

VICTORIAN RABBIT ACTION NETWORK

COMMUNITY GRANTS 2021

FUNDING GUIDELINES



Victorian Rabbit Action Network Community Grants 2021 Funding Guidelines

1. INTRODUCTION

Rabbits alter our natural landscapes, negatively impact our biodiversity, agricultural production systems, Aboriginal cultural heritage, infrastructure and community assets and can be a serious cause of frustration in Victorian communities.

The Victorian Rabbit Action Network (VRAN) is a partnership between community representatives, industry and government agencies that enables a more collaborative approach to rabbit management. VRANs long term goal is to see feral rabbits gone from our landscape. We want to help build the capability of people working in rabbit management, so they can deliver effective and sustainable rabbit programs in their communities.

VRAN COMMUNITY GRANTS 2021

The aim of the **VRAN COMMUNITY GRANTS 2021** is to support coordinated, community-led action across Victoria. VRAN wants to provide community groups with an opportunity to lead the improvement of their rabbit management programs so they can:

- increase land managers' awareness and use of best practice rabbit management
- increase the level of community participation and effectiveness of on-ground rabbit control across Victoria
- provide an opportunity for community groups to deliver innovative programs that raise community awareness showing the need for effective control of rabbits in our environment

The **VRAN COMMUNITY GRANTS 2021** is an initiative of the Victorian Rabbit Action Network (VRAN) and is a project funded by the Australian Government Agricultural Competitiveness White Paper in collaboration with Agriculture Victoria.

These guidelines provide details of the **VRAN COMMUNITY GRANTS 2021**. Applications for this round must be submitted to the Grant Coordinator, victorianrabbitactionnetwork@gmail.com

What is the timeline for the VRAN Learning Network Grant?

Applications open	21 December 2020
Applications close	29 January 2021, 5pm ADEST
Successful applicants notified	5 February 2021
Project completion and final reports submitted	5 April 2021



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2. GENERAL GUIDANCE

We anticipate that the delivery of some of your funded grants projects may be affected by the restrictions due to coronavirus (COVID-19), and that is ok. Please follow government measures and directions and keep up-to-date with the changing public health advice when planning and conducting activities via the [Department of Health and Human Services](#).

VRAN encourage applicants to be mindful when planning to hold community events, workshops and some of your usual community/workplace activities where groups of people will be in close proximity. These activities may not be feasible under changing health restrictions.

Applicants may wish to consider:

- webinars
- online Videos and Podcasts series hosted with a VRAN Mentor or Learning Network member
- hosting events outdoor
- planning for social distancing and developing a risk management plan

3. THE GRANT PROCESS

STEP 1: PREPARE YOUR APPLICATION

STEP 2: SUBMIT AN APPLICATION VIA EMAIL TO victorianrabbitactionnetwork@gmail.com

STEP 3: YOUR APPLICATION WILL BE ASSESSED

STEP 4: APPROVAL AND NOTIFICATION.

STEP 1: PREPARE YOUR APPLICATION

What will the VRAN Community Grants Program fund?

For the project to be successful, applicants must demonstrate in their submission how they address some or all of the following assessment criteria:

- **Impact and capacity:** Projects that encourage community/workplaces to plan and undertake best practice rabbit management. VRAN would like to see projects that plan for, and have a high likelihood of having an ongoing place in your community's/workplace's efforts to control rabbit population. You should also consider how you will share your knowledge with your networks and other communities in Victoria.
- **Coordination and collaboration:** Projects that will build productive relationships and partnerships across the people and groups that manage rabbits, including between community, government agencies, absentee landholders, school groups, Landcare groups and Traditional Owner groups.
- **Community-led:** Projects that demonstrate a commitment to community engagement principles for the purpose of building community-led action on rabbits.



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STEP 2: SUBMIT APPLICATION VIA EMAIL

What is the application process?

To be eligible you must email your grant application to victorianrabbitactionnetwork@gmail.com by January 29th 2021, 5 pm AEST.

STEP 3: APPLICATION ASSESSMENT

A panel consisting of members of the Victorian Rabbit Action Network committee will assess all applications against the assessment criteria and provide advice to the Grant Coordinator. More information on our members visit www.vran.com.au/about

STEP 4: APPROVAL AND NOTIFICATION

Successful projects will be announced by February 5th 2021. You will be required to submit a final report by 5 April 2021.



Photo Darren Bain, North Central CMA



4. MORE INFORMATION

For more information contact the Grant Co-ordinator via email to heidi.kleinert@agriculture.vic.gov.au or 0472 877 472.

Applications must be sent to victorianrabbitactionnetwork@gmail.com

Can you provide examples of projects that could be eligible for a small grant?

