



2006-2007 Coast Action / Coastcare **East Gippsland Community Support Grants**



Guidelines for completing Coast Action/Coastcare Community Support Grant application.

Coast Action/Coastcare grants are made available to coastal and marine community groups through support from the Natural Heritage Trust. Funds are made available to all community groups, educational institutions, sporting organisations and committees of management working to better protect, resource and enhance the coastal and marine environment of east Gippsland. Please read this guide to completing the application form and contact the Coast Action/Coastcare facilitator if you require any further assistance.

Description of Activity / Product.

1. Provide a comprehensive description of the activity or product you are proposing to undertake. You should be able to show clear links between your project and the stated areas of priority listed on page 2.
 2. For on ground projects such as weeding, revegetation, fencing, dune stabilisation or river bank reinforcement you must provide an accurate estimation of the total area to be protected as well the length of fencing erected or number of trees planted.
2. Describe what you expect the project to achieve. This is not the technical information provided in question one but an outline of what the ongoing benefits for the environment are likely to be. Outcomes such as improved habitat for key fauna species, a change in community behaviour, an increase in membership for your groups are all ongoing benefits. List as many as you can think of.
3. All projects funded by Coast Action/Coastcare must include a substantial involvement from the local community. Project proponents should also look to forge partnerships with other community groups in their area; this can include local schools, businesses, sporting clubs or environmental groups. You should outline exactly what their involvement is and try to estimate its value in the financial section. You should also outline the benefit the completed project itself will have on the broader community.

Project location.

All projects must take place on public land without exception. Projects must be directly related to the marine and coastal environs of east Gippsland. In general terms projects that take place on or around Lakes King and Victoria of the Gippsland Lakes and estuaries further to the east will be considered coastal. Projects that take place within the estuarine influences of the tributaries of the Gippsland Lakes (Mitchell, Nicholson and Tambo) will also be considered. All projects that include on-ground works, including signage, must provide a map showing the proposed location/s of works. It is the proponents' responsibility to obtain formal consent from the relevant land manager. Assistance is available from the coast action facilitator in identifying the land manager and making contact with the appropriate person.

Outcomes Report.

A final report will be required upon completion of the project. A report proforma will be provided which explains what is required.

Financial Information.

In-kind support, either cash or volunteer time must be contributed to all projects. Contract labour is acceptable as long as contributions to the project have been made elsewhere. When estimating contributions in labour consider the time and costs taken in administration and supervision of the project. For projects that have material and/or labour costs a written quote from your supplier must be provided to verify these costs. If the project budget is in surplus upon completion of the project then you should discuss this with the Coast Action/Coastcare facilitator.



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Project Title: _____

Group Name: _____

(As required on cheque)

Postal Address: _____

Contact name: _____ Contact Phone No.: _____

Amount sought: \$ _____

Coast Action/Coastcare Community support grants are available to a range of organisations to support works on or around the coast of east Gippsland including the Gippsland Lakes and the estuaries of east Gippsland. Eligible groups include but are not limited to; Coast Action Groups, Landcare Groups, Community and Progress Associations, Business and Tourism groups, schools, recreation and sporting clubs. All projects that are funded must have significant community or in-kind support. Projects must have environmental outcomes as their primary aim and must be consistent with Government policy where applicable.

Projects that achieve outcomes in the following areas will be given priority (circle the most appropriate).

1. *Vegetation enhancement, including activities such as weeding, revegetation, dune stabilisation and fencing.*
2. *Weed control that targets weeds of national significance such as (but not limited to) Bridal Creeper, Blackberries or Boneseed or education and control programs for environmental weeds such as Agapanthus, Sea Spurge, Pampas Grass and Mirror Bush.*
3. *Protection of or enhancements to habitat that is related to threatened flora or fauna species.*
4. *River bank stabilisation and regeneration, in particular the Tambo, Mitchell and Nicholson Rivers.*
5. *Community engagement and education. Projects that address community behaviour and build community capacity are strongly encouraged.*
6. *Start up grants to assist the formation of new community groups or, assistance in promoting the activities of existing groups to expand membership.*
7. *Projects that are related to, or encourage community involvement in Marine National Parks and Marine Sanctuaries.*
8. *Projects that involve local schools or encourage school age children to become actively involved in environmental protection and enhancement.*

Description of Activity / Product:

1. **What problem/issue is the project addressing? Refer to the above areas of priority where possible.**

2. **What is the expected outcome or result of the project?**



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3. Describe the community benefit and involvement?

Location of project:

For on-ground works, please attach a map of the site with the project's location. On-ground works require permission from the relevant land managers. It is the proponents' responsibility to gain this approval. Assistance can be sought from the Coast Action Facilitator.

Outcomes Report Due:

All projects must be completed and reported on within 12 months of receiving the grant. For projects completed ahead of time a report must be submitted within a month of the completion of the project. A standard report format will be provided upon confirmation of a successful application.

Financial Information:

Please note, funding or volunteer hours must also be contributed to this project or it will not be eligible.

Items/Tasks	Coast Action/ Coastcare Funding (\$)	Funding from other group or agency (\$ and name of agency/gp)	Total Expenditure (\$)	Estimate volunteer time (no. hrs)
TOTALS				

Please provide the following details about your group:

Incorporation number: _____

Australian Business Number (ABN): _____

Are you registered for GST? q Yes q No
(If yes, we will require a tax invoice for the amount, plus GST)

Upon confirmation of a successful application groups should submit an invoice addressed to Coast Action immediately for payment. Payment terms are strictly 30 days and can be made by EFT with the provision of banking details.



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Acknowledgment of the Coast Action / Coastcare Program Funding

- ▶ The organisation receiving the grant MUST acknowledge the funding assistance of the Coast Action / Coastcare Program in words and by displaying the logos, in any signage, display, written, or other materials produced. Failure to do so may result in ineligibility for future grants. Electronic copies of the Coast Action/Coastcare logo will be provided to all successful applicants. Assistance is available for promotion of activities through the DSE media department and should be sought.

- ▶ The Department of Sustainability and Environment reserves the right to publish, publicise, reproduce or disseminate information (including pictures) about and created by the project for which the grant money has been allocated.

Signatures: We, the undersigned, agree to these conditions and project details:

Signed on behalf of the Group:	
Signature: _____	Print name : _____
Date: _____	Position : _____

Signed on behalf of the Land Manager (for on-ground projects):		
Signature: _____	Print name: _____	Date: _____
Position: _____	Organisation: _____	

Signed on behalf of the Department of Sustainability & Environment:	
Signature: _____	Name : Glen Forster
Date: _____	Position :Coast Action/Coastcare Facilitator