

2023 Victorian Junior Landcare and Biodiversity Grants



Information Sheet 2: Project Example and Budget

Project Example - Case Study

Alex is a Grade 3 teacher at Spring Ridge Primary School, and he's applying for the 2023 Victorian Junior Landcare and Biodiversity Grants for the school. The school's grant application seeks funding for 300 indigenous plants for a planting project (Focus Area 1 - Biodiversity focused on-ground projects), to improve the school's biodiversity and to create habitat for native birds.

The planting project will involve the school's Grades 3-4 classes. The project will also seek to educate the students about the indigenous plants and native animals found in the local area and how the planting at the school will improve its biodiversity. Part of the education process will be the Grades 3-4 students painting a mural (led by the school's art teacher) at school that depicts some of the indigenous plants (that will be planted as part of this grant application) and native animals found in the local area. Alex included in the school's grant application materials (i.e. paint) for painting the mural.

Alex would also like to incorporate an environmental education excursion (Focus Area 2 - Biodiversity focused education activities) in the school's grant application. The application will seek funding for an excursion to undertake an education program at Healesville Sanctuary on Aboriginal Connections to Country. This program will enable the Grades 3-4 students to learn how First Nations peoples have lived sustainably on Country for tens of thousands of years.

Alex has reviewed the [Junior Landcare Project Planning Considerations](#) document to help him plan the project. He also reviewed the biodiversity-related and First Nations Perspectives activities at the [Junior Landcare Learning Centre](#) for ideas and inspiration for the project.

He has also contacted Spring Ridge Landcare Group (i.e. local Landcare group) to discuss and plan the project. The Landcare group offered to assist the school with:

- Planning the on-ground component of the project and helping with the grant application,
- Selection of the indigenous plant species (and numbers for each species) for the 300 plants,
- Use of group's tools for the planting and help with spreading the mulch,
- Digging holes - for the planting at the school with students/teachers in May 2024.

After discussing and planning the project with members of Spring Ridge Landcare Group, Alex:

- Contacted the local indigenous plant nursery for a quote for 300 indigenous plants,
- Knows the plant nursery requires at least six months to propagate the plants. If successful with its grant application the school will need to order the indigenous plants from the nursery in October 2023, to ensure they are available in the species/numbers required, for planting in May 2024,
- Knows that as there are no rabbits at the school, tree guards are not required,
- Contacted the local council to ask if they could provide mulch for the project to use around the indigenous plants to be planted. The mulch will help control weeds, retain moisture, and foster worm activity to improve the soil. Alex was informed by council that they cannot supply mulch for the project. As a result, Alex got a quote for 10 cubic metres of mulch to include in the grant application's budget.

For the environmental education component of the grant application, Alex researched the cost of taking the school's Grades 3-4 classes to Healesville Sanctuary to participate in the - [Aboriginal Connections to Country](#) education program. In addition, the school's grant application also includes a Welcome to Country and Smoking Ceremony by the Wurundjeri Woi Wurrung Traditional Owners at the planting day at the school in May 2024.

Alex, using the quotes and costings received, developed the budget (on the next page) that was included in the school's 2023 Victorian Junior Landcare and Biodiversity Grants application.

Indicative budget for Alex's school's project:

Budget Category	Unit Description	Number of Units	Cost Per Unit (ex GST)	Funding Requested (ex GST) (Column A)	In-Kind Contributions (Column B)	Total Cost (ex GST) (Column A+B)	Comment / Justification
Plants, tree guards/stakes, weed mat, weed control, nest boxes	Indigenous plants (local to area) in forestry tubes	300 plants	\$1.50	\$450.00	\$0	\$450.00	Indigenous plants for revegetation area at school to create/improve habitat
Biodiversity focused excursion fees	Entry to Healesville Sanctuary per adult (includes entry to Aboriginal Connections to Country program)	10 adults	\$42.00	\$420.00	\$0	\$420.00	10 adults (teachers & parent supervisors)
	Entry to Healesville Sanctuary per child (includes entry to Aboriginal Connections to Country program)	50 children	\$21.00	\$1,050.00	\$0	\$1,050.00	Grades 3 and 4 students
Biodiversity focused art project that involves young people in creating the art	Paint for painting a mural at the school depicting indigenous plants and native animals	20 cans of paint	\$22.50	\$450.00	\$0	\$450.00	Art project led by school's art teacher involves 50 Grades 3 and 4 students in painting the mural
Bus hire	Bus hire - for one day (bus with 66 seats)	1 bus	\$750.00	\$750.00	\$0	\$750.00	Bus to transport 50 children and 10 adults to Healesville Sanctuary
Landscaping	Mulch (wooden pallet) for areas to be planted	10 cubic metres	\$50.00	\$500.00	\$0	\$500.00	Mulch to suppress weeds and retain moisture around 300 plants
Delivery of materials	Delivery of indigenous plants	1 delivery	\$50.00	\$50.00	\$0	\$50.00	Delivery of 300 plants by nursery
	Delivery of mulch	1 delivery	\$0	\$0	\$50.00	\$50.00	In-kind delivery of mulch
Tools and equipment	Trowels for planting	25 trowels	\$6.00	\$150.00	\$0	\$150.00	Shared trowels for planting
	Pairs of gloves	50 pairs	\$3.00	\$150.00	\$0	\$150.00	Pair of gloves per student for planting
Interpretive Signage	A-Frame project sign	1 sign	\$125.00	\$125.00	\$0	\$125.00	A-frame sign for students to add details of planting day and project's progress
Traditional Owner Welcome to Country or Smoking Ceremony	Wurundjeri Woi Wurrung Welcome to Country and Smoking Ceremony	1 event	\$1,000.00	\$1,000.00	\$0	\$1,000.00	Welcome to Country and Smoking Ceremony for whole school in May 2024 on day of planting
TOTAL (ex-GST)				\$4,995.00	\$50.00	\$5,045.00	

