

Frequently Asked Questions

PROGRAM – general

How much funding is available?

This year, the 2018/19 grants have \$170,000 allocated to individual rehabilitators. Grants will be capped at \$2,000 per applicant (ex GST).

An additional \$500 is available (\$2,500 in total) to rehabilitators for approved personal protection equipment for fire related activities. Rehabilitators must have successfully attended and completed one of the '*Support wildlife response activities (fire)*' courses conducted by DELWP to be eligible for this additional funding.

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.

Why does DELWP provide funding to rehabilitators?

We recognise the importance and value in the work that rehabilitators undertake and the funding is to purchase a range of equipment and infrastructure to assist with the operation of wildlife rehabilitation facilities and to attend training.

Can I decide how to use funding?

Grants are available for specified equipment, infrastructure and training, and must be used for the purpose set out in the agreement between grant recipients and the Department of Environment, Land, Water and Planning (DELWP).

How long do I have to complete the project?

You will be required to complete your project and all approved activities by 30 June 2019. A completion report including receipts and evidence will be due 31 July 2019.

Why do I need the property owner's consent for my project?

You will need to demonstrate that the property owner supports your activities as infrastructure including enclosures and aviaries are significant items to install on someone else's property. DELWP would like to see long term investment from the infrastructure funding we approve. Formal approval to install infrastructure on someone else's property is required at the application stage and is an eligibility requirement.



APPLICATION PERIOD AND SUBMISSION

When do applications open and close?

Applications open: Sunday 1st July 2018

Applications close: 5.00 pm* on Tuesday 31st July 2018

- Please note that this is an electronic system that automatically closes so applications must be submitted **PRIOR** to 5.00 pm on Tuesday 31st July 2018 to be eligible.

Will receipt of my application form be acknowledged?

Receipt of your application will be acknowledged via a system generated email to your registered email address. You can also log into your account and view your submitted applications.

I have submitted my application form, now what happens?

Applications will be assessed against the funding criteria and recommendations will be provided to the Minister for Energy, Environment and Climate Change for approval. All applicants will be notified of the outcome of their application. Please note that notification could take several months by the time assessment is undertaken and approval is sought.

If I need to make a change to my application form, what do I do?

You will need to contact the department to re-open your application form. Please note that changes **must be** made and submitted by 5.00 pm on Tuesday 31 July 2018. No changes after this time can be made.

Check and read your form carefully before submitting to ensure that you have completed all relevant sections, that all the information is true and correct and that you have attached supporting documents (if required). Late applications will not be accepted.

What happens if I can't access application documents online?

Please contact the Victorian Grants Information Line 1300 366 356 to discuss your application requirements.

How can I apply?

Our preferred way for you to apply is **online** at: www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants. Click on the application link to create a log on and draft your application.

NB: your draft can be saved until you are ready to submit. Print a copy of your application prior to your submission and check all content. You will be unable to edit your application after you submit.

Make sure you have responded to all application information requirements and provided all the necessary documents.

Late applications will not be accepted.



ELIGIBILITY

Who is eligible to apply?

Current authorised shelter operators and foster carers, who meet the following criteria can apply:

- minimum two (2) years' experience as an authorised shelter operator or foster carer in Victoria
- no convictions for fraud or convictions under the *Wildlife Act 1975* or the *Prevention of Cruelty to Animals Act 1986* during the past ten years
- fully completed and submitted application form
- submitted a Completion Statement if you have received funding under this program previously
- a copy of your Shelter Return is attached to your application (shelter operators only).

Wildlife carer licences expire on 30 June 2018. Am I still eligible for funding after then?

You must have renewed your shelter operator or foster carer licence if you wish to remain eligible for a 2018/19 Wildlife Rehabilitator Grant. Please provide your licence number when applying so we can confirm you are still an authorised carer until 30 June 2019.

Why do I have to have 2 years minimum experience to be eligible to apply for a grant?

Rehabilitation of animals can be time consuming and resource intensive. The 2 years minimum requirement is to ensure that you are committed to being a rehabilitator, have undertaken some training and have the support around you to be successful.

Can two people at the same address apply for a grant?

No. Only one grant per address can be applied for.



FUNDING ITEMS

When do items have to be purchased?

Items must be purchased between 1 July 2018 and 30 June 2019.

When do I have to complete my training/attend courses?

Training and/or course attendance must be between 1 July 2018 and 30 June 2019.

What can I spend the funding on?

Grants will be provided to:

- attend training/education
- purchase general infrastructure and other equipment relevant to wildlife rehabilitation to assist with the operation of your facilities (including, but not limited to cages, enclosures, pens, fencing)
- purchase other equipment relevant to wildlife rehabilitation including Personal Protective Equipment (not for fire response activities)
- purchase consumable items (e.g. feed, petrol and medical supplies), limited to \$1,000.

What is the additional \$500 funding for?

The additional \$500 (ex GST) funding amount for approved fire personal protective equipment (PPE) is for those rehabilitators that have successfully completed the 'Support wildlife response activities (fire)' courses conducted by DELWP.

The courses were held at the below locations;

Ballarat	8 January 2018
Benalla	22 February 2018
Bendigo	23 February 2018
Knoxfield	28 February 2018

This PPE must meet minimum safety standards, and as such can only be purchased through DELWP. Purchases made from other suppliers will not be recognised.

