

# Wildlife Rehabilitator Grants 2019/20

Guidelines



Applications close 5pm Monday 2 September 2019

## Photo credit

Ringtail possum by Marcia Riederer, DELWP

## 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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## Minister's Foreword



Our native wildlife is a valued and distinct part of our environment and it is important that Victoria's native wildlife populations are healthy and secure.

It is our vision that Victorian communities value wildlife and work together with Government and industry to achieve the sustainable management and conservation of wildlife.

For the last 11 years the Victorian Government's Wildlife Rehabilitator Grants (WRG) program has acknowledged the important work undertaken by Victoria's wildlife volunteers through the provision of funding to support wildlife rehabilitators, including shelter operators and foster carers.

The grants provide the financial assistance to support wildlife rehabilitators to increase the standards of wildlife care through funding items like infrastructure, rescue equipment, training and consumables such as milk formula, feed, petrol and veterinary fees.

Rehabilitating an animal and returning it to a wild and free life is rewarding, but the Victorian Government recognises that wildlife rehabilitators can encounter situations that are stressful and demanding. In 2018 the Department of Environment, Land, Water and Planning extended special training for wildlife rehabilitators to rescue animals in response to emergency incidents such as bushfires.

This year we are making an additional \$500 available to wildlife carers who attended the course to help purchase approved personal and protective equipment to ensure their safety on the fireground.

Last year I was delighted to launch a new online 'Help for Injured Wildlife' tool that makes it easier to find help for sick or injured wildlife anywhere in Victoria.

Since 2008 the WRG program has approved \$1.4M in wildlife rehabilitator grants, and I'm pleased to make a further \$200,000 available for 2019/20.

I would like to thank everyone who volunteers their time and care to rehabilitating our precious wildlife. The Victorian Government is proud to support your passion and commitment.

A handwritten signature in blue ink, appearing to read 'Lily D'Ambrosio'. The signature is fluid and cursive.

**Hon. Lily D'Ambrosio MP**

Minister for Energy, Environment and Climate Change

# 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:

- Increase their knowledge/skills in the care of wildlife.
- Improve their facilities to treat, house and rehabilitate wildlife for release.
- Improve the standard of wildlife care they provide for specialist species (e.g. raptors) or threatened species (e.g. brush tailed phascogales).

## 2. Who can 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 undertaking 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 ten years.
- Have submitted all Completion Statements for previous funding from this program.
- Have the consent of the property owner.

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

## 3. Who can not 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.

## 4. What can be funded?

Any of the following items that are actioned and paid between 1 July 2019 and 30 June 2020 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 2019/20 financial year.

### 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 portable cages. 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 13 and Appendix 2).**

## Other equipment

Other equipment relevant to wildlife rehabilitation including non-fire Personal Protective Equipment (PPE) that are not consumable items.

## Consumable items

Consumable items (capped at \$1,000 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's 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. If you are unsure about an item, please contact the Grants Information Line on 1300 366 356.

**See Appendix 1 for detailed information on eligible items.**

## Additional Funding Fire PPE

For rehabilitators that have successfully completed one of the 'Support wildlife response activities (fire)' courses conducted by DELWP, an additional \$500 will be available to subsidise the cost of approved fire Personal Protective Equipment (PPE). This PPE must meet approved standards and can only be purchased from DELWP.

Applicants that were successful in receiving the additional \$500 in the 2018/19 round are ineligible to apply for this item again in the 2019/20 round.

**See Appendix 2 for additional information about approved fire PPE items.**

# 5. 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. Guns 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 3 for detailed information on ineligible items.

## 6. What are the funding details?

The total amount available for the Wildlife Rehabilitator Grants 2019/20 round for wildlife rehabilitators is \$200,000.

### Capped at \$2,000 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.

### Plus, additional \$500 funding for fire PPE – conditions apply.

For rehabilitators that have successfully completed one of the ‘Support wildlife response activities (fire)’ courses conducted by DELWP, an additional \$500 will be available for approved fire Personal Protective Equipment (PPE). This PPE must meet approved standards and can only be purchased from DELWP.

