

2024 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 2024 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 2 - 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. Spring Ridge Landcare Group will assist with delivering the Junior Landcare Learning Centre activity - 'Creating a Wildlife Habitat'.

Alex would also like to incorporate an environmental education excursion (Focus Area 1 - 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 Features, Life Cycles and the Environment. This program will enable the Grade 3-4 students to learn the features and life cycles of Australian animals and how they depend on the environment to survive.

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, and lesson plans to deliver.

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 groups' tools for the planting and help with spreading the mulch,
- Presenting to the students about the local biodiversity including leading a bird survey and assisting with planting demonstrations for the planting event at the school with students/teachers in May 2025.

The Landcare group will invoice the school for their time in facilitating the planting event and education sessions. Alex will list this under budget category 'Biodiversity focused incursions/excursion fees'.

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 2024, to ensure they are available in the species/numbers required, for planting in May 2025,
- 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 - [Features, Life Cycles and the Environment Year 3-4](#) education program.

Alex, using the quotes and costings received, developed the budget (on the next page) that was included in the school's 2024 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, biodegradable weed mat, weed control, nest boxes, mulch, and/or activities to improve/restore biodiversity and/or habitat	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
Plants, tree guards/stakes, biodegradable weed mat, weed control, nest boxes, mulch, and/or activities to improve/restore biodiversity and/or habitat	Mulch (wooden pallet) for areas to be planted including delivery	10 cubic metres	\$55.00	\$550.00	\$0	\$500.00	Mulch to suppress weeds and retain moisture around 300 plants
Biodiversity focused incursions/excursion fees	Entry to Healesville Sanctuary per adult (includes entry to Features, Life Cycles)	5 adults	\$34.50	\$172.50	\$0	\$172.50	10 adults (teachers & parent supervisors). 5 free of charge
Biodiversity focused incursions/excursion fees	Entry to Healesville Sanctuary per child (includes entry to Features, Life Cycles)	50 children	\$23.00	\$1,150.00	\$0	\$1,150.00	Grade 3 and 4 students
Bus hire to attend excursions	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
Tools and equipment	Trowels for planting	25 trowels	\$6.00	\$150.00	\$0	\$150.00	Shared trowels for planting
Tools and equipment	Pairs of gloves	50 pairs	\$3.00	\$150.00	\$0	\$150.00	Pair of gloves per student for planting
Volunteer time	Parents and friends time to support the planting event	20 hours	\$40	\$0	\$800	\$800.00	Site preparation working bee and assistance on the planting
Wages for Casual Relief Teachers (limited to \$1,000)	CRT time for planning and admin and attending excursion	2 days	\$405	\$810.00	\$0	\$810.00	1 day of CRT time to attend the excursion and 1 day for planning the planting event
Biodiversity focused incursions/excursion fees	Spring Ridge Landcare Group support for planting event, demonstration and educational activities	1 event	\$800	\$800	\$0	\$800	Spring Ridge Landcare Group's assistance with project planning and delivery
				TOTAL (ex-GST)	\$4,982.50	\$800.00	\$5,732.50

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.
- **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.