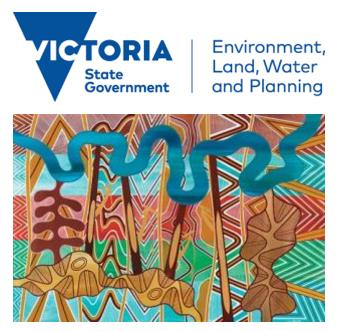


Environment, Land, Water and Planning



Committees of Management Newsletter

Edition 15 - Autumn 2019



Welcome to the new distribution format for the Committees of Management Newsletter

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Thank you for the world of difference you make!



'Making a world of difference' National Volunteer Week theme for 2019.

On behalf of all Victorians and all of us at the Department of Environment, Land, Water and Planning (DELWP), we thank you for the commitment, time and energy you bring as a volunteer on a DELWP committee of management.

Many of you can measure your commitment to the Crown land you manage in decades whilst others have recently joined a committee of management bringing new enthusiasm and ideas.

Together you manage 1,500 Crown land reserves across the state and make our local communities such enjoyable places to live.

Your many achievements include habitat restoration, large scale improvement works, entering into complex leasing and licencing agreements, maintaining important local assets, managing the impacts of climate change and so much more.

The care you have for your community and the Crown land you manage is so important as it ensures that current and future generations can continue to experience and benefit from our unique Victorian built and natural assets in meaningful ways.

We have much to celebrate and it's all because of you making a world of difference!

Volunteer Recognition



The Department of Environment Land Water and Planning (DELWP) acknowledges the work you do on behalf of your community as a member of a DELWP committee of management, and thanks you for your continued commitment to managing the region's valuable public assets. *'Making a world of difference'* was the theme for National Volunteer Week which ran from 20 - 26 May 2019. DELWP plans to recognise the significant efforts of committees across all the regions in line with this theme through a Recognition Program. The Recognition Program provides DELWP with the opportunity to formally recognise noteworthy achievements of individuals, groups, or an entire committee.

The nomination process has now closed for this program in a number of the regions (Barwon South West, Hume, Grampians and Loddon Mallee) and we thank all those that made the effort to make due recognition of their peers. For committees in the Gippsland and Port Phillip regions, the nomination process will soon commence and communication outlining the nomination requirements will be circulated.

Please contact your respective regional Committees of Management Program Officer, for further information around the Recognition Program.

Barwon South West:	Elisia.Dowling@delwp.vic.gov.au
Gippsland:	Deborah.Milligan@delwp.vic.gov.au
Grampians:	Tracey.Milne@delwp.vic.gov.au
Hume:	Kathy.Richardson@delwp.vic.gov.au
Loddon Mallee:	Jason.Torney@delwp.vic.gov.au

Port Phillip: <u>Emily.Hylard@delwp.vic.gov.au</u>

Public Safety on Public Land, guidelines for applicants, major project grants 2019 - 20



Guidelines for applicants

About the program

The Public Safety on Public Land program (PSoPL) provides grant funding to Crown land managers responsible for identifying, assessing, controlling and monitoring risks associated with the use of public land. Applications are now open and will close at 4pm Friday 21 June.

Program objectives

• Minimise the likelihood of the public being injured or killed on public land managed by DELWP, Committees of Management and lessees;

• Encourage appropriate visitor behaviour with respect to hazards posed by recreational activities, natural causes and land management practices on public land; and

• Develop and apply efficient procedures for visitor risk management.

Project examples

- Reconstruction or reinforcement of major structures
- Demolition of major structures placing the public at risk
- Decontamination
- Controlling visitor access

• Tree risk projects that address threats to life and limb from trees (with particular emphasis on risk in high use areas such as caravan parks, picnic areas, and campsites)

Who is eligible?

