

## Program – general

### How much funding is available?

In the 2020-21 round of Wildlife Rehabilitator Grants a total of \$200,000 is available for individual wildlife rehabilitators in Victoria. There is also a separate \$30,000 targeted to key wildlife institutions and priority projects outside of these grants, to add up to the total \$230,000 WRG 2020-21 grant funding.

Grants to individual wildlife rehabilitators are capped at \$3,000 per applicant.

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?

The Victorian Government recognises the skills and efforts of Victorian wildlife rehabilitators, and the importance and value of the work they do to rehabilitate wildlife in need.

We also recognise the substantial financial and time contribution that wildlife rehabilitators voluntarily provide for wildlife.

This grant provides financial assistance to help wildlife rehabilitators operate their wildlife rehabilitation facilities and build their capability and knowledge.

### Can I decide how to use funding?

You can decide what items (equipment, infrastructure and training) to apply for in the application form. Ensure you only choose eligible items, as detailed in the guidelines.

If your grant is approved, then grant funds can only be used on the approved budget items and activities. This will be specified in your Letter of Offer and the signed Funding Agreement (contract) for the grant.

During your project if you realise that you need to change how to use the funding, you can contact the Community Programs Team at [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@delwp.vic.gov.au) to request a funding variation.

### How long do I have to complete the project?

You will need to complete your project and all approved purchases and activities by 30 June 2021. A completion report and evidence will be due 31 July 2021.

### 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.

The Department of Environment, Land, Water and Planning (DELWP) would like to see long term benefit from the infrastructure funding we provide.

Written approval to install infrastructure on someone else's property is required at the application stage and is an eligibility requirement.

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

No. Only one grant per address.

# Wildlife Rehabilitator Grants 2020-21 Frequently Asked Questions

## Application period and submission

### When do applications open and close?

**Applications open:** Thursday 27 August 2020

**Applications close:** 5.00pm\* on Thursday 24 September 2020

\*Please note that this is an electronic system that automatically closes so applications must be submitted **PRIOR** to 5.00pm on Thursday 24 September 2020 to be eligible.

**Late applications will not be accepted.**

### How can I apply?

Apply online at:

**<https://www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants>**

From this web page, click on the **'Start New Application'** button.

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

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

\*Mandatory questions are marked with an Asterix and the system won't let you continue until they are answered. Also makes sure you have provided all necessary documents in the Supporting Documents section.

Save your work often. To return to a saved draft application, click on the **'Access Saved Application'** button. You can print a copy of your application to check before submitting.

Make sure your application is **submitted before 5:00pm on Thursday 24<sup>th</sup> September 2020**. After that time the system will not let you submit the form.

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.

You can login to **<https://delwp1.force.com/GrantsPortalLogin>** to access all your draft and submitted applications.

### What is the training template?

The training template is a simple table in which you can list and build upon the training you undertake over time. It is optional, and you could use a similar list you may already have.

In the online form you can either enter your training details into the training section **or** attach the training template in the Supporting Documents section.

Over time add to the list of training and conferences you have attended/completed into the template and attach each round.

# Wildlife Rehabilitator Grants 2020-21 Frequently Asked Questions

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

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 required supporting documents.

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

- if more than one day before the end date - email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au).
- If less than one day before the closing time – submit a *new* application form by going to <https://www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants> and click on the **'Start New Application'** button. Please note in the feedback section that it is a corrected version, so that we can disregard your previous/incorrect application.

## What if I can't apply online?

We encourage everyone to try to use the online form. However, if this presents an overwhelming challenge, we do not want technology to prevent you from applying for this grant.

Please call the DELWP contact centre 136 186 to discuss options with you.

## Will receipt of my application form be acknowledged?

Receipt of your application will be acknowledged via a Grants Online system generated email to your registered email address.

You can also login to <https://delwp1.force.com/GrantsPortalLogin> to access all your draft and submitted applications

## I have submitted my application form, now what happens?

Applications will be assessed against the funding criteria. All applicants will be notified of the outcome of their application. Please note that notification could take some time by the time assessment is done and approval is sought.

# Wildlife Rehabilitator Grants 2020-21 Frequently Asked Questions

## Eligibility

### Who is eligible to apply?

Individual wildlife rehabilitators in Victoria who:

- Have held a current permit as a shelter operator or foster carer 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. (i.e. only one grant per 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 coronavirus (COVID-19).

