

Growing Victoria's Botanic Gardens grants program

Funding guidelines Round Two 2020

Department of Environment, Land, Water and Planning



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Contents

Message from the Minister.....	2
1. What is the Growing Victoria's Botanic Gardens grants program?.....	3
2. Who can apply?	3
3. Who cannot apply?	3
4. What might be funded?.....	4
5. What will not be funded?	4
6. What are the funding details?	4
7. What are the assessment criteria?	5
8. What supporting documents need to be provided?	6
9. What are the funding conditions?	7
10. What is the application process?	8
11. Additional information	8
12. What is the notification process?	8
13. Key dates	8
14. Checklist.....	8

Message from the Minister

Victoria is the home of numerous botanic gardens that form a critical part of Victoria's culture and identity. Botanic gardens are a social, environmental, cultural and educational resource for all Victorians. As open spaces, botanic gardens play an important role in our society by providing places for exercise, quiet reflection and children's play. As Victorian communities grow and change, the Victorian Labor Government is committed to helping communities to upgrade botanic gardens to ensure that they meet current and future needs.

Botanic gardens include collections of native and exotic trees and plants that have scientific and research significance and offer iconic locations with attractive and distinctive landscape features. Botanic gardens and arboreta also support the protection, conservation and enhancement of Australian plants and their ecosystems and opportunities for education. They are a significant part of the fabric of our communities.

This program of upgrading botanic gardens across Victoria will fund improvements and enhancements and also showcase the key narratives of *Protecting Victoria's Environment – Biodiversity 2037*.

Close to \$4 million is available for distribution to various botanic gardens across the state and is being made available by grants between \$20,000 to \$300,000 to local councils, not-for-profit entities and committees of management managing Victorian botanic gardens. Applicants will be invited to contribute local resources towards funded projects, to demonstrate their community's commitment to the future of these significant assets.

I encourage all eligible custodians and land managers of botanic gardens and arboreta across Victoria to participate in Round Two of this exciting program to 'grow' our unique and valuable botanic gardens for the benefit of all Victorians and for future generations.

Minister for Energy, Environment and Climate Change

Lily D'Ambrosio

1. What is the Growing Victoria's Botanic Gardens grants program?

The Growing Victoria's Botanic Gardens grants program is an initiative of the Victorian State Government to enhance the botanic gardens across Victoria with grants to eligible gardens and projects.

Victoria is unique for its network of provincial botanic gardens, established in the nineteenth century. These gardens were designed to advance botanical and horticultural knowledge and provide open and landscaped space and recreational opportunities for local communities. Ferneries, ornamental lakes and paths, rotundas, fountains and outstanding tree specimens have become cherished features. Botanic gardens developed since then continue this role of supporting scientific research, plant exchange and education, providing well designed landscapes and maintaining social wellbeing for local communities and visitors.

Today there are more than forty gardens that contribute to the liveability of Victoria and form a critical part of the state's culture and identity. Together they provide a wide range of economic, social and other benefits. Many of the earliest botanic gardens are important heritage assets of state significance and are included on the Victorian Heritage Register.

The Department of Environment, Land, Water and Planning (DELWP) is delivering a grants program to rejuvenate Victoria's botanic gardens by upgrading and enhancing the physical assets and amenities of the gardens and by growing the gardens' important role in research, conservation and education. The program also aims to address the risks posed by climate related rainfall and temperature changes.

As the focus of the grants is to assist rural and metropolitan botanic gardens, which may be less well-resourced, the Royal Botanic Gardens (Melbourne and Cranbourne) is not participating in this grants program.

What is a botanic garden?

Botanic gardens are recognised as being gardens that are open to the public and which grow plants for public enjoyment and for scientific, horticultural, conservation or educational purposes. These gardens may include institutions holding documented collections of living plants for scientific research, sharing of seed and plant material, and educational display and interpretation.

For the purpose of this grants program, botanic gardens eligible for funding are those gardens established primarily for the purpose of a botanic garden, educational, horticultural or system garden

or arboretum, and which have an ongoing botanic garden or arboretum function that meets the definition provided.