- Crown land Committees of Management, (via applications from DELWP region)
- DELWP

Funding conditions

Grant funding offered to successful applicants is subject to the following conditions:

• Where funds are dispersed to a Committee of Management, the Committee must enter into a Whole of Victorian Government Common Funding Agreement with DELWP setting out the grant conditions and reporting requirements. DELWP reserves the right to review the offer and, at its sole discretion, may withdraw the offer

• Funds must be spent on the project as described in the application and outlined in the funding agreement. Unspent funds must be returned to the funding administrator for redistribution

• Projects are to be completed within 12 months of receiving funding, unless otherwise approved

• Project managers are responsible for arranging and preparing tender specifications as well as signing project agreements/contracts

• Project managers must obtain all necessary permits, approvals and consents prior to the commencement of any works

• A request to vary an approved project must be submitted to the Grants Officer, Land and Built Environment, Port Phillip Region and approved by the relevant Regional Manager, prior to implementation

Project Managers must complete Project Acquittal form within 30 days of project completion, and no later than 12 months of receiving funding. Applicants must acquit projects from previous funding years to be eligible for funding.

Projects that will not be funded

• Routine or cyclical maintenance works that should be part of the day to day management of the reserve

• Construction projects that are considered to be upgrading or redeveloping facilities and are not directly related to risk management for public safety

- Renovation or re-building of an asset that is no longer used by the public
- Operational costs such as electricity, water and other utilities
- Risk treatment on reserves that have very little or no public access
- Works that address an anticipated risk and do not address a specific existing risk
- Risk treatment on land that DELWP is not responsible for
- Removal of private structures on public land
- Mitigation works on public land for the protection of abutting private land or assets

• Works where a 2018-19 PSoPL application has not been submitted and the appropriate approvals have not been sought

- Projects deemed ineligible for PSoPL funding in previous years
- Projects under \$20,000 in State Forest (see RecWeb)

Assessment Process

Applications for PSoPL 2018-19 funding will be prioritised and assessed on a statewide basis. The assessment panel will include an independent risk expert from the Victorian Managed Insurance Authority (VMIA), with decisions based on the risk matrix provided in the DELWP Risk Management Guidelines. *These guidelines have been included as an attachment on the email with this newsletter.*

Submit an application

Applications can only be made by DELWP staff on behalf of Crown land managers.

All applications must contain a map showing the proposed project location, and photos that clearly demonstrate the risk to public safety. **The assessment panel will not be seeking additional information if the risk is not clearly identified.**

Submit an application online here:

https://delwprs.smartygrants.com.au/PSoPL2019-20

Applications close: Friday 21 June 2019 at 4pm

Further Information

Jacky Priestley–Grants Officer Ph. 0429 231 109 jacky.priestley@delwp.vic.gov.au

PSoPL Regional Coordinators DELWP Gippsland Pat Lambert – Traralgon 0436 619 337 pat.lambert@delwp.vic.gov.au

DELWP Grampians Lisa Macaulay – Ballarat (03) 5336 6716 lisa.macaulay@delwp.vic.gov.au

DELWP Hume David Donehue – Benalla (03) 5761 1642 david.donehue@delwp.vic.gov.au

DELWP Loddon Mallee

Julie Wynd – Epsom 0436 613 424

julie.wynd@delwp.vic.gov.au

DELWP Port Phillip Jacky Priestley–Knoxfield 0429 231 109 jacky.priestley@delwp.vic.gov.au

DELWP Barwon Southwest Lisa Brooks – Geelong (03) 5226 4646 Lisa.brooks@delwp.vic.gov.au



Public Safety on Public Land Grant application check-list



This check-list is designed to assist with applications for Public Safety on Public Land grants. The examples below have been used to illustrate the level of information that is required to make a thorough risk assessment of a proposed project.

All applications are reviewed by an independent Risk Advisor. Using this check-list does not guarantee that a project application will receive funding.

1. Project name:

 \checkmark location name and major work components are included, and is less than 10 words

e.g. Simpson – Recreation Reserve Lake: Bank Stabilisation

2. Is the project endorsed by your DELWP region:

√Application has support from LPA Regional Manager, Fire District Manager, or equivalent.

√PSoPL Regional coordinator is aware of application (see above for contact details)

3. What is the existing risk to the public?

 \checkmark The natural/built asset and the public access and usage, including visitor numbers if known, has been described

 $\sqrt{}$ The immediate threat to human life has been described

Increased risk where the public is spending extended periods of time in a single location:

e.g. Dangerous tree works at campsite used by public up to 8 months of the year, with peak usage over summer months and up to 250 campers during holiday periods.

