

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

### Applicant details

\* indicates a required field

**Host Organisation \***

**Type of Organisation \***

☐ Fishing Club or Other Community Organisation  
☐ Victorian Government Agency/Authority  
☐ Indigenous Enterprise  
☐ Social Enterprise  
☐ Not for Profit  
☐ Landcare Group  
☐ Other:

Word limit 50

**Host Organisation ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**If you have an Incorporation Number, enter it here**

**Website**

If available, must be a URL

**Contact Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

**Position \***

**Organisation \***

Organisation Name

**Primary Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Postal Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Email \***

Must be an email address.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

Must be an Australian phone number.

**I have fully read the  
Large Grants Program  
Guidelines & Conditions  
\***

☐ Yes

## Application History

**Have you previously received funding under the Recreational Fishing Grants Program or other Victorian Fisheries Authority funded program?**

- ☐ Yes  
☐ No

**If Yes what was the application number and project title of your most recent application**

**Have you submitted a final/acquittal report for that project?**

- ☐ Yes  
☐ No

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

### Project details

\* indicates a required field

**Name of project \***

Must be no more than 50 words.  
Word limit 50

**Ecosystem Focus \***

☐ Freshwater (inland) ☐ Freshwater (coastal drainage) ☐ Estuary ☐ Marine

**The grant is for: \***

- ☐ Fish habitat improvement for Threatened Species Recovery
- ☐ Improving a Recreational Fishery through conserving, restoring, protecting or rehabilitating aquatic ecosystems
- ☐ Habitat Connectivity and Continuity
- ☐ Value adding other large scale fish habitat programs
- ☐ Community participation, cultural awareness, education and understanding of fish habitat
- ☐ Other:

No more than 2 choices may be selected.

**Anticipated Start Date \***

Applications are expected to be assessed and successful applicants advised within 8 weeks of Round 1 closure.

**Anticipated End Date \***

Stream 1 of the Fish Habitat Investment Fund is designed to empower recreational fishers to improve fish habitats in their local area. Successful projects will demonstrate a strong connection to the local community, whilst ensuring that the proposed actions are targeted according to known restoration needs at the site.

**Provide a concise overview of your project, highlighting how community led participation will improve fish habitat in your local area \***

Word count:

Provide a short description (100 words) of your project - what are you out to do?

### Community and Habitat Needs

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

### **Fisher (or community) organisation involvement:**

This criteria has an assessment weighting of 30%.

Applicants will be able to demonstrate strong engagement and connection to with local fishing organisations, and clearly explain how the community will participate in the delivery of the project.

### **Provide details of your project's community participation \***

Word limit 250

**Restoring local waterways:** This criteria has an assessment weighting of 40%.

Successful projects will be able to demonstrate that the proposed works will benefit the fish species/community in the target area. Applicants will have communicated with the local Catchment Management Authority (or other relevant waterway manager), prior to application submission, to ensure that their proposed activities align with known habitat requirements. Note that you are required to provide evidence of this communication, for example in the form of a Letter of Support from your CMA.

### **Provide details of how your project will meet local habitat needs \***

Word limit 250

## Governance, Value for Money & Project Budget

\* indicates a required field

### Risk Management

The assessment of this criteria is weighted at 10%.

All projects contain an element of risk, eg "operational" risks such as volunteer/community safety during the project or through unforeseen events, eg high flows that halt works or delays in material supplies. Successful projects be able to provide examples of pre-planning to manage these risks.

### **Provide an explanation of your risk management and contingency plans (upload supporting documents if required) \***

Word count:  
Word Limit 250

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

Attach a file:

### Value for money

The assessment of this criteria is weighted at 20%.

Successful projects will demonstrate how their proposed activities represent good value for money, for example by delivering multiple outcomes, long term ecological responses, building other investment ('leveraging') or significant volunteer/in-kind or cash contribution by another project partner.

Cash and in-kind contribution to be detailed in the project budget below.

