

Community Climate Change Adaptation (3CA) Grants Program



© The State of Victoria Department of Environment, Land, Water and Planning 2018



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the

Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the Grants Information Line on 1300 366 356 or email grantsinfo@delwp.vic.gov.au, or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.

Contents

1.	What is the Community Climate Change Adaptation (3CA) Grants program?	2
2.	Who can apply?	2
3.	Who cannot apply?	3
4.	What might be funded?	3
5.	What will not be funded?	4
6.	What funding is available?	4
7.	What are the assessment criteria?	4
8.	What supporting documents will need to be provided?	7
9.	What are the funding conditions?	7
10.	What is the application process?	8
11.	Contacts and additional information	9
12.	What is the notification process?	10
13.	Key dates	10
14.	Checklist	10
Attachment 1 – DELWP Regions Map		11
Attachment 2 – Application Short Answer Questions		12

1. What is the Community Climate Change Adaptation (3CA) Grants program?

The Department of Environment, Land, Water and Planning (DELWP) is delivering a small grants program to build resilience to climate change impacts through community-driven adaptation activities that address identified gaps and priorities in Victoria's regions.

The *Community Climate Change Adaptation (3CA) Grants* program is part of the Victorian Government's *Supporting our Regions to Adapt* initiative, a three-year program providing practical support for communities to prepare for the challenges of a changing climate. It supports outcomes from *Victoria's Climate Change Adaptation Plan 2017-2020*.

Definition: Climate Change 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

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.

During 2017-18, a *Regional Climate Change Adaptation Gap Analysis* was completed in each DELWP region within Victoria (see map in Attachment 1). Key findings from each Gap Analysis have been published in a *Regional Adaptation Snapshot Report* for each region. Potential impacts and adaptation priorities identified in the *Regional Adaptation Snapshot* report for the relevant region should inform the development of grant applications and will guide the assessment of the 3CA Grants.

For further information on *Supporting our Regions to Adapt Program*, the *Regional Adaptation Snapshot Reports*, and *Victoria's Climate Change Adaptation Plan 2017-2020* please visit:
<https://www.climatechange.vic.gov.au/adapting-to-climate-change-impacts>

2. Who can apply?

The 3CA Grants program provides funding for local communities to adapt to climate change impacts in their region of Victoria.

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.

Other organisations, for example education institutions or private sector organisations, are also eligible to apply for funding provided they are partnering with a local council, traditional owner corporation, community group or not-for-profit organisation, and the project is for public benefit and not solely for private/individual gain.

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

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

3. Who cannot apply?

The following cannot apply for funding as project lead or sole proponent:

- Individuals.
- Federal and State government agencies.

4. What might be funded?

This program will fund two categories of projects:

(i) Building Adaptive Capacity

These projects will aim to build the capacity of communities or regions to better plan for, coordinate and deliver actions that support communities to adapt to current or future climate change impacts. This could include (but is not limited to):

- Projects that strengthen climate change knowledge and leadership within communities, industry and government.
- Projects that create a network of stakeholders to share climate change adaptation knowledge and lessons learnt.
- Projects that build awareness of climate risks, potential impacts on local communities, and what actions individuals, communities, businesses and organisations can take.
- Projects that promote and share knowledge on climate change adaptation thematic issues (e.g. improved resilient agricultural techniques, cooler greener urban spaces, coastal climate change impacts).

(ii) Delivering Adaptation Action

Delivering Adaptation Action projects will implement practical actions that will support communities and regions to adapt to current or future climate change impacts. Successful projects could pilot new approaches to address local adaptation issues, replicate existing good practice approaches to benefit communities, or extend existing projects to increase the benefit to the community. This could include (but is not limited to):

- Projects that prevent, mitigate or reduce exposure to identified climate risks in your local area.
- Projects that increase resilience to changing climate conditions (e.g. more resilient agriculture techniques or improved community management of heatwave or extreme weather events).
- Projects that demonstrate opportunities for adaptation and mitigation co-benefits (e.g. green wall/roofing, micro-grids).
- Projects that pilot engaging in a new activity or changing practices to take advantage of changing climatic conditions.

For more information on key climate change adaptation priorities, and potential climate change impacts please refer to the Regional Climate Change Adaptation Snapshot for your region:

<https://www.climatechange.vic.gov.au/adapting-to-climate-change-impacts>

5. What will not be funded?

Projects with a primary focus on climate change mitigation (emissions reduction) or renewable energy will not be supported as part of this grants program. However, the inclusion of climate change mitigation or renewable energy project components that support the delivery of climate change adaptation actions/benefits as the primary outcome of the project will be eligible for funding.

