

Community Climate Change Adaptation 3CA Grants Program 2019

Frequently Asked Questions – Part II Feb 2019

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FUNDING PARAMETERS

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

The Victorian Government has committed \$1 million in competitive grants to fund projects that support communities in Victoria's regions adapt to the impacts of climate change. The funding is being administered through the *Community Climate Change Adaptation (3CA) Grants Program* with successful projects able to be implemented up to 31 December 2020.

2. How much money can applicants apply for?

Eligible projects will be able to apply for between \$25,000 and \$75,000.

3. Does each region or each project category have a set allocation of funding?

There is no pre-determined allocation of funding for each region or to the different project categories. However, we would like to see a spread of investment across Victoria and to a range of project types.

ELIGIBLE PROJECTS AND ACTIVITIES

4. What categories of projects will be considered?

Two categories of projects will be eligible for funding under the *3CA Grants Program*. Firstly, projects that build the adaptive capacity of communities and stakeholders to respond or adapt to climate change impacts in their region and, secondly, projects that deliver tangible actions that support our communities adapt to climate change impacts they are already facing. Further details on the project categories eligible for funding, including examples, are provided in the grant guidance document.

5. What are the Regional Adaptation Snapshot Reports and why do projects need to align with them?

In late 2017-early 2018 climate change adaptation gap analysis assessments were conducted in each region in Victoria. The *Regional Gap Analysis* assessments examined regional impacts of climate change, existing adaptation projects/strategies and the needs and values of the regional community. Based on this assessment gaps and priorities for adaptation action in each region were identified. The *Regional Adaptation Snapshot* reports provide an overview of the key findings for each of the *Regional Gap Analysis* assessments. Projects funded under this program should contribute to addressing the key climate change impacts or priorities identified in the *Regional Adaptation Snapshot* reports.

Regional Adaptation Snapshot reports: <https://www.climatechange.vic.gov.au/information-and-resources>

6. Are projects that focus on mitigation or renewable energy eligible for funding?

The *3CA Grants* program has been established to support community climate change adaptation projects. As such eligible projects must deliver an adaptation outcome as their primary objective. Projects that include climate change mitigation or renewable energy components will be considered if these components support or enable the delivery of the primary adaptation outcome. Projects

that solely focus on climate change mitigation or renewable energy are not eligible for funding under this grants program.

7. Why aren't mitigation and renewable energy projects eligible for funding?

Reducing emissions, increasing supply of renewable energy and adapting to the impact of climate change are three key components of Victoria's Climate Change Framework. The *3CA Grants* program is an initiative supporting the delivery of action under *Victoria's Climate Change Adaptation Plan 2017-2020*.

More information on the Government's climate change mitigation and renewable energy work can be found here: [Actions to reduce emissions](#) and [Victoria's Renewable Energy Action Plan](#).

8. What do you mean by adaptation, adaptive capacity and an adaptation outcome?

Adaptation: *Changes in natural or human systems to prepare for actual or expected changes in the climate in order to minimise harm, act on opportunities or cope with the consequences*

Adaptive Capacity: *The capability of a system, sector or social group to adjust to climate change, to minimise harm, to act on opportunities, or to cope with the consequences.*

9. Does the project need to be innovative to be successful?

There is no requirement for submissions to the 3CA Grants program to include an innovative component. First and foremost, this program seeks high quality and well-designed adaptation projects that will benefit communities across Victoria.

10. Does the project need to align with any specific sector to be considered for funding?

No, adaptation projects in any sector will be considered for funding. Projects should, however, align with the identified regional climate change impacts and adaptation priorities outlined in the relevant *Regional Adaptation Snapshot* reports.

11. Is a project that is receiving funding from another state or federal government agency eligible for funding under this grants program?

Projects with unfunded components or activities may be submitted for consideration as part of this grants program. The activities for which funding is being sought, however, should deliver discrete, tangible and measurable outcomes against which the application can be assessed. Funding will also be considered for activities that expand the reach and impact of existing activities provided they also have discrete, tangible and measurable outcomes. Project activities with secured funding from another source are not eligible for funding under this program.

12. Can project applications expand on existing DELWP-funded projects?

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

13. Can funding from 3CA Grants be used as matching funding for another grants program?

No. The *3CA Grants* are for funding of a discrete project, not as co-funding to enable application to another grants program.

