

2023-24 Wildlife Rehabilitator Grants Program Guidelines



Photo credit

Kangaroo Joey, Photo by Abby Smith

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.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.



© The State of Victoria Department of Energy, Environment and Climate Action 2023.



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 Energy, Environment and Climate Action (DEECA) 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 DEECA 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.deeca.vic.gov.au

ontents

Table of Contents

1. Introduction	2
1.1 What is the Wildlife Rehabilitator Grants Program?.....	2
1.2 What type of application is acceptable	2
1.3 How much funding is available in 2023-24?	2
2. Eligibility	3
2.1 Who can apply?	3
2.2 Who cannot apply?	3
2.3 What will be funded?.....	3
2.4 What will not be funded?.....	3
3. How do I apply?	4
3.1 Online Application	4
3.2 Suggestions for completing the online form.....	4
3.3 What type of supporting documents or evidence are required?	4
4. What is the assessment process?	6
4.1 Eligibility Check.....	6
4.2 Independent Panel Assessment.....	6
5. Key dates	7
6. What is the notification process?.....	7
7. What are the funding conditions?	7
7.1 Funding agreements	7
7.2 Legislative and regulatory requirements.....	7
7.3 Tax implications	8
7.4 Acknowledging Victorian Government support.....	8
7.5 Payments.....	8
7.6 Monitoring and Reporting.....	8
7.7 Privacy	8
8. Additional information	9
Appendix A – Eligible Items	10
Appendix B – Non-Eligible Items	11
Appendix C – Shelter Records	12
Appendix D – Training attendance Record	12

1. Introduction

1.1 What is the Wildlife Rehabilitator Grants Program?

The Victorian Government's Wildlife Rehabilitator Grants (WRG) program provides funding to support authorised Shelter Operators and Foster Carers to rehabilitate sick, injured or orphaned wildlife so animals can be released back to the wild.

The objectives of the WRG program aim to help wildlife rehabilitators to:

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

In Victoria, sick, injured or orphaned wildlife can only be rehabilitated by a wildlife Shelter Operator or Foster Carer who is authorised under section 28A of the *Wildlife Act 1975* (Wildlife Act). Wildlife rehabilitators are subject to strict conditions. The mandatory requirements that they must meet are set out in the *Wildlife Rehabilitator Authorisation Guide, June 2023* issued under the *Wildlife Act*. These conditions enforce the minimum standards required for the humane treatment and successful rehabilitation of wildlife in care.

In addition, the welfare of all animals in Victoria is protected under the *Prevention of Cruelty to Animals Act 1986* (POCTA Act) under which anyone who commits an act of cruelty or aggravated cruelty is liable for an offence. Failure to comply with some of the conditions of an authorisation may constitute an offence under the POCTA Act (for example undertaking surgical treatment on animals in care).

1.2 What type of application is acceptable

An application must:

- meet one or more of the objectives of the WRG program
- identify the current need or issue and propose a solution
- meet eligibility criteria.

All applications will undergo assessment to ensure eligibility and funding criteria are met.

1.3 How much funding is available in 2023-24?

The total amount available for the 2023-24 Wildlife Rehabilitator Grants round for wildlife rehabilitators is \$230,000.

Grants are capped at \$3,000 per eligible applicant.

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

The 2023-24 WRG applications are open from 4 August 2023. Applications will close 15 September 2023 at 3:30pm (AEST).

Note: preference will be given to Shelter Operators or Foster Carers who have not received WRG funding support in the last two years.

2. Eligibility

2.1 Who can apply?

To be eligible for these Wildlife Rehabilitator Grants individuals must:

- be a wildlife shelter operator or foster carer authorised under section 28A of the *Wildlife Act 1975* (Wildlife Act)
- have submitted all completion reports for previous funding from this program
- have the consent of the property owner if you are not the owner.

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

2.2 Who cannot apply?

The following individuals are not eligible to apply:

- a person that has been convicted of any offence under the *Wildlife Act 1975*, *Wildlife Regulations 2013*, *Catchment and Land Protection Act 1994*, *Prevention of Cruelty to Animals Act 1986* or similar interstate or federal legislation during the last 10 years
- any person who does not hold a current wildlife Shelter Operator or Foster Carer authorisation under section 28A of the *Wildlife Act 1975* (Wildlife Act).

2.3 What will be funded?

This funding is to support authorised wildlife shelter operators and foster carers to enable them to improve welfare standards for caring for wildlife. **The eligible items are listed at Appendix A.**

Items must be purchased and paid for between 1 Oct 2023 and 30 September 2024.