Additionally, the following projects or activities will not be funded by the 3CA Grant program:

- Projects or activities located outside the State of Victoria;
- Projects or activities that have already started;
- Routine or ongoing maintenance activities;
- Where duplicate services are in operation or planned for in a targeted community;
- Recurrent operating costs (e.g. rent and utility costs, and/or activities establishing expectations of ongoing funding);
- Capital items; or
- The purchase of land.

6. What funding is available?

In total, the available funding for the 3CA Grants program is \$1,000,000. The other parameters for the grants are:

- Grants between \$25,000 to \$75,000 will be awarded.
- Projects should be implemented between 1 July 2019 and 31 December 2020.
- Grants are limited to one grant per organisation/group¹.

7. What are the assessment criteria?

Project eligibility

Projects eligible to apply for this funding must meet the following criteria:

- The project is implemented in Victoria.
- The project delivers an adaptation outcome as the primary objective of the project.
- The funding sought for this project is between \$25,000 and \$75,000.
- The project is led by, or implemented in partnership with, either a local council, traditional owner corporation or not-for-profit or community group.

¹ Excluding affiliated groups (e.g. local chapters of state/national organisations or research institutions affiliated to universities).

Evaluation Criteria

Eligible projects will be assessed against the following evaluation criteria to determine the successful applicants.

Evaluation Criteria	Criteria Weighting
Project contributes to building adaptive capacity and/or delivering adaptation action to respond to current or expected climate changes and impacts within the region	40%
Project outcomes are clear and will deliver tangible benefits to the community and/or region.	20%
Project demonstrates good adaptation practice: considers key adaptation principles as outlined in <i>Victoria's Climate Change Adaptation Plan 2017-2020</i> .	20%
Project engages local and/or regional stakeholders and encourages shared learning and partnerships within the region.	20%

Successful projects will also need to demonstrate:

- Clear public benefit for their local or regional community (i.e. where the focus is not private/individual gain);
- A reasonable proportion of funding requested through this grants program is allocated to on-ground actions, education or capacity building activities as compared to administration² costs; and
- The project is feasible and cost effective.

Projects that are scalable or replicable to other areas or regions or that contribute to addressing state-wide adaptation issues are highly desirable.

Please refer to section 10 of the guidelines for information on the application process and Attachment 2 for a list of short answer application questions that will need to be completed as part of the online application process

² Administration costs refer to the cost associated with running and managing the program internally (e.g. the financial administration of the project or preparation project reports). Administration costs should not exceed 5% of total budget.

Principles for successful adaptation

Adaptation is a complex challenge for the Government and the community. The impacts of climate change are unlike anything we have experienced before, and what we know about the scale and timing of impacts is constantly evolving. As such, we need flexible and robust policies, plans and actions that will equip us to successfully adapt to a range of possible futures.

In that context, the Government's approach to adaptation is informed by the following principles:⁹

Informed decision-making

Adaptation responses should:

- o be based on the best available evidence in the context of uncertainty
- o be flexible and iterative, allowing for adjustments as circumstances change and new information is made available.

Integrated decision-making

Decision-makers should:

- o give priority to responses that are most likely to provide the greatest net social, economic and environmental benefit for Victoria
- o consider the costs of climate change, including externalities and long-term costs.

Risk management

Adaptation responses should:

- o ensure that risks are addressed by those who are best-placed to manage them
- o avoid unintended consequences (*maladaptation*)
- o not undermine our ability to adapt to climate change over the long-term
- o consider trade-offs, and understand and recognise the costs of and limits to adaptation.

Complementarity

Adaptation responses should:

- o build on the experience of regions, sectors, communities and industry in adaptation
- o complement existing and planned adaptation work
- o contribute to and be compatible with efforts to reduce greenhouse gas emissions.

Equity

Adaptation responses should:

- o be equitable and fair
- o consider both the present and the short, medium and long-term future
- o adhere to principles of intra- and intergenerational equity.

Community engagement

Adaptation responses should:

- o actively involve the community in setting policy directions and priorities
- o value and respect the knowledge and perspectives of Traditional Owner groups and Aboriginal Victorians.

8. What supporting documents will need to be provided?

Please submit the following documents with your application:

- Letter of commitment from each organisation and partner's CEO or delegate;
- Copy of Public Liability Insurance Certificate;
- Copy of Personal Accident Insurance;
- Copy of Professional Indemnity Insurance;
- Copy of Proof of Incorporation; and
- Any other documents that support your application.

9. What are the funding conditions?

Funding agreements

Successful applicants will be required to 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>

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*

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 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 departmental program area to coordinate any public events or announcements related to the project.

Payments

Payments will be made 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 acquittal documentation.

Privacy

Any personal information about you or a third party in your application will be collected by the department 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 www.delwp.vic.gov.au/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 9637 8697.