ELIGIBLE ORGANISATIONS AND PARTNERS

14. Who is eligible to apply for this funding?

Eligible projects must either be led by, or implemented in partnership with, a local council, Traditional Owner corporation, community group, or not-for-profit organisation.

15. We are a community group who is not incorporated. Do we need to become incorporated to be eligible for the grant?

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.

16. 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.

17. Can we partner with a statutory authority in the delivery of the project?

Yes, statutory authorities are eligible partner organisations but are not eligible to be a lead applicant.

18. Can our organisation/group submit multiple applications?

Organisations and groups may submit multiple applications, however, only one grant will be awarded per lead organisation. This rule does not apply, however, to affiliated organisation, such as two different local chapters of a national or state-wide organisation or an education institution and an affiliated research institution.

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

Yes. You can submit as applications both as the project lead and a partner organisation and an organisation is eligible to receive a grant both as a lead organisation and a partner organisation or as a partner organisation in more than one project. An organisation cannot, however, receive funding for multiple projects as the lead project applicant. If multiple projects are submitted each project must be discrete, 'stand-alone' and not be dependent on another project to receive funding to be implemented.

FINANCIAL AND IN-KIND PROJECT CONTRIBUTIONS

20. Is a financial co-contribution or in-kind contribution required to be successful?

A resource contribution to support the implementation of the proposed project is required as part of the grant application. This can either be in the form of a financial or an in-kind contribution provided by the lead or a partner organisation that is listed in the application process.

21. What is an in-kind contribution?

An in-kind contribution is a non-financial resource contribution to the project. As part of the grant application process, applicants are asked to describe any in-kind contributions that will be made to support the delivery of the project. Examples of in-kind contributions are:

- time volunteered to the management or coordination of the project;
- time volunteered to implement project activities;
- non-paid technical support provided to the project;
- the donation of goods, materials or equipment to the project;
- the provision of a workspace in an office to support the implementation of activities.

PROJECT ADMINISTRATION COSTS

22. What is defined as a project administration cost?

Project administration costs are those costs associated with running and managing the program internally. These could include staff costs to manage project administration (project reporting, asset management, financial management), bank fees and charges or insurance costs.

23. Is there a maximum amount of administration costs that can be included in the project budget?

Administration costs should not exceed 5% of the total project budget.

SUBMITTING THE APPLICATION

24. What are the timelines for submitting the application?

Applications must be submitted on the GEMS website by **11.59 pm on Sunday, 31 March 2019**. Late applications will not be considered.

25. 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/3CAgrants

26. What is the GEMS on-line system?

GEMS is the Global Engagement Management System. You can access GEMS by going to the Community Climate Change Adaptation Grants website: www.climatechange.vic.gov.au/3CAgrants

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.

27. 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 *3CA Grants* website to both create a new application (and registration) and also to access your saved draft application while you continue working on it.

28. Is support available if I have issues submitting my application?

Yes, you can contact the Grants Info Line on 1300 366 356. Please note support is only available during normal business hours. Should you require assistance with the GEMS system it is recommended to submit your application by close of business on Friday the 29th of March as no tech support will be available on the Saturday 30 March and Sunday 31 March.

29. 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:

- Letters of support from any nominated partner organisation to the application,
- Copies of Public Liability, Professional Indemnity and Personal Accident Insurance (if available), and
- Proof of Incorporation for community groups.

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.

30. 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).

STRATEGIC APPROACH

31. What are the aims of the 3CA Grants program?

The *3CA Grants* program aims to:

- identify and support practical projects focused on adaptation activities with clear community benefit;
- foster partnerships between communities, local governments and regional stakeholders on adaptation; and
- generate and share learning on good practice approaches to community adaptation.

32. Is this a one-off funding round?

Yes, the *3CA Grants* program is a one-off grant funding round. Under the *Supporting our Regions to Adapt* program future funding will be available to support on the ground adaptation action in Victoria's regions, however, the prioritisation and allocation of this funding will be made through a regional adaptation planning process.

33. Isn't targeted long-term adaptation funding more effective than short time one-off grant funding?

The *3CA Grants* program is one component of a larger program that aims to support Victorian communities adapt to Climate Change. The *Supporting our Regions to Adapt* Program is a three-year program working on state-wide strategic adaptation issues, while also working with Victoria's regions to build adaptive capacity, develop regional adaptation plans and support the delivery of adaptation action. Victoria's overall climate change adaptation program (including strategic priorities, measures and responses) are set out and being guided by *Victoria's Climate Change Adaptation Plan 2017-2020*.

