Youth Volunteering for Nature Fund

Victoria's Great Outdoors

Applying for funding

This Fact Sheet will guide you through how to fill out the Youth Volunteering for Nature Fund application form.

Before applying

Make sure you have read the funding guidelines and FAQ fact sheet and have support for the project from all required parties before submitting. Keep copies of your application including supporting documentation. This information can be used for future applications or to assist with queries should your application be successful.

Once submitted, your application will be collated with all other applications to the relevant Round and tendered for assessment and scoring.

When applying

1.   Register with ParkConnect

To apply, you will need to register with ParkConnect.

If you have previously registered, you will be able to access the Youth Volunteering for Nature dashboard and application form.

Username and password

Upon registering, you will be emailed a username (email address) and password. Record this information somewhere safe.

2.   Complete the application

The application form can be saved as you go. You can click through the sections and submit or save a draft. You can access and submit draft applications through your Youth Volunteering for Nature Fund dashboard.

You must answer all fields before submitting your application. If fields are left blank, your application may:

- be ineligible
- score lower
- not submit

* denotes mandatory fields. If these fields are left blank, the application form will not save or allow you to move to the next or previous page.

Use the screen shots below to assist completing your application.

3.   Submit the application

Once you have answered all fields and uploaded all attachments you can submit your application. Once submitted, you are unable to make any edits/changes. You can view your submitted application through your Youth Volunteering for Nature Fund dashboard.
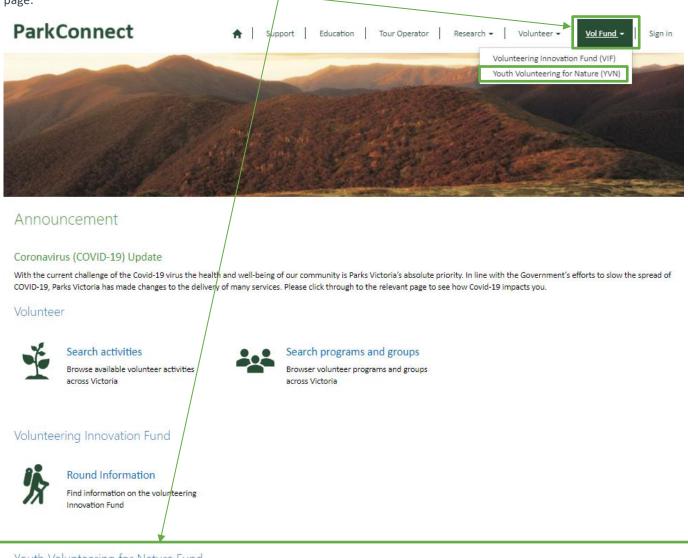
Contact us

If you have any queries, or require more information, please contact Parks Victoria Youth Volunteering for Nature team via email: volunteer@parks.vic.gov.au or phone: 13 1963

Access the Youth Volunteering for Nature Fund

To access the Youth Volunteering for Nature Fund information, click on either of the below icons on the ParkConnect home page:

You will be taken to the Youth Volunteering for Nature Fund (YVN) landing page. If you have not registered with ParkConnect, you will need to, in order to access the YVN Dashboard and application form. You can access the registration page, VIF dashboard and application form through the blue outlined buttons, or through the top navigation bar.

You can access the Funding Guidelines and Fact Sheets on the landing page through the following links.

Once you have registered and signed in, you can visit the YVN dashboard, which allows you to commence and manage your applications.

You can start a new application by clicking the blue outlined button on the landing page or on your YVN dashboard.

Youth Volunteering for Nature Dashboard

Tips for using the Youth Volunteering for Nature online form:

- Type and save your application in a word document before transferring (copy + paste) into the online form. This will reduce the risk of losing work due to internet connection issues and assist with proof reading. You can use this document to help draft some of the questions requiring detailed answers.
- A * denotes mandatory fields. You must complete these sections to save and/or submit your application.
- You must answer all fields before submitting your application. If fields are left blank, your application may be ineligible or may not be able to be submitted.
- Click "Next" to save your application and move on to the next section.
- Click "Previous" to return to a previous section.
- Review your application before submitting to ensure all fields are answered.
- Refer to the Youth Volunteering for Nature Funding Guidelines and Fact Sheets for further tips and information to assist you to complete the application.
- If you require assistance please call the Youth Volunteering for Nature project officer on 13 1963 or email volunteer@parks.vic.gov.au

Applications

Start Application

All your draft and submitted applications will be accessible through your VIF dashboard. If you save a draft application, you can access it to review, edit, proof read, submit or delete by clicking on the Application ID or the drop down arrow.