Overall, the program will assist botanic gardens to be innovative in meeting increased visitation and changing community needs. Botanic gardens as 'living' assets need to evolve, while maintaining their heritage and other values, by responding to important initiatives in conservation, sustainability, health, education and tourism.

The Growing Victoria's Botanic Gardens grants program is providing nearly \$4 million over two years, in two annual grant rounds. With the completion of Round One (2019), Round Two will commence in May 2020. Applications will be open to local councils, community and not-for-profit organisations, and committees of management appointed under the *Crown Land (Reserves) Act 1978*.

2. Who can apply?

This program provides funds for projects and activities that support recognised botanic gardens located across Victoria.

The following parties can apply for funding:

- A committee of management appointed under the *Crown Land (Reserves) Act 1978*. Groups must meet the conditions of clause 14(4)(a) any three or more persons or 14(4)(e) any board, committee, commission, trust or other body corporate or unincorporated established by or under any Act for any public purpose.
- A Victorian municipal council.
- A trust appointed pursuant to a restricted Crown grant.
- A community or not-for-profit organisation, associated with and auspiced by a botanic garden owner or manager, and that is a legal entity (for example an incorporated association, incorporated cooperative or indigenous corporation).

Please note that an incorporated not-for-profit organisation must provide proof of not-for-profit status.

In addition, to be eligible for funding, applicants must:

- Be an incorporated body, cooperative or association (including business associations).
- Be financially solvent.

3. Who cannot apply?

The following parties cannot apply for funding:

- Individuals
- Government agencies and statutory authorities
- Private sector businesses and agencies.

Funding will not be provided to any party that has failed to complete, or has not yet completed, any projects funded under previous State or Commonwealth grants programs, except for successful applicants of Round One, Growing Victoria's Botanic Gardens grants. However, satisfactory progress in the completion of a Round One project must be demonstrated, to be considered eligible.

4. What might be funded?

The following types of activities and projects are eligible for funding:

- Upgrades that respond to risks to tree collections and plantings posed by climate change.
- Activities that develop, guide and promote the scientific and horticultural functions of botanic gardens.
- Initiatives that foster the enhancement of botanic gardens with indigenous or culturally and linguistically diverse collections and connections.
- Initiatives that foster the development or enhancement of records and collections management, including training and capacity building opportunities.
- Activities that support future-proofing initiatives that address botanical, conservation and heritage needs, including required conservation, irrigation or structural works.
- Initiatives that promote sustainable use of resources such as reduced energy or water use, and adaptive water management practices.
- Activities that support enhancements and accessibility to community assets such as plantings, gardens, picnic facilities, trails and nature play areas, catering to visitors including local, indigenous and culturally diverse communities.
- Initiatives that deliver increased community understanding and appreciation of botanic garden values including therapeutic and well-being benefits, heritage conservation, biodiversity, 'garden to table' opportunities and connections to indigenous or culturally and linguistically diverse communities.
- Collaborations and partnerships between stakeholders such as friends and community groups and including indigenous and culturally and linguistically diverse communities.

Project management and supervision costs for major projects and works (e.g. projects > \$50,000) that include a state listed heritage component may be supported by the grant. Where works or

projects need to be managed or supervised by a horticultural or heritage professional, up to 10% of the project cost may be applied towards the cost of professional input and supervision.

The grant may also provide for the cost of a heritage permit fee if required.

5. What will not be funded?

The program will not fund the following activities:

- Purchase of land and equipment.
- Employment or remuneration of staff other than for projects that include a heritage component requiring an appropriately qualified project manager or supervisor, consistent with Section 4 relating to project management costs.
- Routine or ongoing maintenance activities that would normally be carried out to keep the gardens in good condition or repair.
- Projects or activities that have already started.
- Demolition or other works that may affect the heritage significance of the garden, or heritage feature or object.
- Relocation of heritage buildings or objects.
- Works to places that have no general public access or where access to the general public is limited.
- Recurrent operating costs and/or activities establishing expectations of ongoing funding.
- Projects or activities located outside the State of Victoria.

6. What are the funding details?

An amount of between \$20,000 and \$300,000 per project is available.

Approximately \$1.88 million is anticipated to be allocated for Round Two. Applicants may submit more than one application for Round Two.

