


# Vision for Werribee Plains

## Stage 2 Partnerships for Sustainability

Grants Program 2008–2011



‘The population of the Werribee Plains will exceed 1 million people within 13 years’

**Source:** *Informed Decisions: Statistical Projections for Local Governments in the Werribee Plains (2008)*



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## About the Grants Program

The Vision for Werribee Plains (V4WP) is an integral part of the Government's plan for Melbourne's west and is overseen by the Minister for Water. Stage 2 of the Vision provides \$10 million over 3 years to promote sustainability initiatives across the Werribee Plains region.

The Werribee Plains region covers the area from the Maribyrnong River in the east to the Brisbane Ranges in the west, and from Gisborne in the north to Port Phillip Bay in the south and is largely comprised of the Victorian Volcanic Plains bioregion. The Werribee Plains is intersected by two rivers – the Werribee and Little Rivers and bordered on the north east by the Maribyrnong River.

The region contains two of Melbourne's growth areas, Wyndham and Melton, along with five Principal Activity Centres (Werribee, Sydenham, Sunshine, Maribyrnong and Footscray). Its population is one of the fastest growing in Australia, and supports developing industry and logistics hubs. Agriculture is practiced under irrigation at Werribee South and Bacchus Marsh, with dryland farming to the west of the region.

A major asset of the Werribee Plains is the Western Treatment Plant which processes around half of Melbourne's waste water. Stage 1 of the Vision for Werribee Plains saw a range of projects aimed at making better use of the water from this source in the form of recycled water. As a result, the Werribee Irrigation District and Werribee Tourism Precinct were connected and supplied with Class A recycled water. Several urban developments in the City of Wyndham were also connected to recycled water and a roll-out of recycled water piping in new housing developments in west Werribee continues.

Stage 1 of Vision for Werribee Plains also addressed community awareness in river health issues through Melbourne Water's Waterwatch program and the Australian Conservation Foundation's work to highlight the huge opportunities for water conservation in new housing estates, without compromising lifestyle and affordability.

Stage 2 of the State Government's Vision for Werribee Plains (V4WP) focuses on the provision of grants to community, industry and local government in the project area from September 2008 until June 2011.

The aim of the Grants Program is to contribute to the objectives of the Vision for Werribee Plains by encouraging and supporting projects that deliver on broad sustainability outcomes and the development of social capital in the communities on the Werribee Plains.

The program will invest in community, industry, and government projects to achieve its outcomes via a competitive Grants Program, comprising:

- Small grants for community organisations to promote environment and capacity building outcomes.
- Medium size grants for organisations that can demonstrate capacity to deliver more advanced projects and have the matching resources.
- A small number of large grants for infrastructure projects that deliver sustainability outcomes.

Applications that address resource-use efficiency and natural resource protection are encouraged and wherever possible, partnerships with other groups, organisations or government agencies to deliver sustainability outcomes and promote volunteering.

The development of partnerships between industry sectors and local government are also encouraged to develop projects that support sustainability outcomes with the potential to leverage both financial support and skills across sectors in the Werribee Plains region.

Priority will be given to applications that will produce outcomes that extend beyond the life of each project. These may be in the form of working relationships, physical changes, new planning systems, on-going employment opportunities, increased efficiency in use of resources or an increase in the number of volunteers working on environmental projects.

Community groups are an important aspect of society. The small Grants Program will enable them to build networks and strengthen their capability to embrace larger change projects in areas of sustainability

## Area covered under the Grants Program





## Priority outcomes being sought through the Grants Program

The Grants Program has three themes;

- Improved and protected biodiversity outcomes
- Improved sustainability in industry and society - more efficient use of resources, reduced emissions, and innovative solutions to resource sharing
- Opportunities with recycled water to generate new economic opportunities

### Improved and protected biodiversity outcomes

Native vegetation and threatened animal species in the region have declined and are under considerable threat. Long term management for protection and improvement of these species and communities is required. Funds will be used to support the development and implementation of conservation plans – both on private and public land.



PHOTO: NICOLE SHRIMPTON

### Improved sustainability in industry and society

This area is a major focus of the project. Avoiding waste, minimising resource usage, increasing resource efficiency and recycling are key principles that should be included in grant applications.

Key resources include our natural resources of land, water, and energy. Opportunities exist throughout the region to reduce greenhouse gas emissions across all sectors of the community, utilise “energy recycling” in industry and to use water more efficiently.

Our parks and open spaces are a key resource and projects that increase access and utilisation of parks and open spaces will be considered.

