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| Victoria’s Great Outdoors Camping and Caravan Grants  Round 3 2021-2022 |

# Frequently Asked Questions

Crown land committees of management wanting to improve the quality and capacity of natural and built assets within their reserves may be eligible for a Camping and Caravan Grant.

## About the Camping and Caravan Grants

Q: How long will the Camping and Caravan Grants initiative be running for?

**A:** The grant initiative is to be delivered over three years, in three competitive rounds: 2019-20, 2020-21 and 2021-22. A total budget of $6.6 million is available for grants of $5,000 to $200,000. Round three opens on Thursday 29 April 2021 with a budget of $2.04 million available. The initiative is administered by the Department of Environment, Land, Water and Planning (DELWP).

Q: What is the purpose of this initiative?

**A:** The initiative aims to support Crown land committees of management to improve the quality and capacity of natural and built assets within their reserves. The initiative may also support exploration of land acquisition for land adjoining a current reserve, where the benefits align with the objectives of the project.

## How to apply and get help

Q: How do I apply?

**A:** Applications are submitted online using the Grants Online portal on the DELWP’s website

To apply, go to the grant program web page <https://www.forestsandreserves.vic.gov.au/grants/caravan-and-camping-grant>, and click on the ‘Apply online’ button. To return to a saved draft application, click on the ‘revisit the portal’ link at the bottom of the page.

You will receive an acknowledgement email with an application number upon applying. Please quote this number in all communications with the DELWP relating to your application.

Applications must be submitted through the online portal by **4PM Friday 11 June 2021**

Q: Can I submit an application, or provide additional required information, after the closing date and time?

**A:** No, Grants Online does not accept late applications.

Q: Can I change our application after we’ve submitted it?

**A:** Generally, no. You will not be able to change or update your application after submission.

If you find any errors after submission while the program is still open for application, you can copy and paste information to a new application and with any changes you want to make and submit a new application prior to the closing date.

Email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au) to request the deletion of the application not required, by including the application number and date of submission as part of the subject for the email.

No changes can be made or will be accepted after the closing date.

Q. I am having trouble with Grants Online – where do I go for help?

**A:** If you require technical assistance submitting your application online contact the DELWP Customer Contact Centre on ​136 186 during business hours or email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au).

Q: Where can I find further information on how to complete my application?

**A:** Any queries regarding the grants can be directed to [Victorias.Great.Outdoors@delwp.vic.gov.au](mailto:Victorias.Great.Outdoors@delwp.vic.gov.au). We encourage you to discuss your proposed project, and how to describe it in the application form, with your regional DELWP contact. For technical questions about using the application portal, contact the DELWP Grants information line [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au).

## About the application process

Q: When do successful applicants have to commence their project?

**A:** Successful applicants must enter into a funding agreement with DELWP - the Victorian Common Funding Agreement (VCFA) which is used for funding agreements with not for profit organisations and local government authorities.

Successful applicants will have 30 days to submit their signed agreement from receiving the agreement. Applicants that miss the deadline risk losing the offer of funding.

The project must commence within six months of entering into the Funding Agreement with DELWP, noting that work on crown land requires owner consent under the *Crown Land (Reserves) Act 1978.* Recipients are responsible for obtaining all necessary permits, approvals, and consents prior to the commencement of any works. This includes consent to deliver the project, from the local DELWP regional office.

Q: What are the assessment criteria for applications?

**A:** 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:

What are you going to do? 40% WEIGHTING

* + - Demonstrate project outcomes that will improve quality accessibility and capacity of natural and built assets within caravan park and campground while enriching the visitor experience.

What difference will it make? 40% WEIGHTING

* + - Demonstrated significance of proposed improvements to local community, tourism, and recreational activities.
    - Local/regional job creation.

What can you offer? 10% WEIGHTING

* + - Applicant co-contribution.
    - Project management capacity (or access to appropriate resources) to deliver the project outcomes on time and to budget.
    - Compliance with program requirements and conditions where projects have been funded in the past, including acquittals.
    - Investment in partnerships and other forms of collaboration.

Will you address risk management and environmental sustainability? 10% WEIGHTING

* + - Demonstrated consideration of potential risks to the project and adequate actions to remove risk.
    - Consideration of Universal Design Principles and environmental sustainability.

