

The Victorian Serrated Tussock Working Party

Community Grants

Funding Guidelines



The Victoria Serrated Tussock Working Party (VSTWP) is providing community groups and organisations with the opportunity to apply for grants to manage serrated tussock.

The grants aim to support community groups and organisations build their capacity to achieve long term voluntary management of serrated tussock.

Grants of up to \$5,000 (GST excluded) are available to deliver a project which meets the priorities and criteria outlined in these guidelines.

The grants promote collaboration between community groups, local government and the VSTWP in the best practice management of serrated tussock.

A key objective of the grants is to support community groups and organisations that have been actively controlling serrated tussock over a number of years.

These grants provides a valuable opportunity for communities, particularly those experiencing heavy infestations, to reduce the impact of serrated tussock on agricultural, social and environmental values and assets.



Eligibility criteria

To apply, the following conditions must be met:

- Be a not-for-profit community group or organisation.
- Be incorporated, or be sponsored by an incorporated organisation. Permission from the sponsoring organisation must be gained before applying as that organisation will be legally responsible.
- Have public liability insurance of at least \$10 million, and at least \$1 million professional indemnity insurance, or be sponsored by an organisation that carries such insurance.

Examples eligible groups and organisations include

- Landcare, Bushcare, Coastcare, and Friends of groups and networks
- Environmental, naturalist groups or volunteer associations
- Conservation Management Networks
- Public land committees of management
- Traditional owner groups and associations
- Schools and educational groups

Assessment criteria

The VSTWP Committee will assess applications based on their alignment to the following criteria.

Community Support and Action:

Priority will be given to projects that demonstrate a high level of community support and action over a number of years.

Collaboration

Projects should involve existing partnerships or aim to develop new partnerships with local, regional and state organisations, groups or communities.

Asset protection

Projects that protect key agricultural industries or environmental assets (e.g. native grasslands) will be considered favourably.

In-kind contribution

Priority will be given to projects with in kind contributions. This includes monetary contributions, labour, equipment or supplies.

Sharing Information

A commitment to sharing project findings through networks to other communities in Victoria.

Example activities or projects:

- Serrated tussock educational field days with presentations and demonstrations for best practice control techniques.
- Landholder extension through collaborative letter mail outs involving the proponent group, local Municipality and the VSTWP.
- Education and raising community awareness through print and social media and signage.
- Surveillance and mapping of serrated tussock infestations.



What will not be funded

- On-ground serrated tussock control works, e.g. spraying, slashing, or physical removal.
- Costs associated with labour or commercial operations.
- Revenue-generating activities.
- Programs already funded by government.

Obligations

The successful applicant must agree to the following conditions:

- Successful applicant will be required to sign a letter of agreement.
- The VSTWP must be notified of any changes to the nominated Key Contact.
- The applicant must provide the VSTWP with information relating to the project when requested, for the purpose of news articles for the VSTWP Tussock Times newsletter, website, social media.
- When promoting the project, the applicant must acknowledge the Victorian Serrated Tussock Working Party.
- The applicant must agree to the payment schedule and provision of supporting evidence such as receipts, photographs etc. to the VSTWP.
- All activities associated with the grant must adhere to Occupational Health and Safety requirements.
- The project must be completed within 6 months.
- A project report is required to be submitted to the VSTWP Executive Officer on completion of the project. The report is to include:
 - Project overview.
 - Supporting evidence, such as receipts, photographs, photo points,

etc. Please ensure 'consent to publish' is obtained from all individuals captured in photographs.

- Relevant quotes from individuals involved in the project.
- Assessment of whether the project aims and objectives were met.



Dates for applications

Open: 15 May 2025

Close: 31 June 2025

Notification of success: 1 August 2025

Funding for this program is limited so the VSTWP does not guarantee all applications will be funded. Applications may be considered for future rounds of funding.



Payment Schedule

50% of the grant will be paid to the group or organisation upon approval of the project and the group representative signing the letter of agreement. The balance will be paid on completion of the final report.

The VSTWP will make payment by direct deposit.



How to apply

Complete the application form and email to: secretary@serratedtussock.com

Only fully completed applications will be accepted for assessment.

Further information or assistance

For information or assistance about the VSTWP Community Grants, email:

Brenda Reid

VSTWP Administration Officer

E: secretary@serratedtussock.com





Received:	/	/	
Endorsed:	Y	N	Initial:
Key Contact Notified:	/	/	

VSTWP COMMUNITY GRANTS **Application**

To apply for a VSTWP's Community Grant please complete the application form and email to info@serratedtussock.com

PART A - Community Group/Organisation Details

Group name: _____

KEY CONTACT - This person will be responsible for the project and reporting requirements.

Title: _____ First Name: _____ Surname: _____

Position Title: _____

Postal Address: _____

Town/Suburb: _____ Postcode: _____

Phone B/H: _____ Mobile: _____

Email Address: _____

Is this Group incorporated: Y N (Sponsor group details over page)

Incorporation Number: _____

ABN: _____

Is the Group registered for GST: Y N



Sponsor Organisation Details (if applicable)

Organisation Name:

Organisation's Incorporation number:

Organisation's ABN:

Contact Person:

Position Title:

Email Address:

Phone B/H: Mobile:

Partnership Group Details

Will this project be held in partnership with other Groups: Y N

Group Name/s:

Incorporation Number:

Group Name/s:

Incorporation Number:

Group Name/s:

Incorporation Number:

(If more than 3 groups please attach a separate sheet with details.)

Occupational Health and Safety

You need to make sure your Group has a safe system of work in place for your project to protect the health and safety of your Group, volunteers and community.

Does your Group have appropriate occupational health and safety procedures in place: Y N



Part B- Project Details

Title of project:

Expected project timeframe:

Project description: *Please include Who, What, Where, When, and Why **

**Attach additional sheet if required*

Project Activities

	Funding requested	\$
	Group cash contribution	\$
	In-kind / Other contribution	\$
	Total	\$

Budget Items: *Please explain budget and 3 co-contributions below (excluding GST)*



Part C - Declaration

On behalf of the _____
(Community group/organisation)

I understand that this is an application only and that final approval will be subject to funding availability.

- I declare that I have the support and agreement of the Community Group / organisation to submit this application on their behalf.
- I declare that I have agreement of all parties identified in the application to include their details within this application.
- I declare that the information provided in this proposal is true and correct and no information is false or misleading.
- I declare that I have read and understood the VSTWP's Community Grant Guidelines.

By ticking the 'I agree' box below and signing, you agree to the statements listed above.

I Agree

Key Contacts Name: _____

Signature: _____ Date: _____

Privacy - Personal information supplied by you and/or contained herein is collected, stored and maintained for the purpose of facilitating and administering the grant process. The information collected is not traded, sold, licensed nor used for commercial marketing purposes.