

Community Mini - grants Climate Ready Hume

Frequently Asked Questions



Table of contents

FUNDING PARAMETERS	3
1. How much money is available in the funding round?	3
2. How much money can applicants apply for?	3
3. Does each local government area have a set allocation of funding?	3
4. When would the project need to be completed by?	3
ELIGIBLE PROJECTS AND ACTIVITIES	3
5. What categories of projects will be considered?	3
6. Does the project need to be innovative to be successful?	3
7. What is Climate Ready Hume and why do the Mini-grants have to align with it?	4
8. Why does the project have to capture and report on what their community's vision is for climate change adaptation?	4
9. What do you mean by adaptation and adaptive capacity?	4
10. Are projects that solely focus on mitigation eligible for funding?	4
11. Are projects that focus on renewable energy eligible for funding?	4
12. Why aren't mitigation and renewable energy projects eligible for funding?	4
13. Is a project that is receiving funding from another state or federal government agency eligible for funding under this grants program?	4
14. Can project applications expand on existing DELWP-funded projects?	5
15. Can funding from the <i>Community Mini-grants – Climate Ready Hume Program</i> be used as matching funding for another grants program?	5
ELIGIBLE PARTNERS AND ORGANISATIONS	5
16. Who is eligible to apply for this funding?	5
17. We are a community group who is not incorporated. Do we need to become incorporated to be eligible for the grant?	5
18. Can DELWP or its portfolio agencies be involved as a project partner in the project application stage?	5
19. Can we partner with a statutory authority in the delivery of the project?	5
20. Can you submit a proposal as the lead organisation and also be a partner on another project?	5
FINANCIAL AND IN-KIND PROJECT CONTRIBUTIONS	5

21. Is a financial co-contribution or in-kind contribution required to be successful?	5
22. What is an in-kind contribution?.....	6
SUBMITTING THE APPLICATION	6
22. What are the timelines for submitting the application?	6
23. Who do I email my application to?	6
24. What kind of evidence do I need to submit with my application?.....	6
25. Does the CEO need to sign off on the application?.....	6
STRATEGIC APPROACH	6
26. Is this a one-off funding round?	6
27. Where can I find out more information about Victoria's Climate Change Adaptation Plan 2017-2020 and the Supporting our Regions to Adapt program?	7
DELWP REGIONS AND SUPPORT	7
28. Is there anyone in my region I can contact to find out more about the program?	7
29. What is Hume region that is referred to in the grant application and guidelines?.....	7





FUNDING PARAMETERS

1. How much money is available in the funding round?

The Department of Environment, Land, Water and Planning (DELWP) Hume Region, is delivering a Community Mini-grants Program to support community-led climate change activities and action for North east Victoria.

A total of \$70,000 is available for community groups to development and run climate change projects in the region, and of long term benefit to the community.

2. The Community Mini-grants – Climate Ready Hume Program is part of a two-year project supporting Hume regional communities to adapt to a changing climate. How much money can applicants apply for?

Eligible projects will be able to apply for grants up to \$10,000.

3. Does each local government area have a set allocation of funding?

There is no pre-determined allocation of funding for each local government area. However, we would like to see a spread of investment across the Hume region.

4. When would the project need to be completed by?

The project will need to be completed with the Completion Report (Milestone Two) submitted by 14 June 2021. Please note projects must provide a 3-month update on progress of the project by 30 November 2020 and a 6-month update on progress of the project by 1 March 2021.

ELIGIBLE PROJECTS AND ACTIVITIES

5. What categories of projects will be considered?

Projects must seek to do one or a combination of the following:

- Encourage and enable local communities to participate in climate change adaptation events or activities.
- Build skills and capacity among local communities to lead positive climate adaptation actions.
- Support community conversations exploring what the future of Hume region might look like in a changing climate and how our communities can adapt locally.
- Create or collate climate information that is trusted, accessible and relevant for a range of communities, including vulnerable and cultural communities.

Please note, although these grants are for climate change adaptation, adaptation projects that mitigate climate change (reducing emissions or drawing down emissions) will be viewed positively.

Further details on the project categories eligible for funding, including examples, are provided in the Community Mini-grants – Climate Ready Hume Program Guidelines.

