



Managing fruit fly in
Victoria

Community Grants
program

Guidelines

AGRICULTURE VICTORIA



Published by Biosecurity and Agricultural Services Branch, Department of Jobs, Precincts and Regions.

1 Spring Street Melbourne, Victoria 3000 January 2019

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Accessibility

If you would like to receive this publication in an accessible format, please telephone the grants officer on (03) 8377 4520 or email fruitflygrants@ecodev.vic.gov.au

This document is also available in PDF and/or Word format at www.agriculture.vic.gov.au/qffgrants

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PURPOSE OF THIS DOCUMENT

This document sets out the guidelines for the Managing fruit fly in Victoria – Community Grants program, including:

- who can apply for Community Grants
- eligible projects
- how to apply
- key selection criteria
- the application assessment process.

BACKGROUND

Fruit flies are a significant threat to Victoria's horticultural industry, affecting production and trade opportunities. Effective management of this pest requires a collaborative approach between industry, government and the community. The Victorian Government supports this view and together with community and industry partners, has developed the Managing Fruit Fly in Victoria Action Plan 2015-2020, which links state-wide and regional actions.

The Managing Fruit Fly in Victoria Action Plan 2015-2020 focuses on three action areas:

- strengthened fruit fly management through state and regional coordination and collaboration
- improved fruit fly management in commercial orchards and communities
- improved access to intrastate, interstate and international market access and trade opportunities.

Regional Action Plans for the Greater Sunraysia, Goulburn Murray Valley and Yarra Valley regions, led by regional action groups, have been developed to align with, and guide the implementation of the Managing Fruit Fly in Victoria Action Plan 2015-2020.

The 2019 round of Regional Community Grants will support the regional co-ordination of fruit fly management activities, the delivery of localised on ground community control programs, and local communication and engagement activities to raise awareness of, and increase participation in, fruit fly management by stakeholders in regional Victoria.

The Managing fruit fly in Victoria – Community Grants program is administered by Agriculture Victoria, part of the Department of Jobs, Precincts and Regions.

FUNDING DETAILS

The Victorian Government is offering funding from \$2000 up to \$5000 to selected applicants.

It is expected that the demand for this round of community grants will be extremely competitive. Applicants must not assume they will be successful or enter into commitments based on that assumption before receiving formal notification of the outcome of their application. Applicants may receive only one community grant per round of funding.

Previous grant recipients who wish to reapply will need to show how they will build on work already completed and not replicate the work of the previous application.

GST exclusion

Prospective applicants should note that all project costs included in the application must be exclusive of GST.

The grant amount to be paid by Agriculture Victoria will incorporate GST, provided the applicant provides details of registration for the GST or proof of exemption from being required to register.

Timelines

The Managing Fruit Fly in Victoria – Community Grants program open from March 2019 and close 17 May 2019. Applicants will notified on the status of their application by August 2019.

Who can apply?

The following groups in rural and regional Victoria are eligible to apply for this funding:

- Horticulture industry groups and associations such as Horticultural Industry associations
 - Victorian regional local government authorities (e.g. Shire or Rural City Council).
 - Not-for-profit organisations, including community groups that:
 - are an incorporated body, cooperative or association
 - have an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment
- (Note: The organisation must be legal entity currently registered with Consumer Affairs Victoria, if not, an auspice arrangement will be required.)

Ineligible applicants

- Individuals and business are not eligible to apply.

PROJECT REQUIREMENTS

Community grant activities that may be funded

- Projects that encourage the community or industry to build awareness of fruit fly and increase its control (e.g. workshops, seminars, displays and DIY trap building).
- Projects that support community-wide action to manage fruit fly (e.g. fruit fly trapping, netting, host tree removal and hygiene).

Community grant activities that will not be funded

- Projects seeking funding for activities outside of Victoria.
- Salaries or project management costs within the organisation.
- Projects requesting retrospective funding.
- Projects that do not meet regulatory and/or legislative requirements.
- Projects that require ongoing government funding once completed.

APPLICATION PROCESS

If you have any queries please contact the grants officer on 03 8377 4520.