2.4 What will not be funded?

The WRG program will not fund the following activities and items:

- the purchase of land
- activities that are already funded through another organisation or program (example: WIRES, Wildlife Victoria, local Council) or another fund source
- recurrent operating costs, for example rent and utility costs, and/or activities that establish expectation of ongoing funding
- any illegal activity
- purchase of computers, laptops, tablets and smartphones
- expenses associated with other animals (i.e. domestic pets) or wildlife that is not covered by your authorisation
- marketing, advertising, fundraising or promotional activities
- activities located outside the State of Victoria
- any other item or activity determined by the Panel through the assessment process to be an inappropriate or unsuitable use of the funds
- any item that is in contravention of the conditions of the authorisation.

See Appendix B for full list of non-eligible items.

Note: You must not acquire, receive, possess, destroy (euthanise) or dispose of the following wildlife: whales, dolphins, seals, marine turtles, platypus, fish, deer, non-indigenous quail, pheasants and partridges.

3. How do I apply?

3.1 Online Application

Eligible applicants wishing to apply for the 2023-24 WRG can do so using the Grants Online portal.

To apply, go to this web page:

wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants

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.

Keep a record of your username (email) and password for future reference. Try to choose an email 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** (APPL-XXXXX) when you apply online. **Please quote this number in all communications** with the department relating to your application, noting that this number will change if you are successful in obtaining a grant.

3.2 Suggestions for completing the online form

Tips to assist you with your application:

- a. Start early to give yourself enough time to read the guidelines carefully, get help if needed, check and submit your application on time and with supporting documents.
- b. Refer to the "DEECA Grants Online Information Sheet for Community Users" on the WRG webpage.
- c. Use **Google Chrome** rather than Internet Explorer which doesn't perform as well.
- d. *Mandatory fields are marked with an **Asterisk***. The online application form won't let you continue unless these questions are answered.
- e. Use the navigation bar to get to the page you want or use the **Next Page** or **Previous Page** buttons (not the browser backwards/forwards arrows).

3.3 What type of supporting documents or evidence are required?

The following documents may be required:

- quote for any item that is valued equal to or greater than \$500
- up-to-date shelter records if you are a shelter operator (Appendix C)
- up-to-date records from your Supervising Shelter if you are a foster carer (Appendix C)
- layout or design of enclosures if seeking funding for infrastructure (must meet the requirements)
- photographs of an existing facility or equipment if seeking funding to replace/renew them
- list of training courses (Appendix D)
- written consent from the property owner to undertake the activity if renting.

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 grantsinfo@delwp.vic.gov.au quoting your application number. Attach all documents to one email, zipping the files if required.

Note:

- **failure to attach your support documents (including shelter records) will affect the assessment score of your application.**
- No hard copy applications will be accepted.
- Applicants must ensure that their business registration (including their ABN) information is accurate and up to date at the time of application.

Submit your application before 3:30pm 15 September 2023 (AEST)

Late or incomplete applications will not be considered

4. What is the assessment process?

4.1 Eligibility Check

Applications will be checked for eligibility for current authorisation, compliance history as well as reporting from previous funding.

DEECA will also undertake eligibility check on requested items and highlight to make sure that the applicant and their activity are eligible for funding.

Note: Applications that fail to meet the program requirements will not proceed to next stage of the assessment.

4.2 Independent Panel Assessment

An Independent Panel consisting of internal DEECA and external experts will assess eligible applications using the criteria listed below. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process. Applications should address all relevant criteria in the application form.

Assessment Criteria	Weighting	Description
Improving standards of care	30%	<p>You will be asked in the application form to demonstrate how your project will benefit wildlife welfare through:</p> <ul style="list-style-type: none">improved facilities to treat, house and rehabilitate wildlife (resulting in successful release) (provide evidence such as photos of existing facilities) <p>Your application will be assessed on your response to this question and how it relates to the budget items you are requesting.</p>
Project need	50%	<p>Your application will be assessed on the following:</p> <ul style="list-style-type: none">Eligibility of items requestedDemonstrated need of resources to improve the standard of carePreference 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>Higher scores will be given to applicants that provide the following:</p> <ul style="list-style-type: none">quotes, drawings, and evidence (such as photos of existing facilities) to demonstrate project need and planup-to-date shelter records.
Capacity building	20%	<p>Your application will be assessed on capacity building and your demonstrated ability to support positive wildlife welfare outcomes through ongoing learning and knowledge sharing. Examples include:</p> <ul style="list-style-type: none">courses and training undertakenmentor/mentee relationships.

5. Key dates

Applications open	4 August 2023
Applications close	3.30pm 15 September 2023 (AEST)
Applicants notified	October 2023
Activities commence	October 2023
Activities completed and acquittal reports submitted	November 2024

6. 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.

7. What are the funding conditions?

7.1 Funding agreements

Successful applicants must enter into a funding agreement with Department of Energy, Environment and Climate Action (DEECA). The Victorian Common Funding Agreement is used for funding agreements with community sector.

It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement>.

Note: Funding must not be used for political campaigning or advocacy activities for political parties.