**Describe the scale of benefit/return on your project. Use specific examples where the project is to build on prior investment. \***

Word count:  
Word limit 250

**Project Budget: Total grant being sought for project (Maximum \$55,000 GST inclusive).**

Provide costs for each component of the project (include GST where applicable), and the anticipated number/quantity of each activity. Include units where applicable. In-kind volunteer labour rate is to be calculated at \$40/hr.

Activity/Description	Quantity	Grant Monies Sought	Cash/In-Kind
e.g. Engage contractor to supply and cart hardwood timber to site per attached quotation. Club member supplying machinery for placement as cash/in-kind contribution.	20	\$18000	\$4000
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

### Amount Requested

\$

This cell will auto-populate.

### Total Value of Project

\$

This cell will auto-populate.

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

### Other funding contributions

**If you have any other financial contributions to the project or other major project contributor, please provide details. Commitment of additional resources must be included in Letters of Support.**

Word count:  
Word limit 200

### Procurement of goods and services

When purchasing goods and/or services to conduct the project a **minimum of one written quote** is required, per item, up to a value of **\$50,000** (ex-GST).

Design drawings, specifications and work permits (if available) should also be provided with quotations.

If your organisation already has binding contracts and contract rates with appropriately qualified suppliers, or works are to be delivered by a 3rd party (eg Catchment Management Authority), then purchasing threshold quotations may be waived. Please provide evidence if this applies below.

**Explanation of procurement of services and materials \***

Word count:  
Word limit 250

**Please attach quotes and/or evidence of established supply contracts**

Attach a file:

Please note that if the minimum number of quotes, or suitable evidence of procurement strategy are not provided, then the grant application will be assessed as ineligible and will not be considered for funding.

### Insurance

Please provide a certificate of insurance demonstrating provision of insurance to safeguard volunteers and participants involved in the funded activities, including public liability insurance of at least \$10 million and personal accident insurance.

Please note:

- Where your Land Manager or other project partner's insurance covers your group (for example Catchment Management Authorities), please ensure this is detailed in the Letter of Support from that organisation.
- Where you are covered by insurance through membership with an organisation such as Landcare Victoria Incorporated, please upload evidence of current membership status (membership certificate in place of certificate of insurance).

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

### Applicant Insurance is appropriate and current? \*

- ☐ Yes  
☐ No

### Please upload a copy of your Insurance Certificate of Currency, or evidence of other arrangements \*

Attach a file:

## The project site

\* indicates a required field

Please complete the questions below regarding the project site(s). You will need to demonstrate that you have in-principle support/permission from the land owner/manager to carry out your project.

In the case of Crown Land frontages along **inland waterways**, you will need to obtain permission from the Department of Energy, Environment and Climate Action (DEECA) as the landowner. Contact your regional DEECA office and ask to speak to someone in Public Lands Administration.

If any of your project activities will be carried out on **marine and coastal** Crown land (within 200m of the high-tide mark) you will require approval from DEECA under the Marine and Coastal Act 2018. Accordingly, before submitting your application you must obtain in-principle support for your project from DEECA (and any other governing bodies), to use or develop marine and coastal Crown land/waters. You must comply with the conditions of any consent provided.

**Refer to the FAQ's** on the fund website for more information.

The Victorian Fisheries Authority strongly encourages applicants to engage with the Traditional Owners of the land on which they propose to work prior to submitting your application. In some instances, formal approval may need to be obtained from the local Traditional Owner. Your DEECA - Public Lands officer will advise if this is the case, and the process to follow if required.

Attach landowner/manager and Traditional Owner consent/in-principle support for your project in the "Support for the Project" section of the application.

