

# Guidelines

Sustainable Hunting  
Action Plan  
Grant Program  
2021-2024



# 1 Program Summary

## 1.1 Context

The *Sustainable Hunting Action Plan 2021-2024* (SHAP) is a \$5.3 million investment by the Victorian Government that will deliver new programs to support safe, responsible and sustainable hunting across the state.

The Victorian Government recognises that hunting is an important and popular activity in Victoria. Hunting provides a significant contribution to the state and delivers social benefits by encouraging people to participate in an active, healthy outdoor lifestyle.

Building on the success of the *Sustainable Hunting Action Plan 2016-2020*, the new SHAP has sustainability as its core, to ensure hunting opportunities continue for future generations. This vision is realised through the delivery of clear and measurable actions that align with the three objectives of:

- informing and educating hunters
- collaborating and partnering
- monitoring and research

## 1.2 The Sustainable Hunting Action Plan grants program

The SHAP grants program will support the long-term sustainability of hunting actions that will maximise benefits for the environment, the economy, the community, and hunters.

## 1.3 Program Objectives

This program aims to increase the role of all participants in the hunting industry in the promotion of responsible, safe, and sustainable game hunting practices. The program will enable a collaboration and partnership approach to be taken between government, Traditional Owners, hunters and the community to deliver innovative new projects that will grow recreational hunting in Victoria.

## 1.4 Program Outcomes

The intended outcomes of this program are:

- a) Recreational hunters are actively involved in promoting the environmental, economic and social benefits of game hunting
- b) Recreational hunters and the wider community have increased understanding of safe & responsible game hunting practices.
- c) The habitats for game species are maintained and improved.
- d) The scientific evidence base for game species knowledge and understanding is increased.

# 2 Available Funding

This funding will be available for individual grants of between \$10,000 and \$80,000.

## 3 Eligibility Criteria

### 3.1 Eligible Applicants

Applicant organisations must meet the following criteria, as assessed by the Department of Jobs, Precincts and Regions (the Department), to be eligible:

- Hold an active Australian Business Number (ABN);
- Be one of the following entity types;
  - a company incorporated in Australia
  - an incorporated trustee on behalf of a trust
  - a registered charity or not-for-profit organisation
  - an incorporated community-based organisation
  - an education or research body (including universities) established by statute
  - an incorporated association
  - a Victorian local government body

Applicants must:

- conduct the project activities in Victoria;
- participate in future program evaluation activities;

and will be required to attest to compliance.

### 3.2 Auspice

If your organisation is NOT an eligible entity type, and does not have an ABN, to be eligible you must arrange for an eligible entity type (or Local Government Authority) satisfactory to the Department to enter into a legal arrangement to manage the grant funds on your behalf. This organisation will be the 'auspice' organisation for the application. For more information, please refer to section 8.2 of the Guidelines.

### 3.3 Ineligible Applicants

The following organisations are not eligible to apply for the Program:

- a) a Commonwealth department, agency or body;
- b) a State department, agency, entity or other body established under the Public Administration Act 2004 (VIC) or equivalent legislation of another Australian jurisdiction.

## 4 Project Eligibility

Projects that are eligible must contribute to the promotion of safe, responsible and sustainable hunting. Examples of eligible projects include but are not limited to:

Project type	Description
<b>Promotion and tourism activities</b>	For projects that promote recreational hunting and/or tourism opportunities relating to game species. This could include regional events, trade displays, cooking demonstrations, displays at wild food fairs, and hunting tourism experiences.
<b>Knowledge and education activities</b>	For projects that develop hunter knowledge and education to improve understanding of safe, responsible and sustainable hunting practices relating to game species. These projects could be delivered through a variety of formats such as classes (in-person and online) or through the use of software and applications.
<b>Habitat restoration</b>	For projects that will improve and maintain game species habitat, such as wetlands areas and other breeding sites.
<b>Research activities</b>	For projects that undertake research to improve the evidence base relating to game species, such as those that inform knowledge of game species, harvest, animal welfare and regulation and compliance.

## 4.1 Eligible Activities/Expenses

Eligible expenditure items are:

- Staffing costs that relate directly to time spent undertaking the project activities
- Equipment and machinery costs required for the project activity that are not listed as an ineligible expense in section 4.2 or are otherwise determined by the Department to be ineligible
- Technology costs for the development of online resources and applications
- Access costs to facilities and equipment, including lease or hire that are not part of usual operational expenditure
- Any other project related costs the Department determines to be eligible.

Not all expenditure on your project may be eligible for grant funding. The Department makes the final decision on what is eligible expenditure.