7.2 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*
- *Wildlife Act 1975*
- *Wildlife Regulations 2013*
- *Prevention of Cruelty to Animals Act 1986*
- Guide to the Drugs Poisons and Controlled Substances Regulations 2006

All recipients are required to comply with their authorisation conditions.

7.3 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.

7.4 Acknowledging Victorian Government support

Successful applicants are expected to acknowledge Victorian Government support. Promotional guidelines (<https://www2.delwp.vic.gov.au/grants>) 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.

7.5 Payments

Payments will be made when:

- the funding agreement has been signed by both parties;
- grant recipients provide supporting documents as required;
- other terms and conditions of funding continue to be met.

7.6 Monitoring and Reporting

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.

7.7 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.

DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at www.delwp.vic.gov.au/privacy.

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing Foi.unit@delwp.vic.gov.au.

8. Additional information

Additional information is available at the program web page <https://www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants>

If you require assistance submitting your application online, email
grantsinfo@delwp.vic.gov.au

9. Checklist

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

Have you:

- Read th
- 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?
- Prepared the appropriate supporting documents? For example, quotes, shelter records (both shelter operators and foster carers) design layout and evidence (photograph).

Appendix A – Eligible Items

What items may be funded?

General infrastructure and equipment

Enclosures ¹	Incubators	Shelters
Fencing & fencing items for enclosure**	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 (up to \$300)	Spotlights (hand-held only)
Rescue equipment	GPS (up to \$300) ²	Urine refractometer
ICUs for furred animals	Personal Protective Equipment ³ (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 B below	Fogger ⁴	Water tanks or hoses

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)	

Consumable items (maximum limit of \$1,500 per applicant)

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 including F10 disinfectant, hand wash, hand sanitiser, tissues, etc)	Medical supplies including gauze, cotton tips, bandages, thermometers, and nursing pads	Tip fees are permitted providing you comply with Condition 12 of <i>DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019</i>

¹ Please refer to *DEECA Wildlife – Rehabilitation Authorisation Guide: Things you need to know, 2023*

² Wildlife tracking research permit is required if it is used to track animals.

³ Exclude PPE for Emergency Response

⁴ A fogger is eligible for carers who keep birds in indoor rooms. It can be filled with a disinfectant like F10 and used to fumigate the room if they have had issues with chlamydia or beak and feather disease.

⁵ Cap at \$300 per recipient for cost of registration fees. Flights, accommodation, and food are not eligible.

Note: Items must be purchased and paid for between 1 Oct 2023 and 30 September 2024.

Appendix B – Non-Eligible Items

What items will not be funded?		
General infrastructure and equipment		
Generators	Purchase 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, ammunition and related equipment	Promotional materials including magnets, business cards, flyers, promotional items, reflective stickers
Radio telemetry	Chainsaws including pole chainsaws	Firearms & darting licence
	Donation boxes	InfraRed and motion-sensing surveillance cameras, wireless wildlife trail cameras
Any vehicle servicing, maintenance, or registration	Vehicle purchase including motorbike	Shipping containers
Electric fencing unit	Synthetic grass	Landscaping (plants)
Training courses		
Firearms, captive bolt and darting training	Flights and accommodation to attend training	Snake handling training
Arboriculture courses (such as Tree climbing)	TAFE course	
Consumable items		
Vouchers for consumable items, including fuel vouchers	Insurance (all types)	Lethobarb for euthanasia
Credit to vets	IV drips	Prescribed medications
Utility costs including rates, electricity, water, gas, and sewerage bills	Scheduled chemical capture drugs listed in Schedule 4 and 8 in the <i>Drugs, Poisons and Controlled Substances Regulations 2006</i> .	

Appendix C – Shelter Records

You can download a copy of the Wildlife shelter record sheet from <https://www.vic.gov.au/wildlife-rehabilitation-shelters-and-foster-carers>

[Wildlife shelter record sheet](#)

[Wildlife code book](#)

[Species code for use on wildlife shelter record sheets](#)

Appendix D – Training attendance Record

This template has been developed from applicant feedback from previous years. Each year in the Wildlife Rehabilitator Grants application form, a question asks you to list training/course details you have completed over the years. This template is for you to update once you complete training or attend conferences. Simply upload the template into the application form without having to re-type the information each year.

Name of course/ training/conference	Provider name of course/training /conference	Location of course/training /conference	Date completed	Comments about course/training/ conference if applicable
--	--	---	----------------	---

Example

Australian Wildlife Rehabilitation Conference 2021	National Wildlife Rehabilitation Group	Darwin	13-15 August 2021	Attended the conference
Together for Wildlife webinar series	Zoos Victoria, Australian Veterinary Association, IFAW, RSPCA Victoria, University of Melbourne, and DEECA	Online	21 June 2022	Online training and support opportunities offered by the Together for Wildlife collaboration