6. Does the project need to be innovative to be successful?

There is no requirement for submissions to the *Community Mini-grants – Climate Ready Hume Program* to include an innovative component. First and foremost, this program seeks to support projects that will engage communities in conversations about climate change adaptation and for leading local adaptation activities.



7. What is Climate Ready Hume and why do the Mini-grants have to align with it?

Climate Ready Hume is a two-year engagement and capacity building program to increase the awareness of climate change and lead adaptation across the Hume region.

As part of this initiative, DELWP is working with local communities to develop a Hume Climate Change Regional Adaptation Strategy (RAS). The strategy will highlight our regional vision and priorities for meeting the challenges faced together from a changing climate.

8. Why does the project have to capture and report on what their community's vision is for climate change adaptation?

The communities' vision for climate change adaptation will be used to inform the Hume Climate Change Regional Adaptation Strategy (RAS).

9. What do you mean by adaptation and adaptive capacity?

Adaptation: Changes in natural or human systems to prepare for actual or expected changes in the climate in order to minimise harm, act on opportunities or cope with the consequences.

Adaptive Capacity: The capability of a system, sector or social group to adjust to climate change, to minimise harm, to act on opportunities, or to cope with the consequences.

For more information: <https://www.climatechange.vic.gov.au/adapting-to-climate-change-impacts>

10. Are projects that solely focus on mitigation eligible for funding?

Projects that solely focus on climate change mitigation are not eligible for funding under this grants program. The *Community Mini-grants – Climate Ready Hume Program* has been established to support community climate change adaptation projects. As such eligible projects must deliver an adaptation outcome as their primary objective. Projects that **also mitigate climate change (reduce emissions or draw down emissions)** will be considered if these components support or enable the delivery of the primary adaptation outcome.

11. Are projects that focus on renewable energy eligible for funding?

The *Community Mini-grants – Climate Ready Hume Program* has been established to support community climate change adaptation projects. Projects that focus on renewable energy are not eligible for funding under this grants program.

12. Why aren't mitigation and renewable energy projects eligible for funding?

Reducing emissions, increasing supply of renewable energy and adapting to the impact of climate change are three key components of Victoria's Climate Change Framework. The *Community Mini-grants – Climate Ready Hume Program* is an initiative funded through *Supporting Our Regions to Adapt* and deliver priorities under the Victorian Government's Climate Change Adaptation Plan 2017-20.

More information on the Government's climate change adaptation programs can be found at:

www.climatechange.vic.gov.au/adapting-to-climate-change-impacts.

13. Is a project that is receiving funding from another state or federal government agency eligible for funding under this grants program?

Projects with unfunded components or activities may be submitted for consideration as part of this grants program. The activities for which funding is being sought, however, should deliver discrete, tangible and measurable outcomes against which the application can be assessed. Funding will also be considered for activities that expand the reach and impact of existing activities provided they also have discrete, tangible and measurable outcomes. Project activities with secured funding from another source are not eligible for funding under this program.



14. Can project applications expand on existing DELWP-funded projects?

The application must be for a discrete piece of work or activity. However, it could certainly address an issue or expand an idea (or apply an idea in a new setting) from a previous project.

15. Can funding from the *Community Mini-grants – Climate Ready Hume Program* be used as matching funding for another grants program?

No. The *Community Mini-grants – Climate Ready Hume Program* are for funding of a discrete project, not as co-funding to enable application to another grants program.

ELIGIBLE PARTNERS AND ORGANISATIONS

16. Who is eligible to apply for this funding?

The project lead must be a community group, Traditional Owner group or not-for-profit organisation. For more information on eligibility see the *Community Mini-grants – Climate Ready Hume Program Guidelines*.

17. We are a community group who is not incorporated. Do we need to become incorporated to be eligible for the grant?

If a community organisation wanted to be the Project Leader, they would need to be an incorporated body, cooperative or association (with an ABN). They may choose to become incorporated before submitting the grant. However, a solution would be to find a partner/collaborator who could be the project lead.

