

Climate Change Innovation Grants 2017

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PROGRAM BACKGROUND – THE FUNDING AND SCOPE OF FUNDING

1. How much money is available in the funding round?

The Victorian Government has committed \$3.8 million in competitive grants funding for the *Climate Change Innovation Challenge Grants Program* to be delivered by December 2019. Grants will be available in each of the nine regional partnerships regions in Victoria and in Melbourne and its surrounds. Funds will be available across three categories: 1) Explore, 2) Show; and 3) Grow.

2. How much money is available to each of the project categories?

The proportion of the \$3.8 million that will be allocated to each of the project categories is not set. However, we would like to see a spread of investment across the regions covering a range of project types.

Successful projects will receive between \$50,000 to \$300,000 in funding.

3. Are there pre-determined rules/categories for the allocation of the funding (geographic or across the 3 funding streams)?

No, there is not a set pre-allocation of funding across regions or funding streams. However, we would like to see a spread of investment across the regions covering a range of project types.

4. \$3.8m is not a lot. Is there a regional quota?

No, there is not a set pre-allocation of funding per region.

5. How much money can applicants apply for?

Applicants can apply for funding between \$50,000 to \$300,000.

6. Would fundamental research be funded?

Yes. Fundamental (or basic/pure) adaptation or mitigation research would certainly be relevant to the 'Explore' category of the grants. Such research would explore an innovative concept and would ideally bring together researchers and other parties (such as entrepreneurs or business) in a collaborative project.

7. What will not be funded?

The Climate Change Innovation Challenge 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, ongoing maintenance activities);
- Any activities in the project not made in accordance with the program 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 (50% and more) of capital works funding (exceptions may be made for innovative trials),
- The purchase of land (any underlying asset created by a funded activity is to be owned by the federal, state or local governments or a non-profit community organisation);
- Where duplicate services are already planned for in a targeted community;
- Activities for which proponents are in receipt of existing grant funding for the same activity for the same time period;
- Activities that are outside the appropriate organisation's authority;
- Activities involving purchase of large quantities of climate or related data (however, projects that apply existing data are encouraged).

8. Can funding from VCCI grants be used as matching funding for another grants program?

No. The *Climate Change Innovation Grants* are for funding of a discrete project, not as co-funding to enable application to another grants program.

9. There seems to be a lot of talk about energy. How do we make that link between energy and climate change in our application? Can you give guidance on what is acceptable to address the climate change criteria?

If your project idea has a strong energy focus, there is funding available under the *New Energy Jobs Fund*. The third round of this funding is opening later this year. More information is available at: www.business.vic.gov.au/support-for-your-business/future-industries/new-energy-technologies.

The Climate Change Innovation Grants are strongly focused on funding innovative climate change adaptation and mitigation project ideas. While energy-based ideas are not beyond the scope of the program, the applicant would need to adequately demonstrate that the project is about adaptation or mitigation. Victoria's Climate Change Framework could provide some ideas about relevant energy projects in an adaptation or mitigation context. More information is available at: www.climatechange.vic.gov.au/victorias-climate-change-framework.

10. What about a project in a school or community education for climate change?

Yes. An education-based project (based in schools or community education) would certainly be relevant. We are looking for projects that create long-term systematic change. An education-based project would still need to fit the criteria of being innovative, collaborative and focussed on adaptation or mitigation.

11. Is this a one-off grant round?

Yes. But we will be taking note of the types of project applications that come in and use this information when designing future grants programs.

12. Should projects be relevant to just the local area or can they have state wide relevance? Is there a preference?

Much of the Victorian Government's focus on climate change action is at the local or regional level. Project ideas that can demonstrate short and long-term regional benefits will be viewed favourably. A project idea that leads to statewide benefits for climate change adaptation or mitigation would also be highly desirable. However, there is no specific preference – as long as the potential benefits and outcomes are addressed in the application.

13. Would a desk-top study or business case project be eligible for funding?

A desk-top study involving just one party would not be desirable, given the strong focus of the program on collaboration between multiple project partners. However, a desk-top study may be a component of a project to inform the design of an idea or to understand the current state-of-play for that topic. Funding could certainly be used for the development of a business case, particularly in the 'Explore' category.

