

Wildlife Rehabilitator Grants 2021-22

Guidelines



OFFICIAL

Photo credit

Wombat - Wilsons Promontory National Park, Mark Watson 2018, Visit Victoria

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



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If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Contact Centre on 136 186 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

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1. What is the Wildlife Rehabilitator Grants program?

The Victorian Government's Wildlife Rehabilitator Grants program provides funding to support wildlife rehabilitators, including shelter operators and foster carers, to purchase a range of equipment and infrastructure to assist with the operation of their facilities and to attend appropriate training.

The program aims to help wildlife rehabilitators to:

- Improve the standard of wildlife care they provide.
- Improve their facilities to treat, house and rehabilitate wildlife for release.
- Increase their knowledge/skills in the care of wildlife.

2. How much funding is available?

The total amount available for the Wildlife Rehabilitator Grants 2021-22 round for wildlife rehabilitators is \$230,000. Each applicant can apply for up to \$3,000.

The amount granted may be less than this depending on the purpose for which it is to be used, the amount sought, the number of applications received, and how well the application meets the assessment criteria.

3. Who can apply?

Individual wildlife rehabilitators in Victoria who:

- Have current the Department of Environment, Land, Water and Planning (DELWP) authorisation as a shelter operator or foster carer and have held this for at least two (2) years.
- Are carrying out their rehabilitation activities from their registered location.
- Are the only person applying from a given address.
- Have no convictions for fraud or convictions under the *Wildlife Act 1975* or the *Prevention of Cruelty to Animals Act 1986* during the past 10 years.
- Have submitted all Completion Statements for previous funding from this program.
- Have the consent of the property owner.
- Are carrying out activities in compliance with all public health measures and requirements in relation to COVIDSafe Settings.

Note: Funds are for the successful grant recipient to use for their own registered place i.e. not pass to another person or place.

4. Who cannot apply?

Any person who does not meet the above criteria is ineligible to apply for this grant.

Note: Only one applicant can apply for this grant at a given residential address.

5. What can be funded?

Any of the following items that are actioned and paid between 1 January 2022 and 31 December 2022 can be funded.

Note: Please ensure that you keep receipts, as they may be requested.

Education and training

Education and training which may be competency-based training delivered by a registered training organisation or any other approved training to be held in 2022.

General infrastructure and equipment

General infrastructure and equipment to assist with the operation of wildlife facilities, e.g. build a wombat enclosure, buy an aviary, buy transport carriers or other equipment relevant to wildlife rehabilitation including Personal Protective Equipment (PPE) relating to wildlife rescue and rehabilitation.

It is a requirement that you provide a quote and design dimensions for any proposed enclosures to be constructed, to assist the assessment panel in determining the outcome of your application.

Ensure dimensions for enclosures are consistent with the *DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019* (Condition 14 and Appendix 2).

Consumable items

Consumable items (capped at \$1,500 as part of the maximum grant allocation), e.g. feed, petrol, veterinary fees and veterinary supplies.

Funding for other items (other than those excluded) will also be considered by DELWP on merit providing there is enough information in your application to justify the purchase.

Note: If you want to apply for an item that is not in the eligible list (providing it is not in the ineligible list) you can apply for it. The assessment panel has the discretion to approve any item determined to be an appropriate or suitable use of the funds.

See Appendix 1 for detailed information on eligible items.

6. What will not be funded?

Funding will not be provided for a range of activities and items not consistent with the Wildlife Rehabilitator Grants program, including:

- Utility costs such as rates, electricity, gas, and sewerage bills.
- Vehicles including all types of trailers, boats, and ride on mowers.
- Chainsaws, mulchers, freezers, and generators.
- Infrared and motion-sensing surveillance cameras, radio telemetry, schedule 4 and 8 capture chemicals.
- Firearms including captive-bolt guns and darting related equipment, purchase, hiring and training courses. Gun safes, bullets and darts are not permitted.
- Any illegal activity.
- Purchase of goods for competitions, prizes, giveaways, vouchers, or alcohol.
- Promotional or marketing material (e.g. stickers, magnets, flyers, etc).
- Computers, laptops, tablets, and mobile phones/smartphones.
- Insurance (vehicles, memberships, house, and property, etc).
- Any other activity or item determined by the assessment panel through the assessment process to be an inappropriate or unsuitable use of the funds.
- Any item not permitted by the *DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019*.

Note: If an item in your application is deemed ineligible this will not affect the rest of your application. However, it will decrease the amount of your grant, so for your best result ensure you choose eligible items.

See Appendix 2 for detailed information on ineligible items.

7. How do I apply?

To apply online

This year applications will be online using the Grants Online portal.

Apply online at
wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants
From this web page, click on the **Start New Application** button.

You will be asked to enter your account. If you don't have one, click on the **Create an Account** button.

Note your username (email address) and password for future reference. Try to choose an email address that will not change in the future - because over time your account will record your grant history.

To return to a saved draft application, click on the **Access Saved Application** button.

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.