18. Can DELWP or its portfolio agencies be involved as a project partner in the project application stage?

No. DELWP (and its portfolio agencies) cannot be a project partner and should not be referred to as a project partner, even though its Support Officers may assist with questions relating to the application process. DELWP cannot provide letters of support to you.

19. Can we partner with a statutory authority in the delivery of the project?

Yes, statutory authorities are eligible partner organisations but are not eligible to be a lead applicant.

20. Can you submit a proposal as the lead organisation and also be a partner on another project?

Yes. You can submit as applications both as the project lead and a partner organisation and an organisation is eligible to receive a grant both as a lead organisation and a partner organisation or as a partner organisation in more than one project. An organisation cannot, however, receive funding for multiple projects as the lead project applicant. If multiple projects are submitted each project must be discrete, 'stand-alone' and not be dependent on another project to receive funding to be implemented.

FINANCIAL AND IN-KIND PROJECT CONTRIBUTIONS

21. Is a financial co-contribution or in-kind contribution required to be successful?

A resource contribution to support the implementation of the proposed project is required as part of the grant application. This can either be in the form of a financial or an in-kind contribution provided by the lead or a partner organisation that is listed in the application process.



22. What is an in-kind contribution?

An in-kind contribution is a non-financial resource contribution to the project. As part of the grant application process, applicants are asked to describe any in-kind contributions that will be made to support the delivery of the project. Examples of in-kind contributions are:

- time volunteered to the management or coordination of the project;
- time volunteered to implement project activities;
- non-paid technical support provided to the project;
- the donation of goods, materials or equipment to the project;
- the provision of a workspace in an office to support the implementation of activities.

SUBMITTING THE APPLICATION

23. What are the timelines for submitting the application?

Applications must be submitted by 11:59pm 31 July 2020. Late applications will not be considered.

24. Who do I email my application to?

Applications are to be submitted via email to Climate Ready Hume at this address: climateready.hume@delwp.vic.gov.au Please use the attached application form for your submission. Please contact to discuss should you require an alternate option.

25. What kind of evidence do I need to submit with my application?

Please submit the following documents with your application:

- Letter of Commitment from each organisation and partner's CEO or delegate.
- Copy of Public Liability Insurance Certificate of Currency.
- Proof of Incorporation.
- Links to other funding or programs for the same or part of the same project.
- Any other documents that support your application.

You can attach documents to your online applications as long as they are an acceptable file type (e.g. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size. When you submit your application online, check carefully to ensure all your attachments have been uploaded.

26. Does the CEO need to sign off on the application?

Yes. You will need to attach a signed letter of commitment from the Chief Executive Officer (or equivalent), or delegate (this also applies to all parties if a partnership/collaboration is formed).

STRATEGIC APPROACH

27. Is this a one-off funding round?

Yes, the *Community Mini-grants – Climate Ready Hume Program* is a one-off grant funding round.



28. Where can I find out more information about Victoria's Climate Change Adaptation Plan 2017-2020 and the Supporting our Regions to Adapt program?

More information can be found: www.climatechange.vic.gov.au/adapting-to-climate-change-impacts.

DELWP REGIONS AND SUPPORT

29. Is there anyone in my region I can contact to find out more about the program?

There are DELWP Community and Partnership Officers across Victoria (listed below) who can be consulted for more information about the program or if needed when preparing your application.

DELWP support officers	Role	Contact details
Louisa Marston	Grants lead	louisa.marston@delwp.vic.gov.au
Kristy Roche	Climate Ready Hume Project lead	kristy.roche@delwp.vic.gov.au

30. What is Hume region that is referred to in the grant application and guidelines?

The Department of Environment, Land Water and Planning services and programs are delivered throughout 6 Victorian regions: Barwon South West, Gippsland, Grampians, Hume, Loddon Mallee and Port Phillip.

The Hume region is the North East of Victoria and includes the twelve local government areas of Alpine Shire Council, Benalla Rural City Council, Greater Shepparton City Council, Indigo Shire Council, Mansfield Shire Council, Mitchell Shire Council, Moira Shire Council, Murrindindi Shire Council, Strathbogie Shire Council, Towong Shire Council, Rural City of Wangaratta, Wodonga City Council.

For more information on our regions and office locations: <https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations>