### Opportunities with recycled water

Stage 1 of the Vision involved the start of rolling out of recycled water from the Western Treatment Plant and the project will continue to pursue opportunities to advance this initiative. There are other waste water treatment plants and recycled water schemes in the region which will be considered for support within the project, along with new proposals for diverting and treating waste water upstream of the sewerage treatment plants.

The project seeks new initiatives in the agricultural industries that form a large area in the region – especially those that lead to increased sales and employment, and more efficiently utilise the key resources and attributes of the region (especially recycled water and proximity to markets).

## How will the grants process work?

- 1 Organisations wishing to apply for a grant will be required to submit an 'Expression of Interest' using the form in this booklet. The forms can also be downloaded from the Department of Sustainability and Environment website at:

[www.ourwater.vic.gov.au/programs/recycling/werribee-plains](http://www.ourwater.vic.gov.au/programs/recycling/werribee-plains)

The forms should be completed and submitted to the **Project Office**  
**600 Sneydes Rd.**  
**WERRIBEE,**  
**Vic 3030**

or e-mailed to [werribee.plains@dse.vic.gov.au](mailto:werribee.plains@dse.vic.gov.au)

- 2 On receipt of the Expression of Interest form, staff at the Project Office will contact you to arrange an interview to discuss the project and explain the requirements in the full application form. Applications may be submitted at any time during the year; however, a cut-off date will be set at the close of business on the first working day of the months of November, February, May, and August for applications submitted by that time to be processed. Applications not meeting the cut-off date will be held over until the next cut-off date and applicants advised.

- 3 Applications will be considered by an independent Grants Selection Panel. Additional technical advice will be available if needed. The Grants Selection Panel will provide recommendations to the Project Steering Committee, who will in turn advise the Minister for Water.

- 4 Successful applicants will be required to sign a Funding Agreement (a sample copy of which is available on the website). The agreement specifies who is to do what, the outcomes and timelines, and who is responsible for managing the risks involved with the grant and the project.

- 5 Once the project commences quarterly progress reports will be required for the duration, as well as a final evaluation report prior to sign-off of the project.



PHOTO: NATALIE PEDEVSKI

## What will not be funded?

Projects that will not be funded include the following:

- Projects that do not have any aspect of innovation
  - Projects that are outside the funding limits
  - Projects that do not specifically address priority outcomes of the Grants Program
  - Projects that do not leverage outcomes through co-funding – i.e. cash and/or in-kind. A minimum of 50% co-funding from the applicant is expected. This is often achieved through partnerships with other organisations and other grants. Most community groups contribute in-kind support for their projects
  - Projects that do not directly engage the community and/or local government, and/or industry in the Werribee Plains region
- Projects for which there is another specific grant e.g. Local Government and Melbourne Water's Community Grants, or the Department of Sustainability and Environment's Stormwater and Urban Recycling Fund. Projects may be considered where another grant is used to leverage the scale of the project and the Vision for Werribee Plains fund can be shown to add value to the outcomes
  - Applicants that are not incorporated (in this case a partnership should be formed with an incorporated body to act as the agency for administering and accounting for the funds) e.g. an incorporated service club may act as the lead agency for an unincorporated neighbourhood group



PHOTO: EVREN VELISHA

# Expression of Interest Form: Vision for Werribee Plains Grants

## Contact Information

You will be contacted by the Project Office within 10 working days of receipt of this form to arrange an interview to discuss your project.

Please submit your application electronically to: **werribee.plains@dse.vic.gov.au**

or by mail: **Vision for Werribee Plains Project Office**

**600 Sneydes Road**

**WERRIBEE**

**VIC 3030**

## Level of funding Sought

Small Grant \$5K – \$50K <input type="checkbox"/>	Medium Grant \$50K – \$250K <input type="checkbox"/>	Large Grant – >\$250K <input type="checkbox"/>
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## Applicant Organisation Details

Name of Lead Organisation:	
Type of Organisation (e.g. Local Government, agency, university, volunteer):	
Street Address:	
Suburb:	Postcode:

## Contact Person

Title:	First Name:	Last Name:
Position:		
Telephone:	Mobile:	Fax:
Email:		

## About your Organisation (Community groups only)

Is your organisation incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Australian Business Number (ABN), if you have one:	
Does your organisation have Public Liability Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many members in your organisation?	
Postcodes where at least 70% of members are located:	





## Project Outcomes and Milestones

List major tasks under Milestone and shade cell when each will be completed

Milestone	2010/11				2011/12				2012/13			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

### What is the period of time needed to complete the project?

- 3 months    
  6 months    
  12 months    
  1 year    
  2 years    
  3 years