Make sure your application is submitted before **3.30pm Wednesday 13 October 2021**. After that time the system will not let you submit the form.

To attach documents

In the Supporting Documents section of the application form attach all required documents and any others you think would support your application.

Note that:

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 10MB.

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

If you need to make a change to your application

Please ensure that you carefully read and check your application form before submitting. Use the **Preview** button to check you have completed all relevant sections, that all the information is true and correct, and that you have attached the required supporting documents.

In the unlikely event that you do need to make a change after you pressed submit:

- If more than one day before the closing time - please email enviro.grants@delwp.vic.gov.au.
- If less than one day before the closing time - submit a new application form by going to wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants and click on the **Start a new application** button. Please make a note in the feedback section that it is a corrected version, so that we can disregard your previous/incorrect application.

Tips for completing the application form

1. Start early to give yourself enough time to read the guidelines carefully, get help if needed, check and submit your application on time.
2. Refer to the *DELWP Grants Online Information Sheet* provided on the web page above.
3. Use Google Chrome rather than Internet Explorer which does not perform as well.

4. Mandatory fields are marked with an asterisk (*). The application form won't let you continue unless these questions are answered.
5. Use the navigation bar to get to the page you want or use the **Next Page** or **Previous Page** buttons (i.e. not the browser backwards or forwards arrows).

To submit online

Check your application first by either clicking the **View as PDF** button or navigating using the navigation pane or **Next Page** or **Previous Page** buttons.

When you are confident your application is complete and correct, press the **Submit** button.

Make sure your application is submitted before **3.30pm Wednesday 13 October 2021**.

Late or incomplete applications will not be considered.

8. What supporting documents need to be provided?

To assist the assessment panel and grants team, please provide any information that would support your information, and in particular:

- Quotes for training courses, infrastructure, or any other large items.
- Designs for enclosures.
- Your training record (optional) - you can either list your training in the application form, or you can use the Training attendance record template and attach this file in the Supporting Documents section of the application form.

Note:

Providing quotes and/or designs for items and enclosures in your application is likely to improve your overall assessment score.

Your application will be looked at more favourably if your shelter records are up to date and included in your application form.

9. How will applications be assessed?

The assessment panel will use the following assessment criteria to assess each application:

Assessment Criteria	Weighting	Description
Improving standards of care	50%	<p>You will be asked in the application form to describe how your project will benefit wildlife welfare through:</p> <ul style="list-style-type: none"> • Increased knowledge of and/or skills • Improved facilities to treat, house and rehabilitate wildlife (resulting in successful release) • Improved standard of care <p>Your application will be assessed on your response to this question and how it relates to the budget items you are requesting.</p>

Assessment Criteria	Weighting	Description
Project need	30%	<p>Your application will be assessed on the following:</p> <ul style="list-style-type: none"> – eligibility of items requested – demonstrated need of resources to improve the standard of care <p>Preference will be given to those rehabilitators that have not received funding under this program or another Victorian Government initiative in the last two years.</p> <p>Preference will be given to applicants that provide the following:</p> <ul style="list-style-type: none"> – quotes, drawings, and evidence to demonstrate project need and plan – up to date shelter records
Capacity building	20%	<p>Your application will be assessed on your demonstrated ability to support positive wildlife outcomes through ongoing learning and knowledge sharing (courses undertaken and mentor/mentee relationships).</p> <p>Consideration will also be taken regarding the number of individuals that are rehabilitated under your care between 1 July 2020 and 30 June 2021 (as demonstrated through submission of records).</p>

Applications must meet a passable standard in each criterion to be considered for funding.

In addition to these criteria, other matters such as non-completion of past projects, overdue grant reports, and current compliance notices are considered as part of the assessment.

Note: Wildlife Rehabilitator Grants are competitive grants and are scored according to these assessment criteria. Therefore, if more funds are requested than available, only those applications with scores higher than the total amount available will be funded.

10. What happens after applications close?

Assessment

All applications will undergo an eligibility check. Eligible applications will then be assessed by an assessment panel using the Assessment Criteria. All decisions are final and are not subject to further review.

Notification

Successful and unsuccessful applicants will be notified in writing. Unsuccessful applicants can ask for feedback on their application.

Please be patient as it can take some time to assess and approve all grants before you will be notified. It is anticipated (but not guaranteed) that an announcement of successful recipients will be made by the end of December 2021.

Contracts and payment

If successful, DELWP will send you the Victorian Common Funding Agreement via Adobe Sign for you to insert your electronic signature. DELWP will counter-sign the agreement and you will receive a fully signed contract via email.

If it takes more than four weeks for DELWP to receive your signed contract and any specified documents, DELWP may apply our right to reallocate the funding.

A single upfront payment will be paid into your nominated bank account within three to four weeks upon signing of contract by both parties. Please notify DELWP if your banking details have changed as soon as applicable.

11. Key dates

Applications close:	3:30pm Wednesday 13 October 2021
Applicants notified:	Late December 2021

Note: Activities/purchases will occur between 1 January 2022 and 31 December 2022.