COMPLETING THE APPLICATION, PARTNERING AND CO-CONTRIBUTION

14. What cash and in-kind contribution will we need to contribute?

A minimum of 10% cash or in-kind contribution from the partnership of the total project cost is required. The total in-kind contribution must be no more than 50% of the total contribution (i.e. not 40% cash + 60% in-kind).

For example, for a project with a total cost of \$100,000:

- a) Total matched contribution (combined cash and in-kind) must be at least \$10,000;
- b) Total in-kind contribution from project partners must not be more than \$5,000 and total cash contribution must be at least \$5,000.

15. How should I calculate in-kind?

An in-kind contribution is a non-cash contribution that can be represented with a monetary value. It is a good or service that would otherwise need to be paid for. In-kind contributions can be employee time (salaries), donations of facilities and time (e.g. volunteers); services (e.g. consultant); assets (e.g. land) or the provision of equipment and supplies. Staff time can also be counted as an in-kind contribution when the employer is providing existing staff to the project. These staff must not already be paid for out of the project budget. There is no GST component for in-kind contributions.

In-kind costings should be based on reasonable commercial rates for the service provided but staff time is to be calculated at \$30 p/hour.

16. We are a community group. We are not incorporated and are reliant on volunteers. How do we make the 10% contribution?

To be eligible for a grant, you must be an incorporated body, cooperative or association (with an ABN). An unincorporated community organisation would need to partner on a project with other organisations or groups who are incorporated and can provide cash-based contributions.

Your contribution can therefore be in-kind and doesn't have to be a cash contribution. Examples of in-kind contributions could be time spent volunteering or provision on specific skills or knowledge to the program, services, providing specific equipment or supplies.

17. Can other State and Federal Government departments and agencies be involved in a project?

Other State and Federal Government departments and agencies can be involved in and can be partners to a project. As partners to a project, State and Federal Government departments and agencies have the same requirement as other partners to contribute cash or in-kind support. However, cash or in-kind contributions from State and federal departments must be new commitments and not under any existing contracts.

18. Can DELWP or its portfolio agencies be involved as a project partner in the project application stage?

No. DELWP (and its portfolio agencies) cannot be a project partner and should not be referred to as a project partner, even though its Support Officers may assist with questions relating to the application process. DELWP cannot provide letters of support to you.

19. Can other state departments take the lead on a project?

No. State Government departments (including Catchment Management Authorities and Water Authorities) cannot be project leads but could be involved as a partner. For example, a water authority providing a place to trial a waste water or bioenergy approach.

20. Can DELWP provide assistance once successful projects have been announced?

DELWP may contribute information to project plans, technical advice and ongoing guidance for successful projects granted funding under the *Climate Change Innovation Challenge Grants Program*. DELWP will also manage the funding agreements including the approval of milestone reports.

21. We are a community group who is not incorporated. Do we need to become incorporated to be eligible for the grant, or could we be supported by another organisation?

If a community organisation wanted to be the Project Leader, they would need to be an incorporated body, cooperative or association (with an ABN). They may choose to become incorporated before submitting the grant. However, a solution would be to find a partner/collaborator who could be the project lead.

22. Will there be a limit to the amount of administration costs that could be included?

The grants are funded from the Victorian Government's *Sustainability Fund*. This fund must be allocated in accordance with the *Environment Protection Act 1970* and there are specific guidelines for how the funds can be used. The guidelines specify that funding cannot be used to 'supplement the core administrative costs of an existing organisation'. In other words, a portion of the funding can be used for administration purposes, but not for business-as-usual or existing administration costs of the organisation.

23. Can salaries and consultant's fees form part of the project cost?

The *Climate Change Innovation Grants* funding can be used for staffing costs, providing these costs relate only to the project being funded, not for business-as-usual work.

24. Are we limited to \$30/hour for all project costs, or just the in-kind contributions?

The guidelines provide a figure of \$30/hour to be used when calculating in-kind staff contributions. It is unrealistic to apply the same cost to other project costs. These costs *should be based on reasonable commercial rates for the service provided.*

25. Will collaborations need a specific structure? For example, a formal agreement between parties? Who owns the Intellectual Property (IP)?