Decreased risk where the public are passing through a location and not spending a period of time in one location:

e.g. Dangerous tree works on forest walking track used by the publicall year round, with peak usage in summer and up to 20 individual visits per day during holiday periods

4. Is public access to the proposed project site/asset still required? Where is the nearest viable alternative?

 \checkmark Public access to the built or natural asset is vital and maintenance or infrastructure is important to the public enjoyment of the asset

 \checkmark The nearest alternative natural/built asset has been located and described

Increased risk where site/asset is unique in the area and public use is high:

e.g. Community hall works where building is used by multiple community groups all year round, with limited accommodation alternatives within the town/suburb.

Decreased risk were there are similar sites/assets in the area and public use is low:

e.g. Community hall works where a single user group utilises the building once a month, with readily available accommodation alternatives within the town/suburb.

5. What are the proposed project components?

 \sqrt{Each} major component of the project has been described

Dangerous trees:

e.g. Arborist report, priority tree works

Built asset:

e.g. Study into viability of current location, recommendations, demolition of existing asset, supply and build new asset as per DELWP standard drawings

Erosion:

e.g. Hydrogeological/Hydrological studies, engineering plan, engage Contractors

Contamination:

e.g. Study into type and extent of contamination, engineering plan, engage contractor for remediation works

6. Supporting evidence

 \checkmark Attached aerial map showing location of project and nearest viable alternative - Google maps is sufficient

 \checkmark Attached photos showing the imminent risk and/or failure point of the natural/built asset

7. Budget

 \checkmark All income and expenditure components have been listed

√Total income equals total expenditure

Income	\$	Expenditure	\$
PSoPLGrant Report 5,000	50,000	Engineering	
Committee of management cash kind) 5,000	10,000	Demolition (in-	
In-kind (labour) structure 55,000	5,000	Supply & build new	
TOTAL: 00	65,000	TOTAL:	65,0



Gippsland Solar on Public Buildings Project

The Solar on Public Buildings project aims to install solar energy systems on at least 30 public buildings across the Latrobe Valley to meet these objectives:

• To boost the sustainability of the volunteer community groups, to foster education and awareness on renewable energy;

• To provide financial sustainability for volunteer committees of management through savings made on energy costs which allows groups to be more financially independent as opposed to relying on grant programs.

• To provide employment and training opportunities in the renewable energy sector for people living in the Latrobe Valley region, particularly those directly affected by the closure of the Hazelwood Coal Mine.

• To increase energy security for the Latrobe Valley community by reducing load on the grid. Project budget is \$2 million for a two year project, initiated in July 2017. All sites are Crown land managed by volunteer committees appointed by the Minister for Energy, Environment and Climate Change, mainly country recreation reserves and small country halls.

The Gippsland Solar on Public Buildings initiative is proving invaluable to the 35 Recreation Reserves and Public Halls that have had their installations completed in recent months. The cost saving benefits are already being realised. Cowwarr Recreation Reserve yielded a \$2,500 saving in the first six months from their 20-kilowatt solar system, meaning an estimated saving of up to \$6,000 per year on their energy bills. A live analytical App enables the committees to monitor the performance of the system and the site's electricity usage patterns so they can change usage patterns to maximise the savings made.

Graham Barrett from the Toongabbie Recreation Reserve Committee of Management said it was like getting a grant every year, they have reduced their electricity bills by more than 50%, keeping many thousands of dollars within the community.

Up to 50 Gippsland halls and recreation reserves are due to receive solar power installations over the coming months.

Completed projects include: Alberton West Recreation Reserve; Binginwarri Recreation Reserve; Budgeree Hall; Carrajung South Hall; Cowwarr Recreation Reserve and Hall; Dargo Hall; Darnum Recreation Reserve; Flynn Hall; Giffard West Hall and Recreation Reserve; Old Gippstown; Glengarry Recreation Reserve football and netball buildings; Glenmaggie Mechanics Institute; Gormandale Recreation Reserve; Hallora Recreation Reserve; Longford Recreation Reserve and Hall;

Nambrok Hall, football and tennis buildings: Nyora Recreation Reserve; Seaton Recreation Reserve; Rosedale Racecourse Reserve; Rosedale Recreation Reserve; Stradbroke

Hall and Recreation Reserve; Toongabbie Recreation Reserve; Toongabbie Mechanics Institute; Walhalla Mechanics Institute and Yallourn North Hall and Recreation Reserve.