10. What is the application process?

Applications are submitted online using the Grants Online portal.

To apply, go to the grant program web page www.climatechange.vic.gov.au/3CAgrants and click on the 'Start New Application' button. To return to a saved draft application, click on the 'Access Saved Application' button.

The short answer application questions that you will be required to complete as part of the online application form have been provided in Attachment 1 of this document. It is recommended to review and draft responses to these questions before starting the online application.

Attaching required documents:

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 5MB.

You will receive an application number when you submit an application online. Please quote this number in all communications with the department relating to your application.

If you have documents to submit that cannot be attached to your online application you can email them to climate.change@delwp.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required. All supporting material must be received by the application deadline.

Make sure your application is submitted by **11.59 pm on Sunday 31 March 2019**

Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered.

11. Contacts and additional information

Additional information is available at the grant program web page www.climatechange.vic.gov.au/3CAGrants.

If you require more information, you can contact DELWP's Community and Partnerships Team through the regional contacts below:

DELWP Regional Community and Partnerships Officers – Contact Details			
Region	Support Officer	Phone	Email
<i>Barwon South West</i>	Ross Martin	0457 533 902	ross.martin@delwp.vic.gov.au
	Emily Davies	0411 262 868	emily.davies@delwp.vic.gov.au
<i>Gippsland</i>	Robert Dimsey	0427 592 006	robert.dimsey@delwp.vic.gov.au
	Ashley Hall	0439 574 508	ashley.hall@delwp.vic.gov.au
<i>Grampians</i>	Timothy Hudspith	0429 963 056	timothy.hudspith@delwp.vic.gov.au
	Geoff Miller	0428 599 927	Geoff.L.Miller@delwp.vic.gov.au
<i>Hume</i>	Chelsea Cherry	0439 315 410	chelsea.cherry@delwp.vic.gov.au
	Fiona Roberts	0436 691 476	fiona.roberts@delwp.vic.gov.au
<i>Loddon Mallee</i>	Geoffrey Caine	0437 358 031	geoffrey.caine@delwp.vic.gov.au
	Erin Baxter	0436 615 308	erin.baxter@delwp.vic.gov.au
<i>Port Phillip</i>	Shirley Diez	0427 505 412	shirley.diez@delwp.vic.gov.au
	Melinda Bowen	0437 596 851	melinda.bowen@delwp.vic.gov.au

For further information on:

- *Victoria's Climate Change Adaptation Plan 2017-2020*,
- *The Supporting our Regions to Adapt Program*, and
- *The Regional Climate Change Gap Analysis and Snapshot reports*

Visit: <https://www.climatechange.vic.gov.au/adapting-to-climate-change-impacts>

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, but the provision of individual feedback is not guaranteed.

13. Key dates

Applications open	Wednesday, 16 January 2019
Applications close	Sunday, 31 March 2019
Applicants notified	May 2019
Activities commence	July 2019
Activities completed, and acquittal reports submitted	31 December 2020