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

### Who is not eligible to apply?

Any person who:

- Is not an authorised shelter operator and foster carer with a current licence.
- Does not have minimum two (2) years' experience as an authorised shelter operator or foster carer in Victoria.
- Has convictions for fraud or convictions under the *Wildlife Act 1975* or the *Prevention of Cruelty to Animals Act 1986* during the past ten years.
- Is applying from the same address as another applicant. (i.e. only one applicant can apply for this grant at a given address)
- Has not submitted all Completion Statements for previous funding under this program.
- Does not have the consent of the property owner.

### If my wildlife carer licence has expired, am I still eligible for this grant?

You must have renewed your shelter operator or foster carer licence if you wish to remain eligible for a 2020-21 Wildlife Rehabilitator Grant. Please provide your licence number when applying so we can confirm you are still an authorised carer until 30 June 2021.

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

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

## Funding Items

### What can I spend the funding on?

Grants will be provided to:

- Attend training/education, and conferences.
- Purchase 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), up to \$1,500.

Please see *Wildlife Rehabilitator Grants 2020-21 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 \$1,500.

### 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.

### When do items have to be purchased?

Items must be purchased between 1 July 2020 and 30 June 2021. Please ensure you keep receipts, as they may be requested.

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

Training, course and conference attendance must be between 1 July 2020 and 30 June 2021.

### 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.

Please see *Wildlife Rehabilitator Grants 2020-21 Guidelines* for further information.

### 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.

# Wildlife Rehabilitator Grants 2020-21 Frequently Asked Questions

## 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 an assessment process with panel members bound to probity (fair and unbiased) principles.

### 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, overdue reports, and current compliance notices may be considered as part of the assessment.

Assessment Criteria	Weighting	Description
Project alignment with the grants program	35%	<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"><li>• increased knowledge of and/or skills in the care of wildlife</li><li>• improved facilities to treat, house and rehabilitate wildlife for release</li><li>• improved standard of wildlife care you provide for specialist species or threatened species.</li></ul> <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	40%	<p>Your application will be assessed on the nature of items asked for, what wildlife rehabilitation issue will this project support and whether you have 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.</p> <p>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.</p>
Experience/knowledge of rehabilitator	25%	<p>Your application will be assessed on the number of years' experience as a DELWP authorised rehabilitator, whether you have handled threatened species in the past, the number of wildlife you handled between 1 July 2019 and 30 June 2020 and how many wildlife courses have you undertaken previously.</p>

**Note:** Wildlife Rehabilitator Grants are competitive grants and are scored according to these assessment criteria. If more funds are requested than what is available, not all applications that meet the minimum criteria will be funded.

# Wildlife Rehabilitator Grants 2020-21 Frequently Asked Questions

## Contracts and funding

### When will the funds be in my nominated bank account?

Funding Agreements will be forwarded out to you once approved projects are announced. Once you return the signed funding agreements with all your payment details, the payment will generally be processed within 4 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 June 2021. This means you need to purchase items, undertake training, attend courses and build enclosures by 30 June 2021.

### What happens if I want/need to change what I spend my grant on?

Once you enter a funding agreement, any changes to the budget, activities and items 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.

### Do I need an ABN to apply for this grant?

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Applicants do not need to provide an ABN to apply for this grant. If you are successful and do not have an ABN, we will send you a '*Statement by a Supplier*' form which you will need to complete and return to us.

### Should I include GST in my costings?

Yes. For this grant, DELWP does not pay GST in addition to the total grant amount (regardless of whether you are GST registered or not). Therefore, it is important that you provide the total costs (including GST) in your grant application.

# Wildlife Rehabilitator Grants 2020-21 Frequently Asked Questions

## 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.

### How do I acknowledge the Victorian Government's support?

Successful applicants are expected to acknowledge the Victorian Government's support and 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.

### When will I hear whether I have been successful?

DELWP anticipates that announcements will be made by the end of October 2020

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](http://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](http://www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants)

### How is my privacy managed?

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](http://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.

### Who can I contact for more help?

You can contact the DELWP Call Centre on 138 186

The Wildlife Rehabilitator Grants Team can be contacted at:  
[enviro.grants@delwp.via.gov.au](mailto:enviro.grants@delwp.via.gov.au)

For Grants Online or application form issues, email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)