environmental volunteer groups should be engaged at the project planning stage for advice and assistance, and not just contacted with a request for assistance with project delivery, after you have received notification that your application for a grant was successful.

You could also contact your local Landcare facilitator, Coastcare facilitator, or Regional Landcare Coordinator for advice about your project. Parks Victoria staff and environment officers at your local council may also be able to provide project advice, if your project is being undertaken on land they manage.

Evidence of engagement and consultation with a local Landcare or environmental volunteer group/network and/or staff, to help plan and/or deliver your project, will be highly regarded during the assessment of these grants.

Find your local Landcare group, Friends group, or Landcare facilitator

To find a Landcare, 'Friends of', Coastcare or environmental volunteer group and/or the Landcare facilitator in your local area, go to:

- [Environmental volunteering opportunities map](#)
- [Find a group — Victorian Landcare Gateway](#) (find Landcare facilitators' contacts under many listed Landcare or Friends of groups)
- [National Landcare Directory](#) (search under 'Find a Group')
- [Regional Landcare Coordinators](#)

WHAT IS THE NOTIFICATION PROCESS AND PROJECT START/END DATES?

Successful and unsuccessful applicants for the 2023 Victorian Junior Landcare and Biodiversity Grants will be notified in writing by Landcare Australia after the assessment process has been completed. Successful grant applicants will be notified by 30 June 2023.

If a successful grant applicant, you can start your project at any time after you have received notification from Landcare Australia. Note: grant funds must be spent on the project budget items by the final reporting date: **31 May 2024**.

All successful grant recipients will also receive via email a promotional pack sent by Landcare Australia, when they are offered the grant funding. The items in the promotional pack include a photo release form, and tips for taking photos and telling a great story.

FUNDING CONDITIONS & REPORTING

As a condition of receiving a grant you will be required to be accountable for the funding received and submit a final report to Landcare Australia. Your reporting is important to meet Landcare Australia's reporting requirements and to also demonstrate how your project has contributed to the delivery of Protecting Victoria's Environment - Biodiversity 2037. Your organisation's final report must include:

- information on the project achievements (outcomes and outputs) and any other project highlights and key learnings
- photos (high resolution) during project delivery (for both education and on-ground projects), and/or after completion of on-ground projects.

Landcare Australia will email you when it is time to complete your reports. Reporting is undertaken online in SmartyGrants on the [Landcare Australia Grant Site](#).



Photos of projects

Landcare Australia and DEECA may use the photos and materials you provide in your reports to publicise funded projects and may retain the photos for future possible use in other communications materials. Please refer to the [Landcare Australia Grants Terms and Conditions](#).

Project variations

We understand that occasionally there may be delays to implementing projects or that changes may be required to a project. If there is a delay in your project delivery or changes required to your project, please [contact Landcare Australia](#) as early as possible to discuss a project variation and to obtain Landcare Australia's approval for any changes, to ensure the proposed changes to the activities align with the grant guidelines.

Child Safe Standards

Child Safe Standards apply in Victoria. Organisations operating in Victoria, including community organisations that provide service or facilities are required to meet the Child Safe Standards. Click [here](#) for more information. Applicants will be required to declare that they comply with the Child Safe Standards as part of their application. [Working with Children Checks](#) must be obtained from all incursion providers, including artists, if part of the project.

Workplace Health and Safety

You must have a safe system of work in place for your project to protect the health and safety of your school, group, students, teachers, and volunteers on your project site.

TERMS AND CONDITIONS

The funding for this grant will be administered by Landcare Australia. Prior to submitting your application, the person who provides endorsement of the grant application in the Declaration (in the application form) will also be required to agree to [Landcare Australia Grants Terms and Conditions](#).

ABOUT LANDCARE AUSTRALIA AND JUNIOR LANDCARE

Landcare Australia is the leading national not-for-profit organisation working in partnership with business, government, and community to support the Landcare community's natural resource management program, including Junior Landcare.

Junior Landcare is about encouraging young people to play an active role in ensuring the safe future of our natural environment. Launched in May 1998, Junior Landcare recognises that the contribution of young people is vital if the land they are to inherit is to be in the best possible condition. Junior Landcare also encourages young people to develop a sense of responsibility to the land and other natural resources. It also provides a great framework for learning in outdoor 'living classrooms' and can be successfully integrated into a range of topics within the school curriculum.