**Will it be safe? – YES/NO**

Applications must clearly demonstrate how the project will be consistent with current regulations, including:

* [*A guide to the Victorian Caravan Park Regulations 2010*](https://www.planning.vic.gov.au/__data/assets/pdf_file/0031/94891/A-Guide-to-the-Victorian-Caravan-Park-Regulations-2010-April-2017.PDF)*.*
* [*Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/576B0E3BA796C473CA258360000A9843/$FILE/10-49sra006%20authorised.pdf)*.*
* [*Victorian Caravan Parks Road Design Guiding Principles Report*](https://www.planning.vic.gov.au/__data/assets/pdf_file/0037/94897/Vict-Caravan-Parks-Road-Design-Principles-Checklist-Tool-Final-10Nov2014.pdf)*.*
* [*Improving Equity of Access to Crown Land Caravan and Camping Parks 2011*](https://www.forestsandreserves.vic.gov.au/__data/assets/pdf_file/0025/29671/Policy-Statement-Improving-Equity-of-Access-to-Crown-Land-Caravan-and-Camping-Parks-2011.pdf)*.*
* [Best Practice Management Guidelines for Committees of Management: Managing Caravan and Camping Parks on Crown Land 2012](https://www.forestsandreserves.vic.gov.au/__data/assets/pdf_file/0033/29697/Policy_and_Best_Practice_Guidelines.pdf).
* Relevant state and federal building codes and regulations.
* Standards defined by industry accredited bodies.

Q: How will my application be assessed?

**A:** Once the application round closes, a panel will assess each application against the assessment criteria. You may be contacted during this process to clarify elements of your application. If you are contacted, it would be appreciated if you could respond quickly to ensure that your application can be assessed.

The Minister for Energy, Environment and Climate Change will approve successful recipients based on recommendations made by DELWP using the assessment process.

Please note that funding is awarded through a competitive process and not all eligible applications will receive a grant offer.

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed.

## About our application

Q: Who can apply?

A: Current Crown land committees of management (including volunteer community-based, and councils) with an established caravan and/or campground in their reserve can apply. The project location must be Crown land, as defined in the *Crown land (Reserves) Act* *1978*, where the use for caravan and camping activities is consistent with the reservation purpose.

Only those volunteer community-based committees of management who have submitted to DELWP their 2019-2020 annual return can apply. Councils are not required to do this.

Q: How do we know if our caravan and campground is eligible?

**A:** The following eligibility criteria apply:

* Project location: Crown land, as defined in the *Crown Land (Reserves) Act 1978* where the use of caravan and camping activities is consistent with the reservation purpose.
* Applicant: Current Crown land committee of management (including shire council and Traditional Owner groups) with an established caravan and camping park within their reserve.
* Finance: Completed 2019 - 2020 annual return (this does not apply to councils).

Q: What if we manage multiple sites, can we submit one application for projects in multiple sites?

**A:** No. Separate applications are required for each site-specific project when managed by the same Crown land committee of management.

Q: What type of projects will be considered for funding?

**A:** Projects that can demonstrate improved visitor experience through upgrades to natural and built assets, and the positive impact this will have on state-wide, regional, or local tourism and recreational activities. Examples of projects include:

* Accessibility improvements.
* Signage and visitor experience information showcasing local Aboriginal history and culture.
* Culturally and linguistically diverse communities’ signage.
* Amenity block upgrades Revegetation and landscaping.
* Increase to the number of powered sites.
* Formalisation of powered/unpowered sites.
* New sites development within reserve.

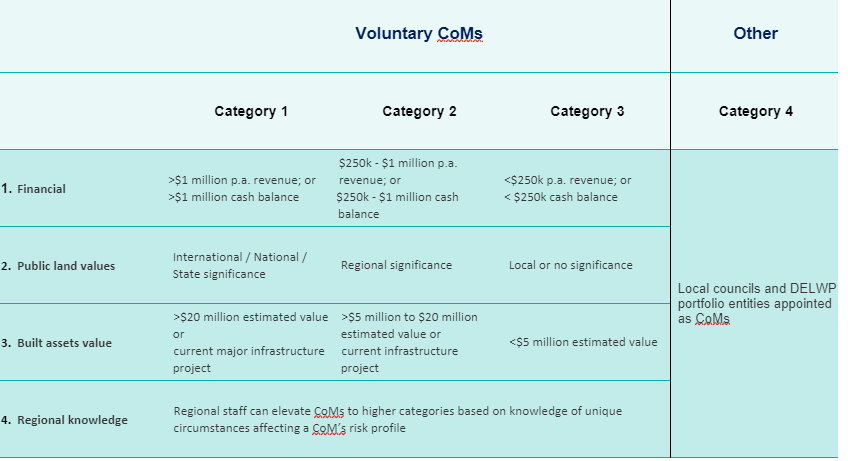
Q: What type of projects will not be funded?

**A:** These types of projects may not be scored highly by the assessment panel:

* Activities that are expressly referenced in a current lease agreement between a lessee and a committee of management that are the responsibility of the lessee.
* Maintenance that should be part of the day-to-day management of the reserve (including operating costs such as salaries and utilities).
* Projects on reserves where the assets subject to the application are not retained by the committee of management.
* Projects supported by other government funding programs and initiatives.
* Projects that have already commenced and/or completed.
* Works required to meet current building, waste, and other regulations (e.g. septic tanks).
* Installation of solar panels.