Proposed Start Date

Proposed Finish Date

\_\_\_\_\_

\_\_\_\_\_

### On a percentage basis, in which areas are the main benefits of the project directed? *(figures should add to 100%)*

- Economic/Employment \_\_\_\_\_ %
- Environment \_\_\_\_\_ %
- Community development (capacity building) \_\_\_\_\_ %
- Other benefits (please describe) \_\_\_\_\_ %

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Indicative Budget

Funding	2010/11	2011/12	2012/13
V4WP funding sought			
Applicant contribution (funds)			
Applicant contribution (in-kind)			
Other Organisation (please indicate) _____			
Other Organisation (funds)			
Other Organisation (in-kind)			
Total			

## Key conditions that you need to be aware of:

- This is a competitive grant program with a limited amount of funding available - \$3 million in each of three years
- A maximum of two applications will initially be accepted per organisation to go to the Grants Selection Panel
- The amount of funding being sought through the program should be at least matched by an equal contribution from the applicant
- The applicant's contribution may comprise a mix of financial and in-kind, and include funds from other grants where it can be shown that the two grants add value and are not simply duplicating for each other



### Example of value-adding to another grant

A 'Friends' group has received a grant of \$5,000 from a government agency for weeding and managing an area in a regional park. Their application was supported by their commitment to allocate 200 hours of labour at \$15/hour (\$3,000).

They recognise the original project could be enhanced if a rabbit-proof fence was constructed around the area to enable new plants to become established and prevent soil disturbance and re-emergence of weeds. They apply for a small grant from the Werribee Plains project for \$8,000 to cover the cost of fencing and establishing new plantings of indigenous species.

In their budget they submit their contribution as follows;

Funder/in kind contribution	Original proposal	New proposal
Friends Group	\$3,000 (200 hours at \$15/hour)	\$6,000 (400 hours at \$15/hour)
Parks Victoria	\$5,000	\$5,000
Vision for Werribee Plains	–	\$8,000
<b>Total</b>	<b>\$8,000</b>	<b>\$19,000</b>

Continued on page 8...

## Key conditions that you need to be aware of: continued from page 7

- All projects are to be inclusive of GST
- All projects must include a Communication Plan that details how the outcomes are to be made known to other organisations and communities
- Successful applicants are required to enter into a Funding Agreement with the Department of Sustainability and Environment for the delivery of the project. Funding Agreements and project reporting require the approval of the applicants Senior Officer in the organisation
- The Department of Sustainability and Environment reserves the right to withdraw its funding offer if the Funding Agreement is not signed within one month of receipt
- All projects involving Small and Medium Grants must be completed within two years of the receipt of funding. Large Grants must be completed within three years
- Funds must be spent on the project as described in the application and outlined in the Funding Agreement. Any unspent funds must be returned to the Department of Sustainability and Environment
- A Project Plan will be required as part of the Funding Agreement for medium and large grants. Small grants will require establishment of mutually agreed milestones
- Any Intellectual Property generated by a project must be freely available to the State Government
- The Department of Sustainability and Environment reserves the right to invite project proposals without guaranteeing that they will be funded. It also reserves the right to fund part of a project where it considers this to be appropriate

Continued on page 9...



PHOTO: BETTY GREENWOOD

## Key conditions that you need to be aware of: continued from page 8

The amount of funds available for each level of the Grants Program remains within the discretion of the Department of Sustainability and Environment, including the funding limits for each tier of the program. Initially the levels of grants have been set at;

Small Grants	\$5,000 to \$50,000
Medium Grants	\$50,000 to \$250,000
Large Grants	\$250,000 and over

### Evaluation

Evaluation is a crucial component of the Grants Program and applicants will need to allocate funds at an appropriate level for this activity when preparing their budget. There will be discussion and agreement on evaluation plans during the application stage and assistance will be provided by staff of the Project Office to ensure appropriate monitoring and evaluation of activities throughout the project.

### Media and Communications

Victorian Government support through the provision of a Department of Sustainability and Environment, Vision for Werribee Plains grant must be acknowledged in any relevant publication, news item, internet site, or public event. Arrangements for project announcements will be detailed in the Funding Agreement – such as the launch or conclusion of an activity. Media and communications activities about projects must abide by the Department of Sustainability and Environment's communication protocols.

### Insurance

Proof of Insurance is required for successful applicants, including professional indemnity and public liability.

## How do I Apply?

Potential applicants are asked to first register their interest in a grant through the enclosed 'Expression of Interest'. Additional forms may be downloaded from the Internet at [www.ourwater.vic.gov.au/programs/recycling/werribee-plains](http://www.ourwater.vic.gov.au/programs/recycling/werribee-plains) or sent to your address if you call the DSE Information Service Centre at 136 186.

Following receipt of the Expression of Interest form, the staff in the Project Office will contact you to arrange an interview to mentor you through the application process.

