

Climate Change Innovation Grants

Application Guidelines



2017

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Minister's foreword



Climate change is one of the biggest threats to our future. Inaction is not an option.

The Andrews Labor Government is delivering strong leadership and lasting action on climate change through Victoria's Climate Change Framework. The *Climate Change Act 2017* drives the transition to a clean energy future with an emissions reduction target of net zero emissions by 2050. Reducing our emissions will lessen the impact of climate change, but will not prevent it. A certain amount of change is inevitable and we must be prepared for the challenges of climate change. Victoria's Climate

Change Adaptation Plan 2017-2020 is the blueprint for our state to meet these challenges and take action to secure our future.

The Government recognises that action on climate change is everyone's responsibility, and that we must accelerate the rate of climate change innovation at all levels. Victoria has significant industry capabilities, including education and professional services which make us well placed for the challenges of climate change.

I am pleased to announce \$3.8 million Climate Change Innovation Grants to support innovative projects and promote local action on climate change as we work to reduce greenhouse gas emissions. These grants will support Victorian organisations to become local leaders in the development of innovative solutions to the challenges of climate change.

A series of Climate Change Marketplace events are being held during September and October across Victoria to discuss regional climate change priorities and provide information on the Climate Change Innovation Grants. These events have been designed to actively promote ideas identification, dialogue and deliberation on the challenges of climate change and potential for innovative solutions. The opportunities are extensive with global shifts to new technologies and community demand for clean energy and products.

The Climate Change Innovation Grants and Marketplace events will encourage action, innovation and collaboration to reduce emissions, adapt to climate change, build community resilience and grow the industries and businesses that will enable Victoria to be climate ready and prosperous.

I encourage those interested to attend a local marketplace event and to apply for the Climate Change Innovation Grants.

A handwritten signature in blue ink, appearing to read 'Lily D'Ambrosio', with a long horizontal flourish extending to the right.

The Hon. Lily D'Ambrosio
Minister for Energy, Environment and Climate Change

Program description and objectives

Context

Victoria's Climate Change Framework sets out our shared vision for a net zero emissions, climate-resilient Victoria in 2050 and makes the connections between climate change and the health of our economy and our communities. For a successful transition to a low carbon and climate resilient future, the Victorian Government needs to accelerate the rate at which climate change innovation occurs.

The Virtual Centre for Climate Change Innovation (VCCCI) has been established to strengthen Victoria's role as a climate change leader. The Virtual Centre program is designed to foster innovative approaches and collaboration between community, businesses, industry, researchers and government to reduce greenhouse gas emissions and adapt to climate change. The program will be delivered in three interrelated streams of work:

- Climate Change Innovation Grants program, which will engage the community in targeted climate change priorities
- Climate Change Marketplace events, which will support capacity building and collaboration for climate change action
- Partnership Agreement between the Victorian Government and Climate KIC Australia, which will drive innovative and systemic change in climate change responses.

These guidelines provide information about the Climate Change Innovation Grants component of the VCCCI program.

What is the Climate Change Innovation Grants program?

Objectives of the Climate Change Innovation Grants

The purpose of these grants is to support Victorian organisations to be local leaders in the development of innovative solutions to the challenges of climate change. The grants program is designed to:

- foster action, innovation and collaboration between businesses, industry, researchers and government to reduce greenhouse gas emissions and adapt to climate change
- drive greater investment into high impact innovations that provide solutions to challenges that inhibit the ability of our communities, environment and businesses to be prosperous in the face of climate change.

Funding eligibility for grants

Projects must meet the following mandatory eligibility criteria:

1. Support innovative action to either reduce emissions or manage the impacts of climate change.
2. Facilitate collaboration between communities and/or government and/or business and/or research through project partnerships of two or more organisations.
3. Demonstrate economic relevance to the region in which activities will take place.

Project proposals need to ensure that the timeline and duration of the proposed innovation aligns with timelines of the Victorian Climate Change Innovation Grants. Projects must be complete by December 2019.

How much funding is available?

The program will provide \$3.8 million in competitive grants funding for innovative climate change mitigation and adaptation projects across Victoria to be delivered by December 2019. Successful projects will receive \$50,000 - \$300,000 in funding.

Who can apply?

The program will be open to organisations such as those outlined below across regional Victoria and Melbourne and its surrounds. Preference will be given to projects that demonstrate collaboration between two or more partners.

Applications are encouraged from:

- community organisations
- local businesses
- research and industry focused organisations
- tertiary or vocational education institutions
- non-government organisations
- local government in collaboration with other partners (i.e. community organisations, educational institutions or business).

All organisations must be based in Australia and deliver services to Victorian communities. Individuals are not eligible to apply for this funding.

Victorian Government and its agencies, such as Catchment Management Authorities or Waste Resource Recovery Groups for example, are encouraged to be part of the collaboration with Climate Change Innovation project lead organisations to provide their expertise and ideas for innovation.

In addition, applicant organisations must:

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

Three broad application categories have been identified for the Climate Change Innovation Grants program - Explore, Show and Grow.