## 4.2 Ineligible Activities/Expenses

This Program does not support expenditure which involves:

- a) Costs that are already funded or partially funded by government funding
- b) Business-as-usual operational expenditure, including existing staff costs, communications, travel, entertainment, accommodation and office computing equipment
- c) Routine replacement or minor upgrade of plant and equipment
- d) Printing, stationery, postage, and bank charges
- e) Basic and routine professional services including legal and accounting fees
- f) Any amount paid on account of goods and services tax
- g) Costs related to preparing the grant application, preparing any project reports and preparing any project variation requests
- h) Building routine websites, sales and promotional activities, marketing or communications campaigns

- i) Regulatory and Intellectual Property fees and charges associated with registering domestic or international patents or other intellectual property enforcement expenses
- j) Retrospective funding for activities that have begun prior to the publication of these Guidelines

## 4.3 Key dates

The following are the key dates for the SHAP grant program:

Stage	Timing
Applications open	23 May 2022
Applications close	24 June 2022
Assessment and approvals process	July 2022
Successful projects announced	From 1 August 2022
Grant agreements finalised	From September 2022
Projects commence	From September 2022
Projects must be completed	By 29 November 2023

## 5 Assessment Process

Applications will be assessed by a panel.  
The panel will:

1. Review and score applications individually against the assessment criteria
2. Rank all projects against each other
3. Determine the number of applications that will be recommended subject to funding available
4. Recommend the applications for approval to the Minister for Agriculture

The Department's decisions on all matters pertaining to the recommendation of grant funding under this Program is at the Department's, and thereafter, the Minister's absolute discretion. This includes recommending a lesser amount than that applied for and amending funding conditions without notice.

### 5.1 Assessment Criteria

Eligible applications will be assessed on how well they meet the assessment criteria as outlined below. All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process. Letters of support are strongly encouraged to be included in your response.

Assessment Criteria	Description	Weighting
<b>Criterion 1 – SHAP grant program outcomes</b>		<b>50%</b>
<p>The extent to which the project can potentially meet one or more of the outcomes of the Program:</p> <ul style="list-style-type: none"> <li>Actively involves recreational hunters and organisations in promoting the benefits of recreational game hunting.</li> <li>Increase recreational hunters and the wider community understanding of safe and responsible game hunting practices.</li> <li>Improve and maintain game species habitat.</li> <li>Increase the evidence base for game species knowledge and understanding.</li> </ul>	<ul style="list-style-type: none"> <li>Describe the project and how it will address the one or more of the Program outcomes.</li> <li>Describe the potential impact of the project and where possible, the expected short and long-term benefits of the project.</li> <li>Where possible use data to make your case, e.g., the expected number of attendees or participants, the geographic reach, the likely usage of the area, the timeliness and need for research.</li> </ul>	
<b>Criterion 2 – Project implementation and organisational capability</b>		<b>40%</b>
<p>The capability and capacity of the applicant to deliver the project.</p>	<p>Provide information outlining:</p> <ul style="list-style-type: none"> <li>Implementation planning evidence, such as budget information and timing.</li> <li>Resource planning e.g. identification of internal staff or volunteers or identification of contracting support if required.</li> <li>Extent of record in the delivery of projects to members and the community.</li> </ul>	
<b>Criterion 3 – Need for funding and value for money</b>		<b>10%</b>
<p>Demonstrated need for government support for the project to proceed.</p> <p>The potential of the project to result in increased environmental, social and economic impacts in the local area and state.</p>	<ul style="list-style-type: none"> <li>Outline why government funding is required for this project to go ahead.</li> <li>Describe how the project will result in increased (environmental, social and/or economic) benefits in the local area and state.</li> </ul>	

## 5.2 Due Diligence Assessments

Applicants are subject to a risk assessment which verifies business details lodged with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator.

Any of the following circumstances may be taken into consideration in any decision whether to award a grant:

- Any adverse findings by a regulator regarding an Applicant;
- An Applicant is placed under external administration;
- There is a petition to wind up or deregister the Applicant;
- The Applicant is or becomes deregistered or unregistered (including cancellation or lapse in registration).

The Department may at any time, remove an Applicant from the Application process, if in the Department's opinion association with the Applicant may bring the Department, a Minister or the State of Victoria in disrepute.

For grant applications of \$50,001 or more, the Department will undertake a financial assessment of the Applicant to assess the ability of the Applicant to deliver the proposed project. Outcomes from the financial assessment may be taken into consideration in any decision to recommend and award the grant.

## 6 Application Process

### 6.1 Prepare an Application

Applicants must undertake the following steps to apply:

1. Carefully read these Program Guidelines.
2. Compile all necessary supporting documents to apply as detailed in the 'Documentation and Information Requirements' section of these Program Guidelines.
3. Submit application online via Program website.
4. Await email confirmation of application submission. Please check spam/junk mail if confirmation email cannot be seen in your inbox.