1 - Cowwarr Rec Reserve 20kw solar installation plus Tesla battery enables savings of \$5000 to be used to upgrade facilities



2 - Rosedale Rec Reserve 20kw solar system



3 - Toongabbie Rec Reserve committee celebrating the installation of their 24kw system and Tesla battery - they were in credit in their power bills after 6 months of solar savings. Committee member Graham Barrett said it was like getting a grant every year.



4 - The historic 100 year old Mechanics institute at Toongabbie had their 6kw system installed on the grand stand.



5 - Minister Lily D'Ambrosio launches the Solar on Public Buildings program at Old Gippstown at Moe in November 2018.

Johnsonville locals dance their way into folklore

As Committees of Management, the work you do in your communities is vitally important. Volunteers such as yourselves have a powerful role to play in reflecting the passions of communities, satisfying important needs, and shaping the local culture. Have a look at this beautiful little story by Rachael Lucas from ABC Gippsland about the long and rich history of dances at the Johnsonville Hall. Public dances have been held here for nearly 100 years, with the monthly dances even making their way into popular culture via a Slim Dusty song. Follow the link to find the story on the <u>ABC Gippsland website</u>.



6 - Johnsonville Hall in East Gippsland holds popular monthly dances

Ouyen Lake Reserve

On Friday 5 October 2018, Ouyen Lake officially opened to the public in what was the culmination of years of hard work by the local community and the Mildura Rural City Council in conjunction with DELWP. The State Government provided funding of \$500,000.00 for the project through the Regional Growth Fund which transformed the area from a water supply facility to a recreation use lake.

Ouyen Inc. has been appointed as the committee of management for the Ouyen Lake Reserve and is now busy implementing the next stage of the project to provide amenities for users. With a stone wall entrance, floating pontoon, and 25000 Golden and Silver Perch fish released the CoM has been very active and now have a focus to complete future proposed works that include the construction of an ablutions block and a BBQ area.

Events held at the venue include Australia Day celebrations, weddings and even an informal rowing regatta.

DELWP will continue to provide support to the CoM and has recently provided a grant of \$11,000.00 through the Local Parks and Reserves Asset Grants program for pest animal control works and the addition of bird nesting boxes.

This project is a great example of community and government working together to provide a boost to the health and wellbeing of people in regional Victoria.



7 - Ouyen Lake before



8 - Ouyen Lake after



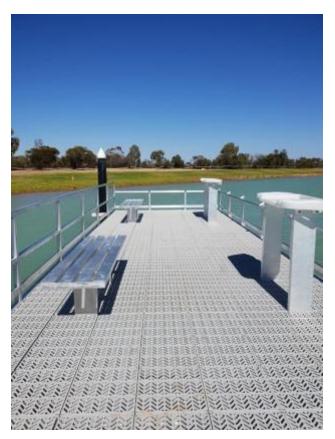
9 - Rowing makes its way to Ouyen



10 - Fingerling Release



11 - Pontoon Wharf



12 - Pontoon Wharf

Maldon Library and Athenaeum Reserve

There has been a flurry of activity at the Maldon Library and Athenaeum Reserve recently due to the great efforts of the Committee of Management and the two primary user groups, Maldon Athenaeum Library Inc. and the Maldon RSL Sub-branch.

Through grant money and local fundraising, the groups have been able to improve the reserve and its benefits to the community. They have installed solar panels, a new storage shed, upgraded the library work room, purchase a new computer, chair, books and replaced the carpet in the children's library. There are also plans for an extension to the library building and upgrade to the hall kitchen.

As a result of their dedication to the community, these volunteers have made the reserve a community hub; and with all the upgrades it will be an even more comfortable space for locals and visitors to enjoy.