Potential project ideas include, but are not restricted to:

- **Mapping and monitoring:**
 - Rabbit management requires monitoring before, during and after an integrated control program. Map your rabbit problem using GPS or RabbitScan.
 - Develop a guide for mapping and monitoring that includes templates for recording and information sheets that support the local plan.
 - Design mapping information toolkits outlining the different mapping options and host mapping training for community groups.
- **Innovation:**
 - Do you have a creative new community engagement idea that you want to trial that will benefit your community and our landscape?
 - Is there a new partnership that can be formed?
- **Build skills and share knowledge and know-how:**
 - Host training days so your community/workplace knows how to do integrated rabbit management.
 - Raise awareness of your program, develop community YouTube clips, host best practice demonstration days with a neighbouring community group
 - Work with your local Traditional Owner group to codesign a best practice rabbit control program
 - Develop case studies on community groups participating in best practice rabbit control
 - Invite a facilitator or guest speakers, such as one of the VRAN Mentors, to discuss rabbit management with your community group/networks or workplace.
*Knowledge shared should be based on best practice rabbit management
- **Planning action at a local scale:**
 - Invite a VRAN mentor or coach to help your community to design your community action plan.
 - Work with community group/neighbours/workplace to develop local area plans that include input from all stakeholder groups for long term action and legacy.
 - Collect data to aid local area planning, use websites to host your new plan, produce advertising materials to promote plans.
 - Design/host training days for community groups to undertake the planning process.
 - Design signage to be used in your local area.



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What will the VRAN Community Grants Program not fund?

The grants will not support:

- On-ground works e.g. rabbit control programs, purchasing baits or biological control, purchasing of equipment, warren ripping or fumigation.
- The purchase of goods for competitions, prizes or alcohol for any events.
- Capital purchase: e.g. GPS units, computers, smoker equipment.
- The hosting of events or developing material that promote methods that are not best practice rabbit management.

How much can I apply for?

Applications are sought for projects requiring funding from \$2,000 to \$5,000 (ex GST). This is a competitive process and not all grants received will necessarily receive funding or the entire funding applied for.

Who is eligible?

Applications are welcome from community members, volunteers and professionals interested in leading rabbit management, whether it be through a community or farming group, Landcare, government agency, Catchment Management Authority or another organisation with responsibilities in land management.

To be eligible for funding, your agency or community group will need to be an incorporated body or have a sponsor partner or agency (such as a Landcare network of a Catchment Management Authority) that is incorporated.

Joint applications and partnerships between regions and Local Government Areas are also encouraged. Payments will not be made to individuals.

If you have applied for VRAN funding before you are welcome to apply again.

Timelines

Timelines to deliver the projects are very short term. All projects must be completed and reported on by 5 April 2021. Unfortunately, at this stage no further extensions can be granted. For more information please refer to the Terms and Conditions.

GST exclusion

Prospective applicants should note that all project costs included in the application must be exclusive of GST.

Calculations

Volunteer time i.e. unpaid, in-kind contributions should be valued at \$30 per hour. You can determine the dollar value for your whole project using the following calculation:



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Volunteer contribution = Number of volunteers x Hours worked per day x Number of days x \$30.

Staff contribution = Number of staff x Hours worked per day x Number of days x Hourly rate.

Catering costs are to be modest for events and are to be capped at \$10 pp/morning and afternoon tea and \$20 pp/ main meals.

Costs for VRAN Mentors or guest speakers, please contact them individually for their rates.

VRAN Mentors

Please feel free to contact the VRAN Mentors for advice prior to submitting your grant application.

Neil	Devanny	neil.n.devanny@gmail.com	0457 526 566
Brad	Spear	envirovic@bigpond.com	0408 336 396
Tim	Bloomfield	environment_first@msn.com	0439 101 631
Tom	Miller	tmiller@moorabool.vic.gov.au	(03) 5366 7100
Peter	Barnes	peterb@tfn.org.au	0437 003 334
Geoff	McFarlane	geofflynmcfarlane@gmail.com	0407 822 525
John	Matthews	johnjudy01@bigpond.com	0418 315 752

What are the components of best practice rabbit management?