12. What are the funding conditions?

Funding agreements

Successful applicants must enter into a Victorian Common Funding Agreement with DELWP. This agreement is used for funding with individuals, 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 at vic.gov.au/victorian-common-funding-agreement.

Payments

A one-off upfront payment will be made when the funding agreement has been signed by both parties.

Monitoring and Reporting

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This includes a completion report.

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.

GST: If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.

Acknowledging Victorian Government support

Successful applicants must follow the [Acknowledgment and Publicity Guidelines for Victorian Government Funding Support](#). This will be a condition of the funding agreement.

Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Coronavirus (COVID-19)

We know that your environmental volunteering work means a lot to you, as it does to us. Your health and safety is paramount.

Please carefully check and ensure you comply with all public health measures and requirements as per COVIDSafe settings. Stay up to date at coronavirus.vic.gov.au.

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 (Vic)

Occupational Health and Safety Act 2004

Wildlife Act 1975

Wildlife Regulations 2009

Prevention of Cruelty to Animals Act 1986

All recipients are expected to abide by their authorisation conditions.

Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of grant administration. This information may be provided to Members of Parliament, DELWP staff and other Victorian Government bodies for the purposes of assessing your application. 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 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.

13. Additional information and assistance

For further information and for assistance in completing your application contact:

- grantsinfo@delwp.vic.gov.au for technical questions about using Grants Online and using the online application form
- enviro.grants@delwp.vic.gov.au for general (i.e. non-technical) questions about the Wildlife Rehabilitator Grants program
- DELWP Customer Contact Centre **136 186**

14. Checklist

Read these guidelines and the information about this grant program at wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants before applying and complete the following checklist.

Have you:

- read these guidelines carefully?
- checked if you are eligible for this grant funding?
- checked if your items/activities are eligible for this grant funding?
- checked that you would be able to comply with all relevant laws and regulations in delivery of your project?
- prepared the appropriate supporting documents?

Appendix 1: Eligible items

What items may be funded?		
Training courses and Educational materials		
First aid training	Reference manuals	Workshops, conference registrations*, webinars
Books (you must list the name/s of the books to help assessors)	TAFE courses (must relate to wildlife rehabilitation)	
General infrastructure and equipment		
Enclosures**	Incubators	Shelters
Fencing & fencing items fencing items**	Plumbing of water to pens	Nesting boxes
Aviaries	Portable cages / pet packs	Water enclosure, pond, or other facilities to assist in the rehabilitation of animals
Heat boxes	Binoculars / monocular	Spotlights (hand-held only)
Rescue equipment including climbing equipment & ladders	GPS (up to \$300)	Urine refractometer
ICUs for furred animals	Personal Protective Equipment (PPE) (e.g. gauntlets, eye protection, gloves, snake gaiters etc.)	Other enclosure furniture such as UV lights for reptiles
Personal first aid kits	Crop needles for feeding	Shelter signage
Other items deemed appropriate and not listed on the ineligible items list in Appendix 2		
Consumable items		
Veterinary fees and supplies	Fuel	Milk formula
Appropriate medications for animal first aid and / or prescribed by a veterinarian	Vaccinations or booster costs for lyssavirus	Food including fresh, dried, frozen or formula
Cleaning products (disinfectant, hand wash, hand sanitiser, tissues, etc)	Medical supplies including gauze, cotton tips, bandages, thermometers, nursing pads, needles, and syringes	Tip fees are permitted providing you comply with Condition 12 of <i>DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019</i>

* Cap of \$300 per recipient for cost of registration fees. Flights, accommodation, and food are not eligible.

** Please refer to *DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019* (Condition 14 and Appendix 2) when providing dimensions for enclosures.

Appendix 2: Ineligible items

What items will not be funded?		
Training courses and Educational materials		
Firearms, captive bolt and darting training	Flights and accommodation to attend training	Snake handling training
General infrastructure and equipment		
Generators	Purchasing of land	Computers, laptops, tablets, mobile phone, smartphones
Trees for rehabilitation	Dishwashers, mulchers, freezers	Vehicle mounted spotlights (handheld spotlights are acceptable)
Trailers – all types including car, boat, ride on mower, etc	Equipment for the rehabilitation of unfurred animals, including ICU's	Voroscope
Firearms, captive bolt, or any darting equipment	Gun safes and equipment	Promotional materials including magnets, business cards, flyers, promotional items, reflective stickers
Radio telemetry	Chainsaws including pole chainsaws	Firearms & darting licence
Vehicle registrations of any type (excluding training or course registration)	Donation boxes	
Any vehicle servicing, maintenance, or registration	Motorbike & 4wd purchase	
Consumable items		
Vouchers for consumable items	Insurance (all types)	Lethabarb for euthanasia
Credit to vets	IV drips	
Utility costs including rates, electricity, water, gas, and sewerage bills	Scheduled chemical capture drugs listed in Schedule 4 and 8 in the Drugs, Poisons and Controlled Substances Regulations 2006.	