Projects that include discrete components should include a detailed budget for each component and should include the level of in-kind contribution for each component.

Applicants should consider whether separate applications would be more appropriate for complex applications.

Projects that include a heritage component subject to heritage permit approval, will require an appropriately qualified project manager with experience in heritage conservation. In addition, a percentage of the grant funds may need to be lodged with Heritage Victoria for approved projects.

Projects funded by a Round Two grant must be completed by March 2022.

Applicant's contribution

All applications and project proposals must demonstrate some contribution; either financial or in-kind, and not necessarily equivalent to the amount of grant funding sought.

Project proposals with a co-contribution component will receive preferential consideration and the level and type of co-contribution will be considered as part of the assessment process.

Co-contribution may comprise the following:

- financial contribution
- a combination of financial and in-kind contribution
- documented in-kind contribution including voluntary labour or donated goods and services expressed in a dollar value based on appropriate rates consistent with current definitions, conditions and rates used by Victorian government agencies.

Note that where an applicant is not the owner or manager of a garden and in-kind contribution is offered, appropriate arrangements for supervision of proposed works or activity must be made.

7. What are the assessment criteria?

All applications will be checked first for eligibility, to ensure that the applicant and their projects are eligible for funding. Eligible applications will then be assessed using the criteria listed below.

Each criterion has been given a percentage weighting to indicate its relative importance in the assessment process.

Applications should address each of the relevant criteria.

Why? the project is needed to support and enhance the assets and values of the botanic garden or address risk(s) to the garden **(20%)**.

Who? will benefit and how, and who will be guiding, conducting and overseeing the works (i.e. a suitably qualified project manager, horticulturalist or heritage professional) **(20%)**.

How? the proposed project will be undertaken (project scoping and documentation, appropriate approach, alignment with government strategies and policies) **(20%)**.

What? the intended outcome(s) of the project will be, including environmental, conservation, heritage, community, economic and social benefits **(40%)**.

Applicants are also required to outline how the project will provide benefits, where applicable, in each of the following four categories.

If relevant to your application, please also outline connections with and benefits for indigenous and culturally and linguistically diverse communities and people with a disability.

Environmental benefits

- Demonstrates innovation and adaptive techniques to manage impacts of climate change.
- Provides a positive contribution to the natural and built environment.
- Contributes to biodiversity strategies and botanic garden functions.
- Promotes sustainability and sustainable use of resources (i.e. reduced energy, reduced water use, sustainable building or structural materials).

Heritage conservation benefits

- Provides for urgent and necessary conservation and repair of heritage assets.
- Demonstrates the benefits of sustainable use and adaptive reuse of heritage assets.

Community and social benefits

- Collaboration and partnerships between managers and stakeholders, such as local councils, community groups, indigenous and culturally and linguistically diverse groups.
- Provides new or improved community amenities and facilities including improved accessibility.
- Offers opportunities for community events and increased social interaction.
- Provides increased education opportunities.
- Delivers increased community understanding of environmental and heritage conservation.
- Provides opportunities for recreation.
- Enhances public health and wellbeing.

Economic benefits

- Improves tourism opportunities.
- Provides local business and employment opportunities.
- Increases local spending and potential business opportunities.
- Promotes reduced maintenance costs.

The more benefits that are demonstrated within the application, the more competitive the application will be.

Assessment of applications may also consider benefits to rural, regional, indigenous and multicultural communities, and metropolitan fringe or high growth areas, to ensure a fair spread of support for botanic gardens across the state.

8. What supporting documents need to be provided?

Where applicable, please submit the following documents with your application:

1. Documentation of the land status of the botanic garden comprising scanned PDF or JPEG copy of the current Certificate of Title or details of Crown land and committee of management status.
2. Confirmation of public access to the gardens.
3. Where the applicant is not the owner/manager, written consent from the relevant public land manager or private landowner to undertake the project.
4. Proof of not-for-profit status and Proof of Incorporation.
5. Supporting information outlining the basis and scope of the project and works proposed to rejuvenate and enhance the function and amenity of the garden or address risk.
6. Project budget including a breakdown of the various elements including project and heritage management, project works costings, contingencies and applicant's contribution. For projects with multiple components, applicants should provide a detailed breakdown of project costs and co-contribution for each component.
7. Applicant's contribution – details of financial or in-kind contribution for project and for project components if necessary.
8. Heritage methodology statement and details of heritage supervision as necessary.
9. Photos and images of the gardens and features or infrastructure relating to the project proposal, illustrating the work or activity proposed and/or the risk addressed, are required.
10. Evidence of confirmation of other funding sources as necessary.
11. Approval for appropriate works permit/s from councils or other authorities.