Applicants must nominate their proposal for one of these categories:

Category	Description	Examples of how the grant could be used
1. Explore	<p>This category enables organisations at the <u>concept</u> stage of an innovation or project to enhance their capacity to develop products, and/or deliver programs or projects that support adaptation and mitigation.</p> <p>This seed funding would help organisations with an innovative concept to discover pathways, and solve challenges, in <u>taking an idea through from conception to commercialisation and/or adoption.</u></p>	<ul style="list-style-type: none"> • Business case development • Confirm that supply from an innovation or concept matches the demand through feasibility studies • Bring together researchers and entrepreneurs to solve a challenging aspect of an innovation concept or project • Model potential risks and build resilience into business systems
2. Show	<p>This category enables organisations at the <u>production</u> stage to <u>trial or demonstrate innovative solutions to the social, economic and environmental impacts</u> of climate change. This funding will be particularly useful for groups that have projects to develop and pilot.</p>	<ul style="list-style-type: none"> • Pilot a bioenergy plant • Application of innovative solutions that channel waste by-products back into the value chain which reduces greenhouse gas emissions • Trial effective and viable insulation options for public housing
3. Grow	<p>This category enables organisations at the <u>growth</u> stage to <u>upscale innovative approaches</u> to increase their capacity (and capacity of their customers or community) to deal with the impacts of climate change.</p> <p>This funding could enable groups to raise capital to scale-up operations, access assets and deliver programs.</p>	<ul style="list-style-type: none"> • Financial modelling to prepare an investment case • Liaison with potential investors to secure funding

Assessment Criteria – What are we looking for?

Applications will be assessed for their capacity to deliver value for money and transformative benefits for Victoria against the following criteria:

1. **Proposals need to address climate change** – Will the project aid communities to address challenges of climate change? How suitable, feasible and timely is the project?
2. **Innovation** – Will the project explore new and innovative ways to manage social, economic and environmental effects of climate change or develop new, innovative technology? Will it investigate/apply different approaches to aid adaptation to or mitigation the effects of climate change?
3. **Contribution to building capability within Victoria to tackle climate change** – Will the project improve or contribute to building capability (experience and capacity) to address climate change challenges and opportunities?
4. **Regional benefit** – Can the project demonstrate the potential for long term sustainable outcomes and reduced the impact of climate change in the region in which the project takes place, or contribute to a development that does?

The assessment panel will seek to recommend a range of projects that reflects a balanced portfolio of investments across the Climate Change Innovation Grants and related DELWP programs. It is anticipated that both 'mitigation' and 'adaptation' projects will be funded across DELWP regions and delivered by different partnership models.

Funding constraints

A minimum of 10% contribution from partner organisations of the total project cost is expected. A cash or 'in kind' contribution from all partners is required, and the total 'in kind' contribution must be no more than 50% of the total contribution.

Examples of in-kind support include:

- staff time allocated to complete the project (where salary comes from another source); staff time is to be calculated at \$30 p/hour
- donated and loaned materials, including land.

What will not be funded?

The Climate Change Innovation Grants program will not fund the following activities:

- recurrent operating costs, for example rent and utility costs, and/or activities establishing expectations of ongoing funding
- activities that duplicate services already in operation (i.e. day to day business activities)
- any activities in the project not made in accordance with these guidelines
- costs for staff and/or board members to participate in capacity building programs
- costs associated with attending conferences

- travel costs (i.e. a roadshow)
- retrospective funding (support for activities that have already taken place)
- activities that have a high percentage (more than 50%) of capital works funding (exceptions may be considered for innovative trials).

Can we apply for more than one project?

Yes, you may submit one or more projects in one or more categories. Each project submitted must be separate and clearly different. Projects will not be accepted if they are dependent on another project getting funded.

Marketplace events

A series of Marketplace events are being held across Victoria in September and October 2017. These events will provide a forum for industry, research, education, government and community organisations to identify and discuss regional climate change priorities, develop project ideas, identify collaborative partnership opportunities and learn more about the Climate Change Innovation Challenge Grants program. Organisations interested in submitting a funding application are strongly encouraged to attend.

To find out more information about the Marketplace events and to register your attendance at an event please visit www.climatechange.vic.gov.au/vccci.

The Application and Assessment Process

The application process

Step 1: Check your eligibility

Check the detailed information contained in these guidelines to see if your organisation and your proposed project is eligible. Other important information about this grant program and the application process can be found at www.climatechange.vic.gov.au/vccci.

Step 2: Register your interest with the Virtual Centre for Climate Change Innovation

Go to www.climatechange.vic.gov.au/vccci and register your details. Dates and locations of Marketplace events across Victoria are available for registration.

Step 3: Attend a Marketplace event

Marketplace events are designed to facilitate meaningful connections between organisations to generate innovation partnerships and projects and all organisations interested in submitting an application are strongly encouraged to attend.

Step 4: Submit a project proposal and/or talk to a grants support officer

Complete a project proposal to determine the eligibility of your idea and gain early advice on its merits and/or weaknesses. We recommend you discuss your activity idea with a Climate Change Innovation Grants support officer at a regional DELWP office.