Our experience with past grants is that projects involving multiple partners commonly develop an MOU (Memorandum of Understanding) as one of the first tasks in the project's inception. The MOU is an agreement between the project lead and the partners so that expectations are clear and the responsibilities of all partners is set out. DELWP support staff could provide a template to help with this. A formal agreement is not required at the time you submit your application; however, we do require some evidence that all listed partner organisations support the application. A letter from the organisation CEO or delegate would suffice for the project application.

There are Victorian Public Sector policies which relate to the ownership of Intellectual Property. For example, *IP Policy Principle 10*: When the State provides a grant or similar funding for an identified purpose or project, the State:

- a) addresses in an agreement any rights to intellectual property (including pre-existing intellectual property) that may arise as a consequence of the grant or funding;
- b) does not secure a licence to the intellectual property unless there is a stated purpose for doing so, and then only to the minimum extent necessary to achieve that purpose;
- c) if a licence would not be adequate in the circumstances, acquires ownership of the resulting intellectual property; and
- d) ensures that ownership of the intellectual property is able to be assigned to or by the State if the intellectual property is not used by the recipient for the purpose of the grant or funding within a reasonable time.

Ownership of Intellectual Property would be included in the formal contract negotiation.

26. How might universities offer skills and capabilities to support the grants program?

University researchers are encouraged to apply for a grant as a project leader or as a collaborator or partner. The skills and expertise of universities is a valuable contribution given the focus on finding innovative solutions to address climate change challenges.

27. Can applicants expand on existing DELWP-funded projects?

The application must be a discrete piece of work. However, it could certainly address an issue or expand an idea (or apply an idea in a new setting) from a previous project.

28. Can you submit a proposal as the lead organisation and also be a collaborator on another project?

Yes. You can submit as many applications as you wish (both as project lead or partner) but each project must be discrete. Projects should be 'stand-alone' and not be dependent on one another.

29. Would the level of detail required in the application between ‘explore’, ‘show’ and ‘grow’ projects be different?

No. The form (and the level of detail required under each section) is the same regardless of the project category.

30. How do I contact a Climate Change Innovation Grants Support Officer?

There are DELWP support officers across Victoria (listed below) who can be consulted if needed when preparing your application.

DELWP Region	DELWP Support Officers	Contact details
<i>Barwon South West</i>	Ross Martin Claire Pritchard	ross.martin@delwp.vic.gov.au (03) 5561 9901 / 0457 533902 claire.m.pritchard@delwp.vic.gov.au (03) 5561 9932
<i>Gippsland</i>	Rob Dimsey Ashley Hall	robert.dimsey@delwp.vic.gov.au (03) 5152 0619 / 0427 592 006 ashley.hall@delwp.vic.gov.au (03) 5172 2584 / 0439 574 508
<i>Grampians</i>	Tim Hudspith	timothy.hudspith@delwp.vic.gov.au (03) 5336 6807
<i>Hume</i>	Eloise Seymour Chelsea Cherry	eloise.seymour@delwp.vic.gov.au (02) 6043 7969 / 0467 807 399 chelsea.cherry@delwp.vic.gov.au (03) 5723 8654 / 0439 315 410
<i>Loddon Mallee</i>	Geoff Caine Erin Baxter	geoffrey.caine@delwp.vic.gov.au (03) 5430 4703 / 0437 358 031 erin.baxter@delwp.vic.gov.au (03) 5430 4540 / 0423 125 539
<i>Port Philip</i>	Shirley Diez Melinda Bowen	shirley.diez@delwp.vic.gov.au (03) 9450 8648 / 0427 505 412 melinda.bowen@delwp.vic.gov.au (03) 9210 9398

SUBMITTING THE APPLICATION

31. What are the timelines for submitting the application?

Applications must be submitted on the GEMS website by **midnight on Thursday, 30 November 2017**. Late applications will not be considered.

32. When does the online submission process open?

The online submission process is now open and can be accessed by following the DELWP Grants Online link at www.climatechange.vic.gov.au/vccci.

33. What is the GEMS on-line system?

GEMS is the Global Engagement Management System. You can access GEMS by going to the Virtual Centre for Climate Change Innovation website: www.climatechange.vic.gov.au/vccci.