There will be four times throughout the year when applications are processed, however, applications may be lodged at any time.





## How will an Expression of Interest be assessed?

Each Expression of Interest will be assessed by the Project Office staff for:

- Impact and alignment with the outcomes of the grants fund
- Potential sources of matching funds
- Whether the organisation is incorporated (if not, potential for an alliance with an incorporated organisation)



- Innovation and potential for project to act as a demonstration of environmentally sustainable best practice
- Whether another agency is providing funds for the project being proposed
- Risks

When proceeding to a full application, applicants will be expected to address issues raised by Project Office staff.

Applicants will be advised in writing on the outcome of their application.

## What will be involved in Project Plan Implementation?

If your application is approved for funding, you will be required to sign a Funding Agreement with the Department of Sustainability and Environment. Small grants will generally have a shortened agreement, however, all agreements will include items such as milestones, progress reports, probity in managing funds and a final evaluation of the project. Samples of the different levels of Funding Agreement are available on the project website.



## Examples of projects

### Small Grants

One of the key aims of the Grants Program is to increase the involvement of community groups in innovative projects that contribute to the sustainability of the region. These may include actions in partnership with a large organisation (e.g. Local Council, Werribee Open Range Zoo, Parks Victoria, Melbourne Water, Western Water, City West Water, electricity providers, VicRoads or VicTrack).

Projects may include

- Health of waterways
- Water conservation
- Carbon emission reduction
- Protection and improvement of natural landscapes
- Improved access and use of open spaces

Community groups are encouraged to use their project to attract new members and help increase the number of people involved in volunteering in natural resource projects.

### Medium Size Grants

Projects in this category may be a follow-up to a small grant. There will be additional requirements for reporting and risk management for both the application and reporting stages.

Organisations applying for medium size grants are expected to have a sound track record in managing projects co-funded with the aid of grants.

Typically, projects in this category will be local councils developing biodiversity action plans, companies and Government agencies implementing sustainability projects.

### Large Grants

Projects in this category will be conducted by Government agencies implementing infrastructure projects and major change management projects. Local Government applying for projects in this category will be expected to do so as a consortium, with the benefits distributed across more than one council area.

## Administration of the Grants Program

The Vision for Werribee Plains Project Office, 600 Sneydes Rd., Werribee, Vic 3030, will be responsible for the administration of the Grants Program under the direction of a Steering Committee made of representatives from different Government agencies and Local Government.

Staff in the Project Office will be responsible for establishing the independent Grants Selection Panel, marketing of grants opportunities to the community, receipt of applications, processing of applications, providing feedback and notification to applicants, payment and acquittal of grants, and monitoring of successful projects and evaluation at their conclusion.



## Are there other materials I can refer to?

### Websites

**Vision for Werribee Plains** <http://www.ourwater.vic.gov.au/programs/recycling/werribee-plains>

**Department of Sustainability and Environment** <http://www.dse.vic.gov.au>

**Climate Change in Victoria – Summit Paper** <http://www.climatechange.vic.gov.au/summit/Resources/SummitPaper.pdf>

**Department of Primary Industries** <http://www.dpi.vic.gov.au>

### Related policies

**Environmental Sustainability Action Statement** <http://www.dse.vic.gov.au/ourenvironment-ourfuture/>

**Our Water: Our Future** <http://www.ourwater.vic.gov.au/programs/owof>

**Land and Biodiversity White Paper** <http://www.dse.vic.gov.au/landwhitepaper>

**A Fairer Victoria** <http://www.dvc.vic.gov.au/web14/dvc/dvcmain.nsf/allDocs/RWPBA66A032F874AC59CA2572D00026A891?OpenDocument>

**Meeting Our Transport Challenges** <http://www.transport.vic.gov.au>

### Other Grants

**Stormwater and Urban Recycling Fund** <http://www.ourwater.vic.gov.au/saving/towns/recycling-fund>

**TravelSmart Victoria** <http://www.travelsmart.vic.gov.au>

**Department of Planning and Community Development** <http://www.grants.dvc.vic.gov.au/>

**Melbourne Water Community Grants Program** <http://grants.melbournewater.com.au/>

**Port Phillip and Westernport Catchment Management Authority grants calendar**

[http://www.ppwcm.vic.gov.au/funding\\_calendar.htm](http://www.ppwcm.vic.gov.au/funding_calendar.htm)

[http://www.ppwcm.vic.gov.au/publications\\_plans.htm](http://www.ppwcm.vic.gov.au/publications_plans.htm)

**Business Victoria (Grants and Assistance)** <http://www.business.vic.gov.au/BUSVIC/LANDING//SEC06.html>



PHOTO: DANIEL WOODHEAD