To be eligible, you will have attended and successfully completed the ‘Support wildlife response activities (fire)’ course held at one of the locations listed in **Appendix 2**.

## 7. How will applications be assessed?

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

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 2018 and 30 June 2019 and how many wildlife courses have you undertaken previously.</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 outstanding wildlife compliance issues 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.

## 8. What supporting documents need to be provided?

To assist the assessment panel and grant 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.
- Shelter records.
- Your training register – We have provided a simple template that you can fill out and add to over time. You can either list your training in the online form or attach this document (or something similar) 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.

## 9. What are the funding conditions?

### Funding agreements

Successful applicants must enter into a funding agreement with DELWP. The Victorian Common Funding Agreement is used for funding agreements 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 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
- The Wildlife Act 1975
- The Prevention of Cruelty to Animals Act 1986
- All recipients are expected to abide by the *DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019*.

### Tax implications

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.

**GST:** 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.

## Acknowledging 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.

## Payments

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

## Monitoring

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

## 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](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.

# 10. How do I apply?

## To apply online

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

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 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 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 5:00pm on Monday 2 September 2019. After that time the system will not let you submit the form.

## To attach documents

In the Supporting Document section of the online 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 5MB.
- 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](mailto: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 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 - phone Victorian Grants Information Line 1300 366 356 (Mon-Fri 8.30 – 5.00) or email [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@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.

## Tips on completing the online form:

1. **Start early** to give yourself enough time to read the guidelines carefully, use the new system (and get help if needed), check and submit your application on time.
2. Refer to the *DELWP Grants Online Information Sheet for Community Users form*, link provided on the web page above.
3. Use Google Chrome or Firefox rather than Internet Explorer which doesn't perform as well.
4. \*Mandatory fields are marked with an Asterix\*. The online form won't let you continue unless these questions are answered.
5. When attaching Supporting Documents:
  - a. 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.
  - b. 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](mailto:enviro.grants@delwp.vic.gov.au) quoting your application number. Attach all documents to one email, zipping the files if required.
6. Save your work regularly using the **Save as draft** button.
7. 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/forwards arrows).

## To submit online

Check your application first by either pressing 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 **5:00pm on Monday 2 September 2019**.  
**Late or incomplete applications will not be considered.**

After this close off date/time Grants Online will not allow you to submit an application.

## SmartyGrants and online issues

We acknowledge that Grants Online is a new system for you to learn, and we hope that you find it user-friendly. Please give it a try, and use the help documents and phone numbers provided.

If applying online presents an overwhelming challenge, we do not want this to prevent you applying for this grant. Please promptly contact the Community Programs Team at [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@delwp.vic.gov.au) to discuss your situation.

If you have received a Wildlife Rehabilitator Grant in the past, please note that DELWP will continue to use SmartyGrants to complete their administration. If you need to request a variation or submit a completion report for a prior grant, please continue to use SmartyGrants.

All future DELWP grants will use Grants Online and the use of SmartyGrants is being phased out. Therefore, we strongly recommend you copy/download and store your prior SmartyGrants grant information for your own records.

# 11. 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 criteria listed on page 5. All decisions are final and are not subject to further review.

## Notification

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. 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. We anticipate (but cannot guarantee) an announcement of successful recipients by the end of October 2019.

## Contracts and payment

If successful, DELWP will post you a funding agreement (contract). Please sign and return it, along with any other documents requested in the letter of offer, promptly to ensure your earliest payment. DELWP will post you a final copy of the funding agreement. If it takes more than **4 weeks** 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 2-3 weeks after the common funding agreement is counter signed by the department.

## 12. Additional information

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

- **Grants Information Line** on **1300 366 356** (8:30am - 5:00pm Monday to Friday)
- **grantsinfo@delwp.vic.gov.au.**

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

## 13. Key dates

Applications open:	<b>Friday 2 August 2019</b>
Applications close:	<b>5:00pm Monday 2 September 2019</b>
Applicants notified:	<i>anticipated by 31 October 2019</i>

**Note:** Activities/purchases will occur between 1 July 2019 and 30 June 2020.

## 14. Checklist

Read these guidelines and the information about this grant program at [www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants](http://www.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?