For all Crown Land related enquiries contact your regional DEECA Public Lands department at:

- Barwon South West: [bsw\\_planning@DEECA.vic.gov.au](mailto:bsw_planning@DEECA.vic.gov.au)
- Gippsland: [gippsland.planning@DEECA.vic.gov.au](mailto:gippsland.planning@DEECA.vic.gov.au)
- Port Phillip: [Enviroplan.Portphillip@DEECA.vic.gov.au](mailto:Enviroplan.Portphillip@DEECA.vic.gov.au)
- Grampians: [publicland.grampians@delwp.vic.gov.au](mailto:publicland.grampians@delwp.vic.gov.au)
- Hume: [landadmin.hume@delwp.vic.gov.au](mailto:landadmin.hume@delwp.vic.gov.au)
- Loddon Mallee: [publiclandenquiries.northwest@delwp.vic.gov.au](mailto:publiclandenquiries.northwest@delwp.vic.gov.au)

Alternatively, you can contact the DEECA customer service centre on [136 186](tel:136186) between 8 am – 6 pm, or email: [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au)

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

**Is the site(s) Crown Land or Freehold\* \***

☐ Crown Land ☐ Freehold  
Other

**If Freehold, provide the particulars**

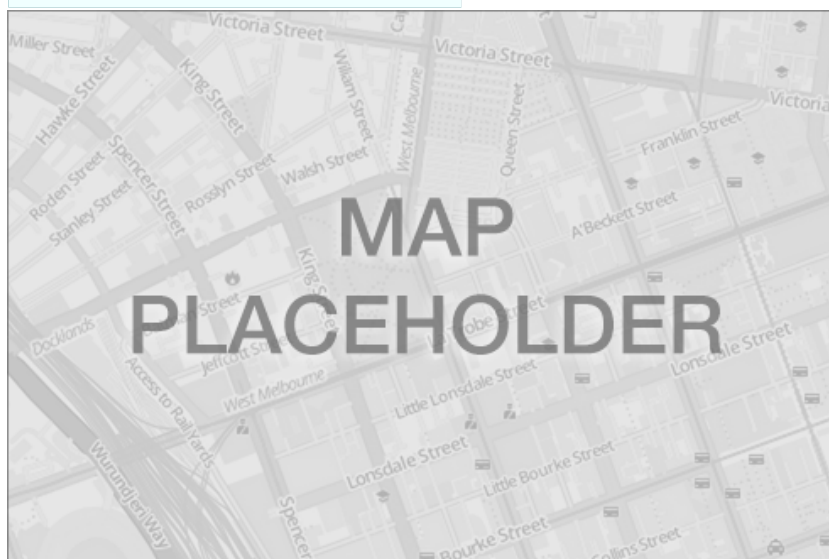
Volume Folio

**Other (details)**

e.g. Water management authority

**Site Location \***

Address

Enter address and drag pin to your worksite. If works are spread out over a reach, place pin in central location and attach a more detail map below. Address must include Road name and Post code to be valid.

**If your project has many worksites over a large area, please attach map. Include the closest road intersection or town and an aerial image of the sites (eg Google Map or equivalent).**

Attach a file:

**Describe the site(s) and current usage.**

Word count:

Word limit 250

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

**Describe access to the site and any restrictions that may apply to the general public. \***

Word count:  
Word limit 250

## Approvals/permits required & on-going maintenance

\* indicates a required field

### Approvals/permits

Talk to your local Catchment Management Authority or relevant waterway manager for assistance with Works on Waterways permitting requirements. The CMA will also be able to assist with advice on other local requirements for working on waterway frontages.

If any of your project activities will be carried out on **marine and coastal** Crown land (within 200m of the high-tide mark) you will require approval from DEECA under the Marine and Coastal Act 2018. If your application is successful, you may also require approval from Parks Victoria, a Planning Permit from the relevant Local Government and Traditional Owner consent. Accordingly, when submitting your application you must:

- Obtain in-principle support for your project from DEECA (and any other governing bodies), to use or develop marine and coastal Crown land/waters.
- Provide evidence of Parks Victoria, Local Government or other agency approval requirements (if any), and how you will address them (eg letters of support or advice that approvals are not required).
- Provide evidence that the relevant Traditional Owners groups been consulted on this proposal.

Letters of support or other evidence should be uploaded in the "Support for the project" section of the application.