Written quotes

For larger projects (>\$50,000) and where necessary, the application should include two written quotes for major components of the works (in Word, JPEG or PDF format). Quotes must be dated and have been obtained within the last six months (6) months. It is recommended that a written brief is supplied to contractors to ensure that quotes are comparable. DELWP acknowledges that obtaining two quotes may be difficult in rural areas and under some circumstances one quote may be acceptable.

Supporting documentation and requirements for applications with heritage implications

All applicants who are proposing new works and/or upgrades to existing buildings, structures or landscape features should check whether statutory heritage protections apply to the garden or site.

Relevant historic heritage protection includes listing on the Victorian Heritage Register or the Victorian Heritage Inventory (*Heritage Act 2017*) or inclusion on a local government authority planning scheme heritage overlay (*Planning and Environment Act 1978*).

Information on listing status for the Victorian Heritage Register or the Victorian Heritage Inventory can be found in the Victorian Heritage Database, available at <https://vhd.heritagecouncil.vic.gov.au/>

Information about inclusion on the local government authority planning scheme heritage overlay can be found at <http://planning-schemes.delwp.vic.gov.au/>

Check the relevant local government planning scheme for the Heritage Overlay layer 43.01.

Applicants should also consult VicPlan, to identify any potential places of Aboriginal Cultural Heritage, which have archaeological values protected under the *Aboriginal Heritage Act 2007*.

Where there are heritage implications, applicants must consult the relevant authority prior to submitting applications. This should be done as a first step, to ensure that appropriate permit matters and/or exemptions are considered in a timely way.

In the case of gardens listed on the Victorian Heritage Register, applicants must contact Heritage Victoria to arrange a pre-application consultation for advice on heritage permit exemptions and/or requirements to apply for a heritage permit. This standard preliminary service provided by Heritage Victoria will clarify those projects that have heritage conservation values and protection requirements.

Applicants will need to provide evidence that any heritage protection requirements have been investigated and resolved in the project proposal.

Heritage permits are not required to accompany an application at the time of submission, but projects cannot proceed without a heritage permit if required by Heritage Victoria.

Where gardens are associated with potential places of Aboriginal Cultural Heritage it is not necessary for a Cultural Heritage Management Plan to accompany an application at the time of submission, but projects cannot proceed without meeting the requirements of the *Aboriginal Heritage Act 2007*.

Projects undertaken at gardens listed on the Victorian Heritage Register will require supervision

by a suitable heritage or other professional where this is not available within the managing organisation. Applicants will need to demonstrate a capacity for internal project management and supervision or provide for external supervision in the project arrangements and budget.

9. What are the funding conditions?

Funding agreements

Successful applicants must enter into a funding agreement with DELWP. The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations and local government authorities. It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>

Project delivery

The project must commence within six (6) months of entering into the funding agreement with DELWP. Where projects have not commenced within this time frame, recipients must notify the DELWP Growing Victoria's Botanic Gardens (GVBG) grants team to explain the delays and negotiate an appropriate commencement date. Grant recipients that fail to provide this advice may risk voiding the funding agreement and having to return any funds that have been provided.

Funds must be spent on the project as described in the application.

Projects must be completed no later than March 2022. Any variations to the approved project or request for extensions must be submitted to the DELWP GVBG grants team for approval prior to implementation.

Where gardens are subject to protection under the *Heritage Act 2017*, and/or *Aboriginal Heritage Act 2007*, works cannot proceed without the necessary approvals from Heritage Victoria and/or Aboriginal Victoria.

It should be noted that a successful application does not guarantee the granting of a permit or permit exemption under the *Heritage Act 2017* and/or *Aboriginal Heritage Act 2007*.