Note: the above budget is indicative only and should not be used for costing your project. Please get quotes for each component of your budget.

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Preparing a budget

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.

The costings included in the budget should be credible and realistic (e.g. based on quotes), and represent good value for money.

In your application you will need to provide a detailed and realistic project budget that includes:

- Itemised costs for all budget category items,
- All items in the budget must be relevant, appropriate, and aligned with the scope/scale of the project and implementation of the activities,
- A clear justification needs to be provided for all the requested budget items.

We strongly encourage applicants to attach quotes for materials (and contractors) to support their application.

Your budget should be made up of the following components:

- **Budget category** – choose from the drop down list the relevant budget category. Please see the funding limits (recommended) for each budget category in the table on the following page.
- **Item description** – provide a short description of each item, e.g. indigenous plants in forestry tubes. Notes:
 - do not use generic terms such as ‘miscellaneous’ or ‘other activities’ for item descriptions,
 - if you have multiple items for one budget category, list them as separate line items in the budget table under that budget category.
- **Number of units** – provide the unit quantity for each item, e.g. 200 (indigenous plants),
- **Cost per unit cost** – provide the unit cost (ex GST) for each item, e.g. \$1.50 (for each indigenous plant),
- **Funding requested** – the amount of grant funding (ex GST) requested for each item in budget. Note: the total amount of grant funding requested must not exceed the maximum amount of the grant, i.e. \$5,000 (ex GST),
- **In-kind contributions** – any items, materials, or funding that your organisation or a collaborating party are contributing in-kind towards the project. For example, provision of volunteer labour, donated goods etc. In-kind contributions support your application by covering items that cannot be funded through the grant program. Note: in-kind volunteer labour is valued at \$40.00 per hour,
- **Comment/justification** – provide a comment or justification for each item in the budget.

Note: inflated budgets will damage the credibility of an application.

Goods and Services Tax (GST)

If your school, group or organisation is registered for GST the grant will include GST. If your school, group or organisation is not registered for GST the grant funding will not include GST.

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Budget category and recommended limits for items/categories

The budgeted items for your project will need to be allocated to the relevant budget category. It is advised that you do not exceed the recommended funding limits in each budget category - see the table below.

Budget Category	Funding Limit (ex GST) (Recommended)
Plants, tree guards/stakes, weed mats, weed control, nest boxes	limit \$5,000
Citizen science and monitoring activities, e.g. Waterwatch	limit \$5,000
Mature trees (in larger than 14cm wide pots)	\$500
Biodiversity focused incursions/excursion fees	limit \$5,000
Biodiversity focused art project that involves young people in creating the art	limit \$5,000
Bus hire, e.g. for an excursion to a wildlife sanctuary	\$2,000
Landscaping, e.g. mulch for a planting project	\$1,000
Large rocks/boulders, e.g. for habitat for native animals	\$500
Irrigation equipment, e.g. to water indigenous plants	\$1,000
Delivery of materials	\$200
Contractor fees to assist with on-ground works, e.g. weed control	\$1,000
Tools and equipment, e.g. gloves or hand tools such as trowels	\$1,500
Technology or electronic equipment, e.g. Waterwatch testing kit	\$1,000
Books and educational resources, e.g. books on local indigenous plants	\$500
Interpretive signage	\$500
Equipment hire	\$500
Catering	\$500
Traditional Owner or First Nations Welcome to Country or Smoking Ceremony	limit \$5,000
Permits	limit \$5,000