### 6.2 Open and Close Dates

- Applications must be submitted in the portal by 5pm on the specified closing date as set out in section 4.3.
- Please note that late applications will not be accepted, except in extraordinary circumstances as deemed appropriate by the Department.
- The Department will use its best endeavours to notify all applicants in writing via email of the outcome of their application approximately 8-10 weeks from the closing date

## 7 Documentation and Information Requirements

Mandatory documentation	Other supporting documentation	
<p>1. A <b>detailed project plan</b> that must include:</p> <ul style="list-style-type: none"> <li>• Brief project description and current status</li> <li>• Project timeline and milestones</li> <li>• The role of any project partners in project execution</li> <li>• Any project risks and mitigation strategies</li> <li>• Detailed project budget</li> <li>• Quotations, including Scopes of Services for any significant third-party service provider and/or supplier costs</li> </ul>	<ul style="list-style-type: none"> <li>• Letters of support where relevant, including from local councils, local business and tourism associations, Traditional Owner organisations etc.</li> <li>• Evidence of support for project through collaboration and partnership arrangements.</li> </ul>	
<p>2. For grant applications of \$50,001 or more, <b>evidence of financial stability</b> is required including at a minimum:</p> <ul style="list-style-type: none"> <li>• Audited Financial Reports for the last three financial years. This should be the 'final accounts' with Directors' Report and Declaration and should include Profit &amp; Loss Statement, Balance Sheet, Cash Flows, and notes to the accounts. If accounts are not audited, unaudited accounts from an Accountant will be accepted <ul style="list-style-type: none"> <li>• If the latest financial report is more than six months old, up-to-date Management or Interim Accounts for the current year including Profit &amp; Loss Statement and Balance Sheet, and, in the case of public listed corporations, a half yearly financial report</li> </ul> </li> <li>• The company's financial projections for the next three financial years, including Profit &amp; Loss and Cash Flow</li> </ul>		
<p>3. For grant applications where an auspice organisation is required, <b>evidence in writing</b> signed by the auspicating organisation that it has agreed to enter into an agreement with the State and be responsible for the applicant delivering the activity.</p>		

## 8 Conditions of Funding

### 8.1 Grant agreements

If successful, applicants will be invited to enter into a legally binding grant agreement with the Department. The grant agreement details all funding obligations and conditions.

Applicants will have 15 calendar days from the date of the Letter of Offer to accept the offer in writing and 60 calendar days from the date of acceptance to execute the Grant Agreement with the Department. The offer may be withdrawn if the Grant Agreement is not executed within the 60-day timeframe.

The project must not commence until a grant agreement has been duly executed by both the Department and the successful applicant.

Once the agreement has been executed, the successful applicant will be required to commence the project within the agreed timeframe. If a successful applicant does not commence the project by the commencement date, the Department has at its absolute discretion the option of terminating the agreement.

### 8.2 Auspicing

This program accepts applications from auspice organisations applying on behalf of applicants. Any eligible entity type (or Local Government Authority) to this program, may act as an auspice.

If the application is successful, the auspice organisation becomes the official 'recipient' is required to enter into the grant agreement. It will receive any funds allocated and is responsible for the management and delivery of the activity and the acquittal of grant funds.

If you are planning on having your grant managed by an auspice organisation, you must have agreement by that organisation in advance of the closing date. Your application also needs to be submitted by that auspice body on your behalf.

Change of ownership of successful grants will only be accepted under limited circumstances.

### 8.3 Publicity/Acknowledgement

Successful applicants must agree to cooperate with the Department in the promotion of the program. This may include involvement in media releases, case studies or promotional events and activities.

Successful applicants must not make any public announcement or issue any press release regarding the receipt of a grant without prior written approval from the Department.

The Department may publicise the benefits accruing to the successful applicant and/or the State associated with the provision of the grant and the State's support for the Project. The Department may include the name of the successful applicant and/or grant amount in any publicity material and in the Department's annual report.

The Department may request successful applicant fact checks any text and seek approval to use any owned imagery associated with the activity prior to the publication of any such promotional materials.

If requested by the Department, the successful applicant must ensure that the State's support for the grant is acknowledged on all promotional materials and appropriate signage consistent with the Guidelines for Victorian Government Advertising and Communications or as otherwise specified by the Department.

## 9 Reporting for Program Evaluation

As a condition of funding, successful applicants will be required to participate in any program monitoring and evaluation activities initiated by the Department. This may include completing surveys throughout the program to measure progress to achieving outcomes, and for up to three years after program completion. Non-compliance could impact future applications to the Department's programs.

Reporting is critical to the Department in understanding program impact, supporting continuous improvement in program design and delivery, and delivering more effective grant programs to the people of Victoria.

## 10 Privacy and confidentiality

Information provided by the Applicant for the purpose of this application will be used by the Department for the purposes of assessment of applications, program administration and program review. In making an application, the Applicant consents to the provision of their information to State and Commonwealth Government departments and agencies for the purpose of assessing applications. If there is an intention to include personal information about third parties in the application, please ensure they are aware of and consent to the contents of this privacy statement.

Any personal information about the Applicant or a third party 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.

Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit by emailing [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). The Department's privacy policy is also available by emailing the Department's Privacy Unit.

## 11 General conditions

### 11.1 Further information

The Department reserves the right to request the applicant provide further information in connection with its application should it be deemed necessary.

### 11.2 Amendments

The Department reserves the right to amend these guidelines and the application process at any time as it deems appropriate.

## 12 Further Resources

Further information regarding this program can be found here: [djpr.vic.gov.au/game-hunting/action-plan/grants](http://djpr.vic.gov.au/game-hunting/action-plan/grants).

If you have any questions during the application period, please contact [gamepolicy@djpr.vic.gov.au](mailto:gamepolicy@djpr.vic.gov.au).