Step 1: Before applying

Before applying for funding, you are encouraged to check your eligibility against the guidelines contained in this document. If you are in the region of Greater Sunraysia, Goulburn Murray Valley or the Yarra Valley please contact the grants officer to discuss your project to ensure that work is not already underway.

Step 2: Prepare and submit

Prepare and submit your application online through the Agriculture Victoria website www.agriculture.vic.gov.au/qffgrants

The online application form must be completed by a person authorised to submit the application on behalf of the applicant organisation.

The online application system allows applications to be saved and completed later. It is recommended that applicants start the process early to allow sufficient time to obtain necessary supporting documents. Incomplete or late applications will not be considered.

Step 3: Acknowledgment

Grant application submissions will be acknowledged and a proposed timeline for assessment provided. It is anticipated that you will receive notification of the outcome of the grant application within three months after the grant's closing date.

Step 4: Assessment

All applications will be assessed by a Grant Assessment Panel. Community Grants are competitive and each application will be assessed according to the project selection criteria listed below.

PROJECT SELECTION CRITERIA

Alignment and priority

Provide a description of the project. How will the project meet the objectives of this funding in regard to improving fruit fly management, and/or increasing community awareness and participation? How will this project complement existing fruit fly work underway in your region?

Feasible and achievable

What activities will be undertaken? What planning will be done to ensure the project is delivered and its impact measured? You will need to show that your project is well planned, with realistic goals and timelines.

Overall value for money

Does your project offer/represent value for money? This takes into account the overall return on investment after in-kind/cash contributions from the recipients and other partners are made. In-kind contributions should reflect reasonable costs for goods and services.

Community engagement, capacity building and sustainability

How will your project engage and empower the community, and ensure that they continue to control fruit fly after the funding period ends? How will this project make a difference to your local community in the longer term? How will you make other people in the community aware of the project?

APPROVAL AND NOTIFICATION

The Grant Assessment Panel will provide advice and recommendations to the Minister for Agriculture.

You will receive notification of the outcome of your application. Successful applicants will receive a Letter of Offer, which will outline funding obligations attached to the offer of funding.

EVALUATION AND REPORTING REQUIREMENTS

Organisations receiving a Community Grant will be required to lodge a final report on the achievement of agreed activities and provide evidence of project completion. The final report must be completed and submitted to the grants officer on fruitflygrants@ecodev.vic.gov.au within one month of the project finishing and no later than the 30 May 2020. A report template will be provided in the agreement to successful applicants.

ACKNOWLEDGEMENT

Successful applicants must publicly acknowledge support from the Victorian Government and use official approved logos and text in promotional materials, including: publications, media releases and videos. This requirement forms part of the funding agreement.

Successful applicants must liaise with Agriculture Victoria to coordinate any events or announcements related to project activities. Successful applicants may be required to provide information on activity outcomes for use in communication materials.

PUBLIC LIABILITY INSURANCE, WORKING WITH CHILDREN CHECK, OCCUPATIONAL HEALTH AND SAFETY

You must have current public liability insurance appropriate to the activity outlined in your application.

If the project works directly with children, those people interacting directly with children will need to have a current Working with Children Check.

You need to make sure you have a safe system of work in place for your project that protects the occupational health and safety (OHS) of your group, volunteers and others on your work site. OHS information can be found at worksafe.vic.gov.au

ENQUIRIES

If you require assistance with your Community Grant application and/or advice on how to apply online, please contact the grants officer on (03) 8377 4520 or email fruitflygrants@ecodev.vic.gov.au

PRIVACY

Any personal information about you or a third party in your application will be collected by the Department of Jobs, Precincts and Regions for the purpose of grant administration. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this Privacy Statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The Department of Jobs, Precincts and Regions is committed to protecting the privacy of personal information. You can find the Department's Privacy Policy online at <http://agriculture.vic.gov.au/privacy>. Enquiries about access to information about you held by the Department should be directed to the Department's Privacy Unit by phone on: (03) 9651 9749 or email privacy@ecodev.vic.gov.au.