Make sure you have the information you need to apply, including required documents, and click on ‘Apply Now’ to submit your application through DELWP Grants Online.

34. How do I access the GEMS on-line system?

You will need to register with the GEMS on-line system to create your application. Links are provided on the Virtual Centre for Climate Change Innovation website to both create a new application (and registration) and also to access your saved draft application while you continue working on it.

35. Can our organisation/group submit multiple applications?

Organisations and groups may submit as many applications as they wish, provided each is for a different project.

36. Can you put in more than one bid and would this impact your chances of being successful?

Yes, you can submit more than one bid. Each application would be assessed on its merit. But each must be separate and clearly different. Projects must not be dependent on one another.

37. What kind of evidence do I need to submit with my application?

You will need to attach a signed letter of commitment from the Chief Executive Officer (or equivalent), or delegate (this also applies to all parties if a partnership/collaboration is formed). You will also need to provide:

- Evidence of confirmation of other funding sources
- Copies of Public Liability Insurance Certificate and Personal Accident Insurance (if available).

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

When you submit your application online, check carefully to ensure all your attachments have been uploaded.

38. Does the CEO need to sign off on the application?

Yes. You will need to attach a signed letter of commitment from the Chief Executive Officer (or equivalent), or delegate (this also applies to all parties if a partnership/collaboration is formed).

DEFINITIONS/CONCEPTS UNDERPINNING THE PROGRAM

39. What do you mean by 'collaboration' and how collaborative do you have to be?

The Climate Change Innovation Challenge Grants program has a strong emphasis on collaboration. This is in recognition that climate change innovation will require greater levels of multi-sectoral collaboration.

Projects that demonstrate collaboration between two or more partners and that apply to more than one sector will be viewed favourably. Collaboration on a project could include between community groups, educators, entrepreneurs, researchers, business, industry and government.

40. What do you define as 'innovative'?

The program has been designed to cast the net wide in terms of innovation. Recent Marketplace Events for the grants program highlighted a broad range of acceptable definitions including:

- A new or different way of doing something;
- Applying an existing approach, concept or practice in a different way or in a new setting;
- Applying an approach not used before in that particular sector;
- Experimenting and taking risks to test a new approach;
- Testing a new solution to an old problem.

In your application, you should describe the ways in which the project is innovative.

41. When it comes to 'innovation' do you mean innovative use of technology or innovation itself?

The definition of innovation includes many aspects and is not limited to innovative use of technology. See above FAQ.

42. Does 'innovation' mean new ideas or can an application/project build on past partially-implemented work?

A project idea can build on existing or partially-implemented work as long as the reasons for innovation are made clear and it is a discrete project idea.

43. Are the Innovation Grants focussed on targeted solutions or scalable solutions?

Projects that resulted in either targeted and scalable solutions would be relevant to the program, provided the project addresses the challenges of climate change, is innovative, has regional benefits and is collaborative.

44. Is the Victorian Government serious about innovation given that many projects could fail? Is she prepared to take the risk that projects could fail?

Projects that fail can still provide excellent value if they are designed well.

To ensure that projects with a higher risk can provide benefits, consider the following in your application:

- Clearly describe the idea that you are testing;
- Consider a design that maximises the chances of learning from the project;
- Clearly describe what the learnings could be;
- Include information about how the learnings will be shared with others.

If appropriate to your project, provide information on how the learnings will feed into an iterative (continuous improvement) process.

45. What if a similar project has been done elsewhere but not locally – is that viewed as innovative and within the scope of the grants program?

The Sustainability Fund (which funds the *Climate Change Innovation Grants*) does not fund projects that 'duplicate programs already operating with respect to a specific environmental priority' such as climate change. However, the project could trial an existing approach in a totally new context or different environment. The project application would need to highlight the ways in which the new approach is innovative and the short and longer-term benefits likely to accrue.

46. What is the difference between climate change adaptation and climate change mitigation?

Adaptation: is the process to manage risks, adjust activities or benefit from opportunities resulting from the medium to long term impacts of climate change such as sea level rise, temperature rise and rainfall changes.

Mitigation: is the direct actions that could be taken to reduce the rate at which climate change is occurring by decreasing the amount of greenhouse gases (e.g. emission reductions) and/or increasing the sequestration of carbon.