Can I apply for \$2,000 and the additional \$500?

Yes, however you must have successfully completed the 'Support wildlife response activities (fire)' courses. A check will be undertaken during the eligibility stage to ensure all rehabilitators have met these minimum requirements.



FUNDING ITEMS, cont.

What can I purchase with the additional \$500?

Rehabilitators can **only** purchase the following items up to the amounts indicated.

Boots	\$230	Overalls	\$180	Helmet	\$50
Socks	\$15	Goggles	\$15	Mask	\$10

This can only be for approved brands supplied by DELWP. Details on how to order will be provided to successful applicants.

What is not eligible for funding?

Grants can only be used for equipment primarily for wildlife care and rehabilitation. Funding will not be available for utility costs such as electricity, water, gas and sewerage bills. Vehicles, boats, computers and communication devices, such as mobile phones, will not be considered for funding.

PPE for use while handling wildlife is allowed under the Other Items category, however PPE for fire response activities must be applied for in a separate section within the application form. **Please see pages 5 and 7 in the guidelines for further information.**

Can I apply for one item category only?

Yes, however funding for consumable items such as feed, petrol and medical supplies is limited to \$1,000.

What if I want to apply for an item or training course and I'm not sure it's eligible for funding?

Any item/training not specifically stated as ineligible, will be assessed on merit. This will be determined by how relevant the item/training is to wildlife rehabilitation. Please note that if the item you apply for is deemed ineligible, this will not affect the rest of your application if you separately list any other items/courses on your application.

When will the next round of funding be?

It is anticipated that another round will be available in 2019/20. Successful applicants in the 2018/19 round are eligible to apply for the 2019/20 round.

Can I apply for an item that is not listed in the guidelines?

Yes, providing it's not listed as an ineligible item. The Assessment Panel has the discretion to approve any action or activity determined to be an appropriate or suitable use of the funds.

If you are unsure about an item, please contact the Grants Information Line on 1300 366 356.



ASSESSMENT

How do I know the assessment process is fair?

It is important that all participants in the program are treated equitably and fairly, and that participants retain confidence in the integrity of the assessment process. To achieve this, DELWP has a process in place to ensure transparency and accountability.

What are the Assessment Criteria?

An Assessment Panel will use the criteria below to assess each application. Applications must meet a passable standard in each criterion to be considered for funding.

In addition to these questions, previous history, such as non-completion of projects and overdue reports, may be taken into account as part of the assessment.

Assessment criteria

35% PROJECT ALIGNMENT WITH THE GRANTS PROGRAM

You will be asked in question 3.1 in the application form to describe how your project will benefit wildlife welfare through:

- increased knowledge of and/or skills in the care of wildlife;
- improved facilities to treat, house and rehabilitate wildlife for release;
- improved standard of wildlife care you provide for specialist species or threatened species.

You will be assessed on your response to question 3.1 and how it relates to the budget items you are requesting.

40% PROJECT NEED

You will be assessed on the nature of items asked for, what wildlife rehabilitation issue will this project support and whether you have you received grant funding under this program in the past two years. Preference will be given to those rehabilitators that have not received funding in the last two years.

Applications that provide quotes, drawings and evidence to support their requested items, will be scored higher than those applications that do not supply this supporting information.

25% EXPERIENCE/KNOWLEDGE OF REHABILITATOR

You will be assessed on the number of years' experience as a DELWP authorised rehabilitator, whether you handled threatened species, the number of wildlife you handled between 1 July 2017 and 30 June 2018 and how many wildlife courses have you undertaken previously.

Please note that the Wildlife Rehabilitator Grants are competitive grants and are scored according to the above assessment criteria. Not all applications that meet the minimum criteria will be funded.



CONTRACTS AND FUNDING

When will the funds be in my nominated bank account?

Funding Agreements will be forwarded out to you once an announcement has been made by the Minister's office. Once you return the signed funding agreements with all your payment details, the payment will generally be processed between 2-3 weeks.

When do all the items need to be purchased and works need to be completed?

You will need to complete your project by 30/6/2019. This means you need to purchase items, undertaken training, attend courses and build enclosures by 30/6/2019. **No time extensions will be given**, so please consider this when applying for a grant.

What happens if I need to apply for a variation?

Once you enter a funding agreement, any variations to the budget, activities and deliverables will need to be approved by DELWP. You will need to contact DELWP in the first instance before submitting a variation request. Any variations will be assessed against the funding criteria specified in the guidelines.

FURTHER INFORMATION

If my application is unsuccessful, can I ask for feedback?

Yes, and we encourage you to ask for feedback. The announcement letter will include contact details on who to contact for feedback.

When will I hear whether I have been successful?

The Department of Environment, Land, Water and Planning (DELWP) anticipates that announcements will be made by the end of 2018. However, this is an indicative timeframe and delays in notification may occur. To stay up to date with announcements, please visit the website: www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants

Where can I find more information?

More information can be found in the Program Guidelines for the Wildlife Rehabilitator Grants available online at: www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants

How can I contact DELWP?

You can contact DELWP by phoning the Grants Information Line on 1300 366 356.