The Athenaeum Library is open four days a week (Monday, Wednesday, Friday and Saturday) and also hosts various literary events. Representatives of Maldon Athenaeum Library Increcently attended the Australasian Conference of Mechanics Institutes; presenting on their achievements over the past 20 years and receiving first prize for the best Junior Library of the Mechanics Institutes in Australia and New Zealand. The RSL Hall is open once a month for official RSL meetings with plans to add additional open days after refurbishments have been completed. The RSL Hall is also a valuable community space for other events such as the Maldon Folk Festival and ANZAC Day activities.



New Community Facility for Clarendon



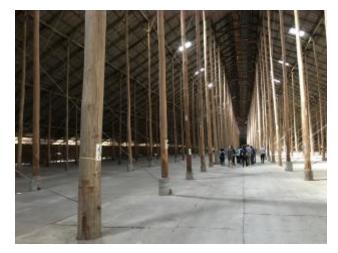
13 - Above: Jon Rofe, Paul Tatchell and Brett Boatman cut the ribbon to formally open the new community centre

The Clarendon community now has a new place to band together, three years on from the bushfires of December 2015 that burnt more than 4600 hectares of land and destroyed 12 homes and dozens of sheds throughout Scotsburn, Clarendon, Elaine and Durham Lead.

Located at Clarendon Recreation Reserve, the centre was opened recently and Jon Rofe joined Moorabool Shire Council Mayor, Councillor Paul Tatchell and CFA's Brett Boatman for the formal ribbon cutting.

The new building is wheelchair friendly and has kitchen facilities, a board room, social area catering for 100 people, solar panels, security system, toilets and amenities. The hub will be somewhere for the community to get together and socialise, and community groups now have a place to hold their meetings.

Moorabool Shire Council and Clarendon Recreation Reserve Committee of Management received a \$300,000 grant from the State Government to deliver the project and chose to manage the build themselves to maximise the grant, with over 1100 in-kind hours donated.



Murtoa Stick Shed Part of the Wimmera-Mallee Tourist Boom!

14 - Murtoa Stick Shed

The National Heritage-listed Murtoa Stick Shed, the only remaining emergency grain store built during World War Two, is now in high demand by tourists who want to see this culturally iconic building, which builds on the success of the Wimmera-Mallee Silo Art Trail.

Completed in 1942 and in use for 50 years until its closure in 1989, the unique and dramatic structure of the Stick Shed has captured the imagination of everyone who has seen its serene and evocative cathedral-like interior. Referred to by some as the 'Cathedral of the Wimmera', the Murtoa Stick Shed's 560 ghostly tall, unmilled Mountain Ash poles and central aisle draw the eye upward towards the roof as light spills into the space through skylights as if through a stained-glass window.

The tourism boom is having a massive flow-on affect for surrounding towns. With tourists flocking to see the shed and the gigantic silo murals, local businesses are benefitting from the influx. At 265 metres long, 60m wide and standing 19m tall at its apex, the structure is an enduring testament to iconic Australian bush ingenuity and a symbol of the growth and strength of the Australian wheat industry.

The Stick Shed is helping to breathe life back into Murtoa. In response to surging demand from tourists, the shed is now open six days a week from Tuesday to Sunday.

The Murtoa Stick Shed Committee of Management was appointed in 2016 and is approaching the end of its first term. The committee's continuing focus is to sustain the structure as part of the region's important grain history, to keep it open to the public and provide for a range of local social and cultural events like the inaugural 'Wine and Dine in the Stick Shed' event held on March 30. This highly successful fine dining experience for 200 guests included a four-course menu created by four professional chefs, with matching Grampians and Pyrenees regional wines.

The role of the shed and its committee in supporting local communities is looking positive indeed!

CLIP

CLIP Update - your kiosk is coming!

Recent CoM newsletters have provided background to DELWP's Crown Land Information Platform (CLIP) project and updates. We're pleased to provide the first update for 2019.

WHAT IS CLIP?

Essentially, DELWP is replacing its current Crown land management IT systems with one web-based (online) system.

The new system is an off-the-shelf product from a company called Trimble. Trimble specialises in Land administration and land tenure management and the system (called Landfolio) has been deployed globally in more than 25 government agencies, private companies and other organisations.