Step 6: Review feedback

Review the feedback provided by the department.

Step 7: Apply online

If you decide to apply, applications must be submitted online through the DELWP Grants Online link at www.climatechange.vic.gov.au/vccci. Receipt of applications will be acknowledged via email within 24 hours of lodgement.

Information you will need to provide as part of your application

Letters of commitment

You must attach a signed letter of commitment from the Chief Executive Officer (or equivalent), or delegate (this also applies to all parties of partnership proposals). Please check the box to indicate that you have submitted all the required letters of commitment.

Please submit the following documents, with your application:

1. Evidence of confirmation of other funding sources.
2. Evidence of any relevant statutory approvals to carry out the activity (where appropriate).

You can attach documents to your online application as long as they are an acceptable file type (i.e. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size.

Remember these tips:

- attached files must not be larger than 5MB in size
- when you submit your application online check carefully to ensure all your attachments have been uploaded.

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

Make sure your application is submitted by **midnight 30 November 2017**. **Late applications will not be considered.**

General requirements that apply to all applicants

Before grant funds can be allocated, each successful project applicant will be required to:

- secure funding for any financial requirements beyond that provided by the Climate Change Innovation Grants program
- enter into a funding agreement with DELWP within 90 days of funding announcement
- meet all conditions specified and negotiated in the funding agreement (a contract template will be provided)
- agree to prepare a project plan in consultation with the Climate Change Innovation Grants support officer from DELWP.

Project information and reporting requirements:

- a commitment to complete the project within two years from the signing of the agreement
- a schedule of payments, which will be dependent on completion of agreed milestones being met within specified timeframes
- DELWP long forms contracts will be used
- assignment of intellectual property
- insurances, guarantees and indemnity against any liability associated with the project – minimum public liability \$10 million, minimum professional indemnity \$2 million
- information relating to OH&S requirements.

The assessment process

Upon receipt of your application, eligible applications will be assessed using the criteria included in these guidelines.

Timelines

1. Applications close on 30 November. Applications must be submitted online through the DELWP Grants Online link at www.climatechange.vic.gov.au/vccci.
2. Applications will be checked by DELWP staff to see if they meet eligibility requirements.
3. Applications will be reviewed by technical experts who will advise an independent, interdepartmental assessment panel accordingly.
4. Applications will be assessed by an independent assessment panel.
5. Shortlisted projects will be interviewed by an independent assessment panel.
6. Projects recommended by the independent assessment panel and endorsed by the Deputy Secretary, Forest, Fire and Regions and the Executive Director, Climate Change Division, will be recommended to the Minister for Energy, Environment and Climate Change for approval.
7. Successful projects announced.

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. However, unsuccessful applicants can ask for feedback on their application.

Conditions that apply to applications and funding

Funding agreements

Successful applicants must enter into a funding agreement with DELWP. The Victorian Common Funding Agreement is used for funding agreements with non-for-profit organisations and local government authorities. It is recommended that applicants review the terms and conditions before applying. Information about Victorian Common Funding Agreement is available at <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>.

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:

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

Acknowledging the government's support and promoting successes

Successful applicants are expected to acknowledge the Victorian Government's support. Promotional guidelines will form part of the funding agreement.

Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project. Grant recipients may be required to contribute information on activity outcomes for use in program evaluation reviews or DELWP marketing materials.

Payments

Advance payments will be made in stages as long as:

- the funding agreement has been signed by both parties
- 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 reports, site inspections, completion reports and project acquittal documentation.

Resources and additional information

Additional information is available at the program web page: www.climatechange.vic.gov.au/vccci

Climate Change Innovation Grants support officers – contact details

Region	Support Officer	Phone	Email
<i>Barwon South West</i>	Ross Martin	(03) 5561 9901	ross.martin@delwp.vic.gov.au
<i>Gippsland</i>	Robert Dimsey	(03) 5152 0619	robert.dimsey@delwp.vic.gov.au
<i>Grampians</i>	Timothy Hudspith	(03) 5336 6807	timothy.hudspith@delwp.vic.gov.au
<i>Hume</i>	Eloise Seymour	(02) 6043 7969	eloise.seymour@delwp.vic.gov.au
<i>Loddon Mallee</i>	Geoffrey Caine	(03) 5430 4703	geoffrey.caine@delwp.vic.gov.au
<i>Port Phillip</i>	Shirley Diez	(03) 9450 8648	shirley.diez@delwp.vic.gov.au

Key dates

Marketplace events held across Victoria	September - October 2017
Applications open	September 2017
Applications close	30 November 2017
Applicants notified	To be determined
Activities commence	January 2018
Activities and reports completed	No later than December 2019

Checklist

Have you:

- Read these guidelines carefully
- Registered with the Virtual Centre for Climate Change Innovation
- Discussed your application proposal with a Climate Change Innovation Grants support officer
- Prepared the appropriate supporting documents:
 - Copy of Public Liability Insurance Certificate
 - Copy of Personal Accident Insurance
 - Evidence of confirmation of other funding sources

