

Wildlife Rehabilitator Grants 2020-21

Guidelines



Applications close Thursday 24 September 2020

Photo credit

Grey-headed Flying Fox by Alice Plate, 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.



© The State of Victoria Department of Environment, Land, Water and Planning 2019



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 Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

ISBN 971-1-76077-741-8 (pdf/online/MS word)

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 Grants Information Line on 1300 366 356 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.

Contents

Minister’s Foreword.....	2
1. What is the Wildlife Rehabilitator Grants program?	3
2. Who can apply?	3
3. Who can not apply?.....	3
4. What can be funded?.....	3
5. What will not be funded?	4
6. What are the funding details?.....	5
7. How will applications be assessed?	5
8. What supporting documents need to be provided?	6
9. What are the funding conditions?	6
10. How do I apply?	8
11. What happens after applications close?	9
12. Additional information.....	10
13. Key dates.....	10
14. Checklist.....	10
15. Appendix 1: Eligible items	11
16. Appendix 2: Ineligible items	12

Minister's Foreword



Protecting Victoria's precious and unique wildlife is an important role shared by government, the wildlife welfare sector and thousands of dedicated volunteers.

By 2037, we want all Victorians to regularly connect with nature to ensure we are all invested in maintaining our environment's health, including the conservation of wildlife.

It is vital that we ensure Victoria's wildlife populations are healthy, secure, protected and sustainably managed.

These grants help maintain and build standards of care wildlife welfare volunteers can provide their precious charges.

This year, I am pleased to announce we are increasing the grants by \$500, from \$2,500 to a maximum of \$3,000 per grant. This is in recognition of the enormously valuable efforts of Victoria's volunteer wildlife carers. They work tirelessly to care for and rehabilitate sick, injured and orphaned wildlife.

For the past 12 years, the Victorian Government has offered funding to help wildlife carers, including shelter operators and foster carers, cover the cost of food, equipment, medical supplies, training, petrol and more through the Wildlife Rehabilitator Grants (WRG) program.

Since 2008, this program has provided \$2.3 million funding for wildlife rehabilitation grants as well as \$600,000 to key wildlife organisations. In 2020-21, it is offering \$230,000 to registered shelter operators, foster carers and key wildlife institutions.

I would like to commend Victoria's wildlife carers and shelters for their commitment and passion in rehabilitating sick and injured wildlife. Their contribution is enormously valuable in conserving and protecting our precious wildlife.

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. the brush-tailed phascogale).

2. Who can apply?

Individual wildlife rehabilitators in Victoria who:

- Have a current 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 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.

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 2020 and 30 June 2021 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 2020-21 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 Personal Protective Equipment (PPE) relating to wildlife rescue and rehabilitation.

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'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.

See Appendix 1 for detailed information on eligible 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. 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.

6. What are the funding details?

The total amount available for the Wildlife Rehabilitator Grants 2020-21 round for wildlife rehabilitators is \$200,000. 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.

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.

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">• 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. <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, and up-to-date shelter records, 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>

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.

Your application will be looked at more favourably if your shelter records are up-to-date and included in your application form (in supporting documentation section).

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.
- Your training register (optional) – We have provided (at <https://www.wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants>) 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.
- Your application will be looked at more favourably if your shelter records are up-to-date and included in your application form.

9. What are the funding conditions?

Coronavirus (COVID-19)

We know that your environmental volunteering work means a lot to you, as it does to us. While we appreciate the enormous contribution that you make, the message is clear. Stay home and stay safe.

Your health and safety is paramount.

Please carefully check and ensure you comply with all public health measures and requirements in relation to coronavirus (COVID-19). Stay up-to-date at www.coronavirus.vic.gov.au and find our more information at <https://www.dhhs.vic.gov.au/stage-4-restrictions-covid-19> and www.coronavirus.vic.gov.au.

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:

- *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.

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 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.

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 Thursday 24 September 2020. 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 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.
- 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 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.

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 Thursday 24 September 2020**
Late or incomplete applications will not be considered.

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

New system and online difficulties

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 to discuss your situation.

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 2020.

Contracts and payment

If successful, we will send you a funding agreement using Adobe Sign for you to insert or write your electronic signature, and then when DEWLP signs you will automatically receive a final fully signed contract. If you don't have access to emails, then hardcopy and postal methods can be requested.

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:

- 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 call centre **136 186**

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:	Thursday 27 August 2020
Applications close:	5:00pm Thursday 24 September 2020
Applicants notified:	<i>anticipated by 31 October 2020</i>

Note: Activities/purchases will occur between 1 July 2020 and 30 June 2021.

14. Checklist

Read these guidelines and the information about this grant program at 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	Workshops, conference registrations*, webinars
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 (PPE) (e.g. gauntlets, eye protection, gloves 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 2		
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>

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

16. Appendix 2: Ineligible items

What items will not be funded?		
Training courses and Educational materials		
firearms, captive bolt & darting training	flights and accommodation to attend training	snake handling 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 (handheld 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 intestate 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.	