WHAT WILL CLIP DO?

It's designed to support a range of Crown land administration processes. The new system will provide 24/7, mobile access to information and services via the web, reducing the need for hard copy paper files, creating efficiencies in processes and supporting better and faster resolution of queries and administration tasks.

The new platform will feature a back-office application for DELWP staff and for the first time, Committees of Management will have direct access to Crown land information via an online, "self-serve" kiosk.

The kiosk will support CoMs to perform a range of tasks related to their Crown land management responsibilities for reserves and tenures. This system will also offer 24/7, mobile access. Entry to the kiosk will be via the DELWP website and unique user log ins.

WHAT'S THE LATEST?

Significant work has been completed to configure the back-office application for DELWP staff. (Once this is completed we'll be focusing on building the kiosk!).

Several workshops have been held with staff to understand and map their current processes and other aspects of administering Crown land, management, sales and tenure such as relevant legislation, fees and action 'owners'. This knowledge is then being translated into the online system; creating checklists, actions and timelines for completing certain tasks (for example creating a new reserve), linking actions to standard templates and allowing tasks to be "assigned" to a role (task owner) for action.

Behind the scenes, the system will be programmed to draw information from other data sources such as the Victorian Online Titles System (VOTS) and will be able to pre-populate data forms. Where possible, processes are being streamlined and refined and, in some cases, standardised across the regions.

WHAT WILL CLIP MEAN FOR COMMITTEES OF MANAGEMENT?

The idea of providing CoM with direct access to Crown land information and administration services via an online system aligns with DELWPs new customer charter – which focuses on improving the customer's experience and making it easier to communicate with DELWP. DELWP is also implementing a Digital First strategy to leverage the benefits of technology to improve outcomes for all.

HOW WILL THE KIOSK HELP COM?

CLIP will provide you with a new and flexible way to communicate with the Department.

Plus

You'll be able to access information about the Crown land reserves you're responsible for managing and tenures over those reserves. And, you'll be able to upload and submit relevant information such as financial reports, key documents and images.

Through the kiosk you can:

- Maintain Committee of Management records such as member details
- Access standard document templates
- Access policies, procedures and guidelines
- View the status of Tenure applications
- Log issues related to Reserves
- Access grant information
- Submit financial returns on-line

WHEN WILL THE KIOSK BE READY?

The new platform and kiosk are scheduled to Go Live in early 2020.

Work to design and build the Committee of Management kiosk will commence in May. The CLIP project team will consult with Committee representatives and regional office contacts to understand how the online kiosk needs to function in order to support them and what features will provide the most value.

WHEN WILL COM GET TRAINING TO USE THE KIOSK

A training program will be rolled out over several months to Committees of Management to ensure they are able to access and use the system.

Due to the large number of committees (over 1000) it is not expected that all CoM will be ready to use the new kiosk when it goes live in November this year. Training will continue on an ongoing basis for committees, with resources and support available for all users to access when they need help.

DELWP's Committee of Management Program Officers (CoMPOs) will play a key role in delivering the training program to CoM and providing ongoing support to users. The CLIP project team will work closely with CoMPOs to develop the training program and resources.

As we get closer to Go Live we'll also be increasing our communication about the new kiosk with stakeholder briefings, road trips and videos to demonstrate the system and support training.

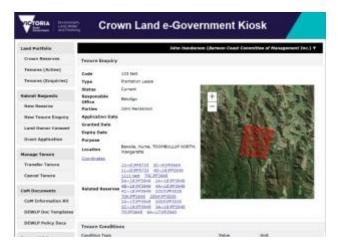
HOW CAN YOU GET INVOLVED?

We'll continue to keep you updated on the project and development of the kiosk as well as opportunities to provide feedback about its features and functions.

If you have questions or ideas about the new Crown Land Information Platform (CLIP) or the Committee of Management kiosk, please email: Judith.mooney@delwp.vic.gov.au



15 - Screen Grab Example



16 - Screen Grab Example

2019 Victorian Marine and Coastal Forum

'Save the Date' 13 - 14 June 2019

Crown Conference Centre, 8 Whiteman Street, Southbank



The DELWP Statewide Coastal Programs Team is currently leading the planning for the 2019 Victorian Marine and Coastal Forum.