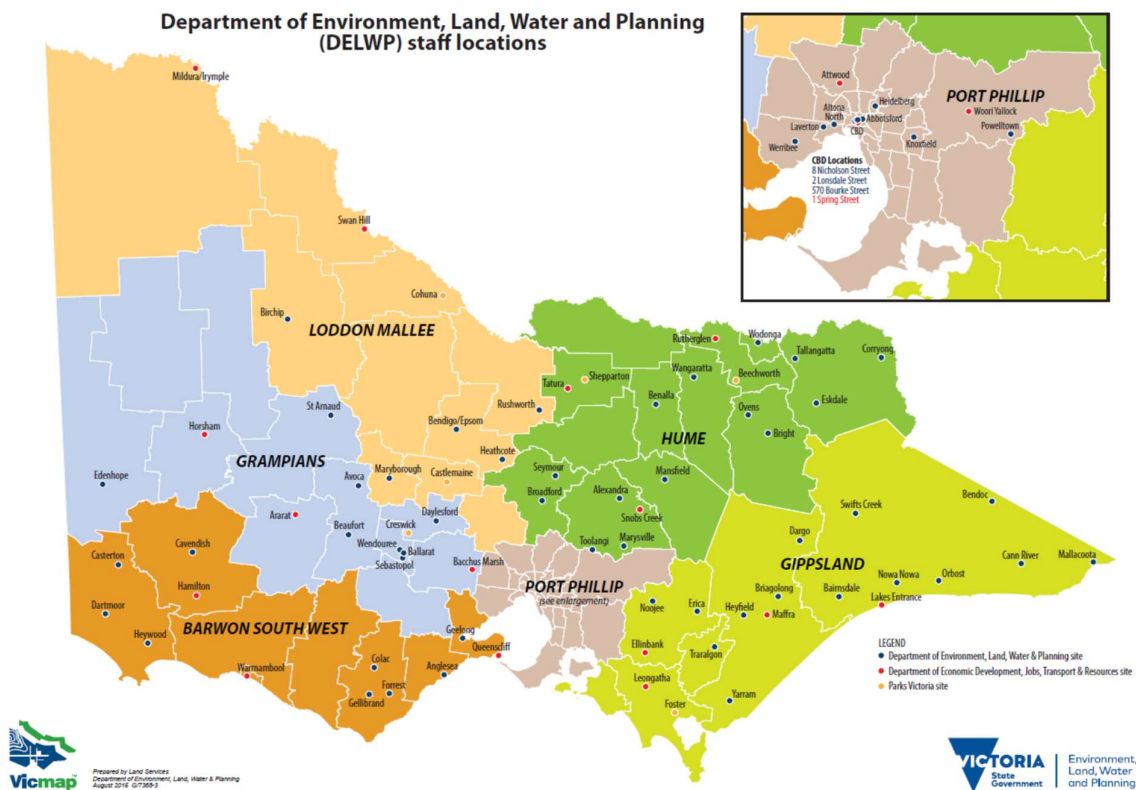
14. Checklist

Read these guidelines and the information about this grant program at www.climatechange.vic.gov.au/3CAGrants before applying and complete the following checklist.

Have you:

- ☐ Read these guidelines carefully?
- ☐ Checked if you are, or your organisation is, eligible for this grant funding?
- ☐ Checked if your activity is eligible for this grant funding?
- ☐ Checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- ☐ Reviewed the Regional Climate Change Adaptation Snapshot Report for your region?
- ☐ Prepared the appropriate supporting documents?

Attachment 1 – DELWP Regions Map



Attachment 2 – Application Short Answer Questions

Below are short answer application questions that you will be required to complete as part of the online application form. Each question has word limit to ensure clear and concise answers are provided. It is recommended to prepare short answer responses before completing the online application form.

Project Overview

1. Primary Objective of Project – *provide a concise statement on the what your project ultimately aims to achieve (25 words or less)*

Example Objectives:

To create a network of local climate change adaptation stakeholders to share information and knowledge on adaptation best practice approaches.

To develop a community heatwave mitigation and preparedness plan.

To drought-proof a local community recreational facility.

2. Project Description – *a brief overall description of the project activities that will be implemented to achieve the above objective (150 words or less)*

Assessment Criteria

Depending whether you select the project category as Building Adaptive Capacity or Delivering Adaptation Action one of the two below sets of questions must be completed.

Building Adaptive Capacity – Short Answer Questions

(250 words or less for each question)

In answering the questions below, please refer to the Regional Climate Change Adaptation Snapshot report for your region for more information on expected climate change impacts in your region. This includes potential impacts across different sectors of the economy, and locally identified climate change adaptation gaps and priorities.

1. What is the primary issue that the project is trying to address?
2. How will the proposed action address the nominated issue and how will it support or enable climate change adaptation action in the future?
3. What are the proposed outcomes of the project and how will they be measured?
4. a) Please nominate at least two *Principles for Successful Adaptation* (as listed in *Victoria's Climate Change Adaptation Plan 2017-2020*, page 17).
 - Informed decision making
 - Integrated decision making
 - Risk management
 - Complementarity
 - Equity
 - Community engagementb) Describe how this project adheres to these principles?
4. How does the project intend to engage or link the activities to other local/regional stakeholders, for example community groups, local government, regional bodies?
5. Who will this project benefit and how will they benefit?

Delivering Adaptation Action – Short Answer Questions

(250 words or less for each question)

In answering the questions below, please refer to the Regional Climate Change Adaptation Snapshot report for your region for more information on expected climate change impacts in your region, including potential impacts across different sectors of the economy, and locally identified climate change adaptation gaps and priorities.

1. What is the primary issue that the project is trying to address and what are the relevant impacts of climate change on the issue?
2. How will the proposed action address the nominated issue, and how have possible future climate impacts been accounted for in the design of the activities?
3. What are the proposed outcomes of the project and how will they be measured?
4. a) Please nominate at least two *Principles for Successful Adaptation* (as listed in Victoria's Climate Change Adaptation Plan 2017-2020, page 17).
 - Informed decision making
 - Integrated decision making
 - Risk management
 - Complementarity
 - Equity
 - Community engagementc) Describe how this project adheres to these principles?
5. How does the project intend to engage or link the activities to other local/regional stakeholders, for example community groups, local government, regional bodies?
6. Who will this project benefit and how will they benefit?