Legislative and regulatory requirements

In delivering the activity, grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*

- *Heritage Act 2017*
- *Aboriginal Heritage Act 2007*
- *Environment Protection and Biodiversity Conservation Act 1999*.

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful applicants without an Australian Business Number (ABN) will need to provide a completed Australian Taxation Office form 'Statement by a Supplier' so that no withholding tax is required from the grant payment.

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines will form part of the funding agreement. Successful applicants must liaise with the DELWP program area to coordinate any public events or announcements related to the project. Successful applicants may be required to contribute information on project outcomes for use in program evaluation reviews or DELWP's marketing materials.

See *Acknowledgement and Publicity Guidelines for Victorian Government Funding Support* at <https://www2.delwp.vic.gov.au/grants>

Payments

Payments will be made provided:

- The funding agreement has been signed by both parties and one original document returned to DELWP.
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected.
- Other terms and conditions of funding continue to be met.

Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress and outcomes reports, site inspections, completion reports and acquittal documentation.

Privacy

Any personal information about you or a third party in your application will be collected by DELWP for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other

government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. 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* and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at <https://www2.delwp.vic.gov.au/doing-business-with-us/information-privacy>

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by phone on 03 7022 6534.

10. What is the application process?

Applications are to be submitted online using the Grants Online portal on DELWP's web site.

To apply, go to the GVBG grants program web page <https://delwp1.force.com/publicform?id=a0h4P00001cgkno> and click 'Start New Application'. To return to a saved draft application, click 'Access Saved Application'.

When you apply online you will receive an acknowledgement email with an application number. Please quote this number in all communications with DELWP relating to your application.

Applications must be submitted online by 5 pm on 16 July 2020.

Attaching required documents:

Supporting documents can be attached to the online application but must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 5MB. When you submit your application online, check carefully to ensure that all your attachments have been uploaded.

If you have documents to submit that cannot be attached to your online application you can email them to botanicgardens@delwp.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.

The online application must include at least two written quotes for the project works. It is acknowledged that this may be difficult in rural

areas, and under some circumstances one quote may be acceptable.

Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered. If you are having difficulty downloading information or technical difficulties with the online application, please **contact the Grants Information Line on 1300 366 356**.

11. Additional information

Additional information is available from the FAQs document accessed at the program web page <https://www.forestsandreserves.vic.gov.au/grants/growing-victorias-botanic-gardens-grants-program>

If you require more information about the grants program and applications, you can contact the Grants Information Line or email botanicgardens@delwp.vic.gov.au.

If you require assistance submitting your application online, contact the Grants Information Line on 1300 366 356 or grantsinfo@delwp.vic.gov.au.

12. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

Applicants who were not successful in Round One may apply in Round Two.

Applicants successful in the first round may also submit another application in the second round. However, satisfactory progress in the completion of a Round One project must be demonstrated to be considered eligible.

13. Key dates

Round Two (2020-2022)

Applications open	21 May 2020
Applications close	16 July 2020
Applicants notified	From November 2020
Projects commence	From December 2020
Projects to be completed and acquittal reports submitted	March 2022

14. Checklist

Please read these guidelines carefully and check for further information about the grant program at <https://www.forestsandreserves.vic.gov.au/grants/growing-victorias-botanic-gardens-grants-program>

before applying. To ensure that all the necessary information is provided you should complete the following checklist.

Have you:

- ☐ read these guidelines carefully?
- ☐ checked if your organisation is eligible for this grant funding?
- ☐ checked if your project is eligible for this grant funding?
- ☐ checked that you would be able to comply with all relevant laws and regulations in delivery of your project?
- ☐ supplied the relevant ABN for the organisation nominated in the application?
- ☐ indicated if the applicant/organisation is registered for GST.
- ☐ prepared the appropriate supporting documents as outlined in Section 8?
- ☐ checked the heritage status of the garden and for heritage protection requirements?
- ☐ provided information that addresses the project assessment criteria and indicates the benefits of the proposed project?
- ☐ supplied documentation of satisfactory progress of your Round One project, if applicable.
- ☐ supplied photos and images illustrating your proposed project?