34. Where can I find out more information about Victoria's Climate Change Adaptation Plan 2017-2020 and the Supporting our Regions to Adapt program?

More information can be found: www.climatechange.vic.gov.au/adapting-to-climate-change-impacts

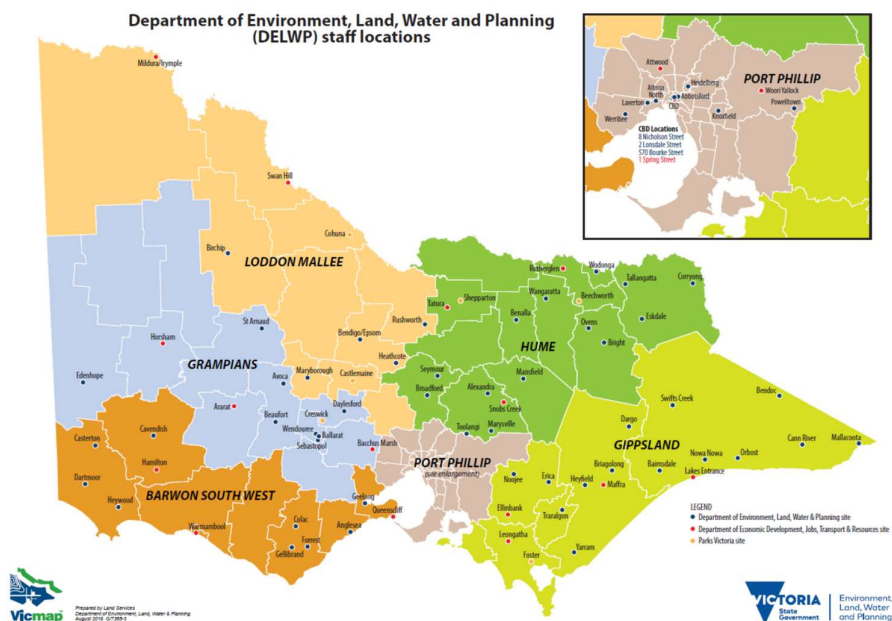
DELWP REGIONS AND SUPPORT

35. What are the regions DELWP are referring to in the grant application and guidelines?

There are six administrative DELWP regions in Victoria:

- Barwon South West
- Gippsland
- Grampians
- Hume
- Loddon Mallee
- Port Phillip

The Regional Climate Change Adaptation Gap Analysis and Snapshot reports were conducted for each of these regions. Each region also has a Regional Community and Partnerships team that will work with successful grant applicants to contract and monitor the selected adaptation projects.



36. Is there anyone in my region I can contact to find out more about the program?

There are DELWP Community and Partnership Officers across Victoria (listed below) who can be consulted for more information about the program or if needed when preparing your application.

DELWP Region	DELWP Support Officers	Contact details
Barwon South West	Ross Martin	Ross.Martin@delwp.vic.gov.au (03) 5561 9901
	Emily Davies	Emily.davies@delwp.vic.gov.au (03) 5226 4696
Gippsland	Rob Dimsey	robert.dimsey@delwp.vic.gov.au (0427 592 006
	Ashley Hall	ashley.hall@delwp.vic.gov.au 0439 574 508
Grampians	Tim Hudspith	timothy.hudspith@delwp.vic.gov.au 0429 963 056
	Geoff Miller	Geoff.L.Miller@delwp.vic.gov.au (03) 5362 0727
Hume	Chelsea Cherry	chelsea.cherry@delwp.vic.gov.au 0439 315 410
	Fiona Roberts	fiona.roberts@delwp.vic.gov.au 0436 691 476
Loddon Mallee	Geoff Caine	geoffrey.caine@delwp.vic.gov.au 0437 358 031

	Erin Baxter	erin.baxter@delwp.vic.gov.au 0436 615 308
Port Phillip	Shirley Diez	shirley.diez@delwp.vic.gov.au 0427 505 412
	Melinda Bowen	melinda.bowen@delwp.vic.gov.au 0437 596 851