The forum aims to bring marine and coastal managers and community volunteers together to explore current and future marine and coastal challenges.

DELWP will host the forum with the support of the Victorian Marine and Coastal Council and Coastcare Victoria to help build relationships, share knowledge and support collaboration across the sector.

The two-day forum will be held at Crown Conference Centre on 13-14 June and will focus on the three key marine and coastal themes:

- 1. Partnerships and Participation
- 2. Policy The Next Wave
- 3. Risks, Challenges and Opportunities

The program is currently being developed and will include a mix of presentations, workshops and networking opportunities to support cross-sector collaboration. Facilitated open sessions and breakout groups will allow delegates to identify their priorities and work with others to grow their networks and generate ideas and solutions.

If you are interested in attending, please subscribe to the forum <u>mailing list</u> here. Forum updates including registrations, seeking of delegate proposals and a finalised program will be communicated through the email list. In the meantime, if you have ideas on engaging presentations or workshops you can share your thoughts in the sign up form.

A forum website has been developed and will be expanded as planning progresses.

Numbers are limited and forum registrations will open in the coming weeks.

Please share with your external networks and stakeholders to build awareness of the upcoming 2019 Victorian Marine and Coastal Forum!

Managing Risks on Crown land



As a volunteer on a committee of management, you will have taken action to address risks on the Crown land you help to manage.

In an effort to better understand the depth and breadth of risks that exist on Crown land, DELWP has engaged Deloitte Australia to undertake a risk assessment. As part of this assessment, Deloitte Australia and DELWP staff visited all six regional offices to meet with committees of management volunteers.

Time was spent listening to committee members talk about their experiences managing risks on Crown land and we are grateful to everyone that participated in the risk assessment. The risk assessment report by Deloitte Australia will capture the insights provided by participants and will include a risk management strategy along with recommendations for treating risks on Crown land.

This will be beneficial to all committees of management and help support risk management on Crown land. For further information about the risk assessment, please contact Joanna Creswell, Principal Coordinator for Committees of Management, on joanna.creswell@delwp.vic.gov.au.

Top tips for Writing Grants...

Know your Grant - Are you applying to the right fund for what you want to achieve? - How does your project meet the funding bodies objectives? If it doesn't you may need to look elsewhere. If you are unsure call the contact and seek advice. They are there to help. *Make sure you check the grant*

guidelines as to whether you may need to be an incorporated body, be auspiced by another body or have an ABN.

Know who you are and what you are

- Who are you and what do you manage?
- Who are the users of the reserve?
- Do you have a mission/vision for your reserve?
- Have you consulted any user groups or the wider community? (depends on complexity of project)

Know your project!

- What is the scope of the project? location, quotes, stages, trades required etc.
- What will the project deliver? How long will it take to complete?

• What impact will it have/what will the project contribute to the community – many grants are looking for the net community benefits, not just for a small few – is there evidence of community support?

• What is the purpose of the project? – Why is it needed and what is the end purpose?

• What are the risks that might prevent the project from being completed and how will these be dealt with? ie. risk management/back-up plan

• Make sure you have permission from DELWP as the land owner/local Council planning and building permits if required.

• Does your project fit with any strategies for your council area ie. emergency management, community strengthening – speak to the Council.

The project team

- Who will manage the project? a steering committee? Define roles and responsibilities.
- Do they have any experience with delivering other projects?

· Is there local council support/community support with skills?

Project Plan

• Put together a simple project plan (depending on complexity of project) – List the key milestones, task descriptions and cost, who is responsible for each task and the key dates to complete these. Most grants have a timeframe for completion so make sure you can meet this. **Know your Budget** - Most grants provide a funding budget - use this. Be realistic - don't inflate or underestimate your figures. Include all the relevant costs - insurance, materials, fees, etc. Make sure you understand the grant requirements for in kind contributions, applicant contributions, and what the grant funds can be used for. Finally double check your budget to make sure it balances. Remember your application can only be assessed ion the information you provide. make sure you include all relevant information - don't assume the assessor knows anything about you, your community or your project.

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