## 15. Appendix 1: Eligible items

\* Please refer to *DELWP Wildlife Shelter and Foster Carer Authorisation Guide, July 2019* (Condition 13 and Appendix 2) when providing dimensions for enclosures.

What items may be funded?		
Training courses and Educational materials		
first aid training	reference manuals	workshop conference registrations including field visits (excluding 2020 AWRC)
books (you must list the name/s of the books to help assessors)	TAFE courses (must relate to wildlife rehabilitation)	4WD training (must be accredited)
General infrastructure and equipment		
enclosures*	Incubators	shelters
Fencing & fencing items fencing items*	plumbing of water to pens	nesting boxes
aviaries	portable cages	water enclosure, pond or other facilities to assist in the rehabilitation of animals
heat boxes	binoculars / monocular	spotlights (hand held only)
climbing equipment & ladders	GPS (up to \$300)	urine refractometer
ICUs for furred animals	personal protective equipment for animal handling (e.g. gauntlets, eye protection, etc)	snake handling PPE
Other items		
first aid kits	crop needles for feeding	shelter signage
other items deemed appropriate and not listed on the ineligible items list in Appendix 3		
Consumable items		
veterinary fees and supplies	fuel	milk formula
medications such as cydectin	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>

## 16. Appendix 2: Fire related Personal Protective Equipment (PPE)

Additional fire PPE funding is available to eligible applicants who:

- Have not received fire PPE funding in the previous WRG round (2018/19); and
- Have successfully completed the 'Support wildlife response activities (fire)' courses conducted by DELWP at these following locations and dates:

Location	Date
Bairnsdale	11 October 2018
Ballarat	8 January 2018
Benalla	22 February 2018
Bendigo	23 February 2018
Gellibrand	31 October 2018
Knoxfield	28 February 2018

The following approved fire PPE can only be purchased from DELWP Altona. You can either pick up the goods from Altona or have them sent to your address or nearest DELWP depot. Details about how to order, purchase and receive these items will be provided to successful recipients.

Approved fire PPE items	
Item	Maximum amount \$
Boots	\$230
Overalls	\$180
Helmet	\$50
Socks	\$15
Goggles	\$15
Mask	\$10

**Note:** This funding is a subsidy and may not cover the full cost of these items.

## 17. Appendix 3: Ineligible items

What items will not be funded?		
Training courses and Educational materials		
*2020 Australian Wildlife Rehabilitation Conference (AWRC)	flights and accommodation to attend training	snake handling training
firearms, captive bolt & darting training		
General infrastructure and equipment		
generators	purchasing of land	motorbike & 4wd purchase
trees for rehabilitation	dishwashers, mulchers, freezers	computers, laptops, tablets, mobile phone, smartphones
trailers – all types including car, boat, ride on mower, etc	equipment for the rehabilitation of unfurred animals, including ICU's	vehicle mounted spotlights (hand held spotlights are acceptable)
firearms, captive bolt or any darting equipment	gun safes and equipment	voroscope
radio telemetry	chainsaws including pole chainsaws	
Other items		
vehicle registrations of any type (excluding training or course registration)	donation boxes	promotional materials including magnets, business cards, flyers, promotional items, reflective stickers
firearms & darting licence	any vehicle servicing, maintenance or registration	infrared and motion sensing surveillance cameras
Consumable items		
vouchers (petrol, food, etc)	insurance (all types)	Lethabarb for euthanasia
credit to vets	travel expenses for interstate releases	IV drips or medical equipment
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.	

**Note:** The **2020 Australian Wildlife Rehabilitation Conference (AWRC)** will be held in August 2020 in Darwin. Grant activities and budget items in the WRG 2019/20 round are to be actioned and spent in the 2019/20 financial year, and therefore this item is not eligible in this round.

We recognise that the conference is often reported to be a highly valued experience, and opportunity for rehabilitators to learn and meet each other.

If Wildlife Rehabilitator Grants are provided in 2020/21 then it is likely that 2020 Australian Wildlife Rehabilitation Conference (AWRC) will be an eligible item. If WRG guidelines remain consistent, then it would also be likely that there is a cap of \$300 per recipient and that flights, accommodation and food would not be eligible.