Q: How can do we find out which category our committee of management falls in?

**A:** You can use the following table, which is from the *DELWP Committee of management categorisation framework* or discuss with your local DELWP contact.



## Money matters

Q: How much money can we apply for?

**A:** Like previous rounds, applicants can apply for an amount from $5,000 to $200,000. Multi-phased projects are eligible to seek funding from more than one grant round. However, a successful application in a grant round does not guarantee future success.

Q: Should we include GST?

**A:** DELWP does not pay GST in addition to the approved grant amount, as our grant payment is a GST free transaction. Therefore, apply for the amount that would cover the total costs of delivering your project, including GST where applicable.

Q: Do I need to provide quotes?

**A:** Yes. Your application must include at least two written quotes (including GST) for each eligible component of the project. The supplied quotes should account for the full estimated cost of physical works. DELWP acknowledges that it may be difficult in rural areas to obtain two quotes and under some circumstances one quote may be acceptable. If so, please explain these circumstances.

Quotes must be current and have been obtained within the last six (6) months. Please ensure quotes are itemised, detailed and are based on the same scope of works to allow for a clear comparison.

All costings should be broken down in the cost breakdown spreadsheet and attached to the online application.

Q: Will applicants be required to match funding?

**A:** No, however applications that include a contribution from the applicant (cash and/or in kind) will be considered favourably, particularly for projects of high cost or applications requesting a large program contribution. Committee category (1,2,3 or 4) and financial and socio-economic status will also be considered when determining the level of financial contribution to projects through a grant.

Do not include matching funding or revenue that is expected in the future. Include what the committee/council has available to contribute when the application is submitted.

Q: How do we calculate the value of our volunteer contribution?

**A:** Volunteer contributions (time) of activity is costed as $40 per person per hour of in-kind contribution.

You can calculate the dollar value for all voluntary activities for a project using the following equation:

**Volunteer contribution** = Number of **volunteers** x **Hours** worked per day x Number of **days** x **$40**

Example:35 volunteers who plant trees over two events of five hours each: 35 volunteers x 5 hours per day x 2 days x $40 = $14,000 in volunteer time contributions.

Q: If we applied for a grant in round one and/or round two, can we apply for a grant in round three?

**A:** Yes. However, satisfactory progress in the completion of a round one or round two project must be demonstrated, to be considered eligible. Projects will need to supply documentation confirming this progress in the application.

## Planning matters

Q: How much time do we have to prepare our application?

**A:** Grants Online will be open to accept applications for 6 weeks. It is important to start early, because a strong quality application will demonstrate a high level of planning and support, and include all necessary information (such as quotes, letters of support and other supporting information) which can take time. Please liaise with your regional DELWP contact in sufficient time to prepare a DELWP letter of support for your project.

Q: Why is landowner consent important, and what does it involve?

**A:** During the application period, we strongly encourage you to seek a DELWP Letter of Support. This is early advice of DELWP’s in-principle support of your planned project and other factors to consider (e.g. approvals and permits required if the application is successful).

If your application is successful, receiving a Letter of Consent from DELWP will be an early milestone of our Funding Agreement. Chapter 9 of the [*DELWP Committee of Management Guidelines*](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0034/461797/DELWP-Committee-of-Management-Guidelines-PDF.pdf) provides information about landowner consent. It states ‘before your committee can develop its reserve by extending, adding, removing, or otherwise changing an asset (built or natural), it must first obtain all necessary approvals’ (page 58). This includes the DELWP letter of consent, which will identify other checks and approvals necessary, including cultural heritage considerations.

<https://www.delwp.vic.gov.au/__data/assets/pdf_file/0034/461797/DELWP-Committee-of-Management-Guidelines-PDF.pdf>

Q: Where can we find out more information about cultural heritage and Traditional Owners of our reserve?

A: Applicants are encouraged to be aware of cultural heritage and work in partnership with the Traditional Owner of the reserve. During the application period, you could use the following tool as a guide to identify whether a cultural heritage management plan may be required for your intended project:

<http://www.aav.nrms.net.au/aavQuestion1.aspx>

If a cultural heritage plan is required, ensure this is factored into your project budget and timeframe. If you are unsure, please discuss with your regional DELWP contact. You could attach the results of the tool to your application.

If your application is successful, you will need to obtain a DELWP Letter of Consent which will provide more detail and advice.

Q: How long do successful applicants have to complete their projects?

**A:** Projects must be completed 12 months from signing a funding agreement, with the option of a time variation at the discretion of DELWP.

Multi-phased projects will only be eligible for this round if the preceding stage is 80 -90% complete.