Our aim to see every community group and organisation use Best Practice Rabbit Management (BPRM). BPRM uses integrated and proven methods that are applied in the correct sequence in the right seasonal conditions. Completing each of the steps in the BPRM approach will ensure all rabbits are exposed to some treatment. The BPRM steps are:

1. **Assess the rabbit problem:** locate burrows and estimate rabbit numbers, e.g. spotlight count or survey of damage and rabbit abundance using a tool such as the [Rapid Rabbit Assessment Guide](#).
2. **Baiting:** applied across the whole area, to reduce the rabbit population by 90-98% and to slow re-use of breeding burrows. Monitor free-feed trails to determine bait uptake. Use this data to ensure correct amounts of poisoned bait are applied.
3. **Warren modification:** e.g. ripping or destroying every burrow to stop any opportunity of burrows being used for shelter or breeding.
4. **Monitoring:** e.g. measuring changes in burrow activity (number of active burrows), recording rabbit abundance, undertaking spotlight counts (rabbits seen per km), taking photo points to monitor damage and regeneration.
5. **Follow up and maintenance:** a program of further baiting, fumigation or burrow modification to maintain gains and protect your investment.



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What about other approaches to rabbit control? Do they work?

The use of the following secondary approaches are ineffective in the long-term: shooting, gas explosion (LPG/oxygen), hand-digging burrows, ferreting, long-netting and/or blocking burrows. Although you might notice a short-term drop in rabbit numbers, the population will quickly build up again without the use of BPRM methods.

Even using only one or two components of BPRM, such as one-off baiting and/or fumigation programs without burrow modification, will allow rabbits to return, money and effort will be wasted, and the rabbit problems continue. VRAN encourage to use BPRM when planning your rabbit program.

5. TERMS AND CONDITIONS

- Applications submitted after the closing time will not be considered.
- Applications will be assessed against the eligibility and assessment criteria outlined in the grant funding guidelines.
- Information requested in the application form will only be used for reviewing, assessing and awarding grants.
- VRAN does not guarantee all applications will be successful. VRAN reserves the right to declare any application as ineligible.
- Time frames are short for delivery of projects: 5 February – 5 April 2021

Funding

- Successful applications will be required to enter into a funding agreement with the VRAN, signed by your authorised representative or sponsor organisation. This agreement will detail the obligations for the use of funding and to meet performance as measured against described activities, the expected timeline for the project and reporting requirements.
- VRAN will make a payment by direct deposit as a one-off payment upon submission of an invoice.
- VRAN is not liable for the payment of any tax or any other obligations incurred by the successful applicant as a result of accepting the Grant. The successful applicant must seek appropriate financial advice prior to accepting the Grant.
- Any funds not spent according to the project application, including unspent funds, must be returned to VRAN. If a project is cancelled after the grant recipient receives payment, all remaining grant funds must be return to VRAN.

Reporting

- All recipients will be required to provide a final report at the end of the project. A final report template will be provided by the Grant Coordinator. Project managers must provide evidence of expenditure with tax receipts and photographs of events. Please ensure consent to publish is obtained from all individuals in photographs.



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Safety

- All activities associated with the small grants must adhere to Occupational Health and Safety requirements, COVID-19 health warnings (guidelines that are applicable at that time) and emergency warnings.
- The grant recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to this program, or projects funded by this program, against any claims for loss or damage to property and/or injury or death to persons.
- In accepting a Grant, the successful applicant agrees to waive, release and discharge VRAN, its officers, associates and partner organisations from any and all liability, including but not limited to any liability arising from the negligence or fault of the entities or persons released for death, disability, personal injury, property damage, property theft, or actions of any kind that may occur as part of the Grant, including during or after any travel is undertaken as part of the Grant.

Promotion

- The applicant must provide VRAN with information relating to the project for the purpose of VRAN promotions e.g. media releases, websites and social media.
- When promoting the project successful applicants must acknowledge the Victorian Rabbit Action Network on all published or promotional material arising from their project. All information about successful projects, including the application, progress updates, final report, quotations, photos, maps, and videos may be used by VRAN and its funding partners in national promotions, including as part of feature projects on websites, media relations campaigns, publications, case studies and all social media.
- Grant recipients must acknowledge the funding from the grant program on all published or promotional material arising from their project.
- Project applicants may also be asked to participate in interviews at the completion of the grant project.

Privacy

- If an application is unsuccessful, it will be stored on the VRAN database for 18 months and may be considered for alternative funding opportunities.
- VRAN will collect personal information, about you or a third party, that is required for the application. This information may be provided to other Victorian Government bodies for the purposes of assessing your application. 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 (Vic) and other applicable laws.
- VRAN is committed to protecting the privacy of personal information. Enquiries about access to information about you held by VRAN should be directed to the Heidi.Kleinert@agriculture.vic.gov.au



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Legal obligations

- If you are planning a demonstration day, landholders must be careful to avoid damage to the environment (including waterways) and Aboriginal cultural heritage sites when using machinery. Be aware of your legal obligations and obtain the necessary permits. If you are unsure, seek advice from Agriculture Victoria, Department of Environment, Land, Water and Planning, Aboriginal Victoria or your local council.