**Traditional Owners and Cultural Heritage:** ensuring cultural heritage is protected and that your project complies with Victorian cultural heritage legislation is crucial. For this reason the fund allows for a percentage of funds to be allocated to Traditional Owner consultation and, where required, undertake due-diligence assessments prior to works (see our FAQ's on the website for more information). However, if it is identified that your project requires a full Aboriginal Cultural Heritage Management Plan (CHMP), then please contact the VFA's fund manager for a further discussion about your proposal.

**Note:** Whilst it is desirable, you are not required to obtain final permits or approvals *prior* to submission of your application. However, in order for your application to be assessed, you must provide evidence of in-principle support/consent from all relevant agencies and stakeholders, including details on permitting and approval requirements. Copies of permits are to be provided in the final project acquittal.

Please refer to the FAQ's on the fund website for information on contacting the land manager and working in marine or coastal environments.

**Detail permits obtained/required including planning, environmental, land**

Word count:  
Word limit 200

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

**owner/manager,  
Traditional Owners etc. \***

**If permits are not  
required, please advise  
and indicate why.**

Word count:  
Word limit 200

### Monitoring and Maintenance

Please advise how you will monitor and, if required, maintain the works into the future.  
Funds will not be provided for ongoing maintenance.

**Nominate the body that  
will be responsible for  
the ongoing monitoring,  
management and  
maintenance of the  
works, or detail  
other maintenance  
arrangements. \***

Word count:  
Word limit 100

If you are not the body responsible for ongoing management and maintenance of the works, the application **must** be accompanied by a letter from the responsible body providing an undertaking to manage and maintain the works and to meet all associated costs.

**Attach maintenance  
acceptance letter (as  
applicable, and if not  
already covered in other  
letters of support).**

Attach a file:

### Acknowledgement of Investment

Grant recipients are required to appropriately acknowledge the Fish Habitat Improvement Fund, reflecting the funding being provided for the project in any communications relating to the grant (ie social media, press releases or signage).

Recipients are not required to erect permanent signage for Stream 2 projects, however, should they choose to do so must include the VFA logo, along with the following wording:  
**“Funding for this project was provided through the Victorian Government’s Fish Habitat Improvement Fund.”**

Any signage costs should be provided for in the total project budget.

You should also consult the body responsible for the site regarding **any safety signage** or **public notice** that may be required during the project works or following its completion.

Signage supply and installation costs can be included in your grant application.

# Fish Habitat Improvement Fund Stream 1 - Application form

## Form Preview

**Have you consulted the body responsible for the site regarding the installation of signage? \***

☐ Yes

☐ No

☐ Not applicable

☐ Other:

## Support for the Project

\* indicates a required field

### Letters of Support

Please attach letters of support from all project partners. As a minimum you must include a letter of support from the landowner/manager of your site(s) *and* your local CMA or appropriate waterway manager (if not the same).

Also include letters of support or permission from Traditional Owners or other stakeholders.

Remember, engagement and partnering is a large percentage of your project evaluation - the more the better!

Ensure that letters of support adequately reflect the capacity in which the signatory is committed, i.e. in-principal, advisory, in-kind or financial contributor to the project.

### Landowner Support \*

Attach a file:

### Catchment Management Authority or other Waterway Manager \*

Attach a file:

### Other Letters of Support

Attach a file:

Multiple letters may be attached.

## Application checklist

Please provide all required information when submitting your application for it to be eligible

### Please make sure:

- ☐ All questions are answered
- ☐ If you have received previous funding from the Victorian Fisheries Authority and the grant has not been acquitted, please complete an Acquittal Form or Project Variation Form
- ☐ Attach all letters of support or other supporting documentation

Applicant declaration

\* indicates a required field

I declare to the best of my knowledge that all the details supplied in this application form and in the attached documents are true and correct. I have read the accompanying guidelines and conditions to applicants provided with this application form. The Victorian Fisheries Authority will be contacted immediately if any information provided in this application changes or is incorrect. I consent to the information contained within this application being collected, used and disclosed by the Victorian Fisheries Authority for the purpose of promoting my current and any future grant applications with the Victorian Fisheries Authority.

Your Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in Organisation \*