Applications

Start Application

Application ID ↑	Project Title	Status	Funding Requested	Submitted on	Submitted by	
YVN-0000011	Test 2	Submitted	$1,499	21-Sep-2021	Nicola Shadbolt	⌄

The application will only be editable if in draft status (un-submitted) and while the Round is open. Once you have submitted an application you are unable to edit it. The application will become 'view only'.

Supporting Nature's Future
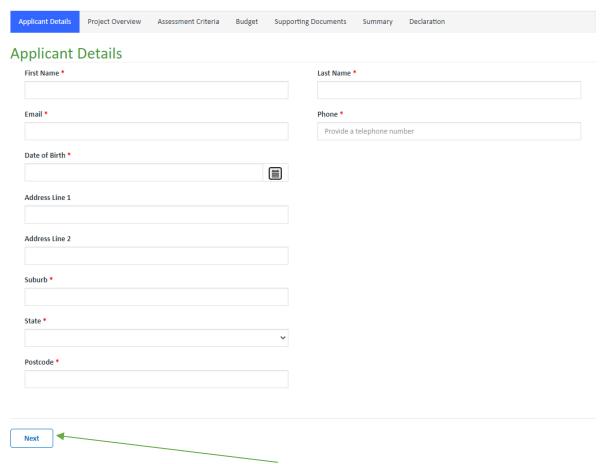
Start an Application

To start a new application, click on the "Start Application" button on the landing page or your YVN dashboard. The button will take you to the first page of the application.

Start Application

Applicant Details

The Applicant is the individual applying for funding. You will need to provide your name, date of birth and contact details. These are the details Parks Victoria will use when contacting you about your application, so ensure they are correct.

Youth Volunteering for Nature Application

| Applicant Details | Project Overview | Assessment Criteria | Budget | Supporting Documents | Summary | Declaration |

Applicant Details

First Name *

Last Name *

Email *

Phone *

Provide a telephone number

Date of Birth *

Address Line 1

Address Line 2

Suburb *

State *

Postcode *

Next

Once you have filled out all mandatory fields, click **Next** to save your application and progress to the next page. Do not exit an application page that you have completed without first clicking **Next,** even if you do not wish to proceed further, as this will mean the contents of the completed page are not saved. Once you have clicked **Next**, you can then exit and the draft will be saved up to the page you have completed.

The application will not save until all mandatory fields are completed (and correct). If any of the mandatory fields are not completed correctly, the errors will list at the top of the page in red. You must correct these errors to save, exit to the VIF dashboard or proceed to the Next page. Your application will not save if there are incomplete fields or errors.

Project Overview

The Project Overview page provides you the opportunity to tell us about your project.

Use the link to identify the area/s your project will be based in.

Click the **Add locations** button to add one or more areas to your project location.

A pop-up-box will open. Select the applicable region name(s) from the list. These will appear as **Selected records**. Once you have selected all applicable locations, click **Add**. Note: if your project will not be based in a specific location, for example if it is a web based project or a podcast, select **Statewide**.

Upon clicking Add (or Cancel) you will return to the application form. The selected areas will now show in the table.

You can remove areas by clicking on the drop down arrow and selecting **Remove**.

You can add more areas by using the above instructions.

To add which park or forest(s) your project will be located in (if applicable) click the **Add Parks/ Forests**.

A pop-up-box will open. Select the applicable park or forest name from the list, or **search** the records for the name.

Once clicked on, the name(s) will appear under **Selected records**. When you have selected all applicable locations, click **Add**. Note: if your project will not be based in a specific location, do not complete this section.

Use this link to visit a map which will assist you to identify who the Traditional Owners are for your location (if applicable).

Who are the Traditional Owners in your project area?
You can search Traditional Owners here

Associate

Click the button to add one or more Traditional Owners.

A pop-up box will open. Select the applicable Traditional Owner/s from the list and then click **Add.**

If there are no Traditional Owners formally recognised in the area according to the ACHRIS map provided in the link, select this option.

Scroll through all the Traditional Owners using the bar and list pages.

Lookup records

Search

☐ First Peoples of the Millewa-Mallee, being Latji Latji, Ngintait and Nyeri Nyeri Traditional Owners
☐ Gunaikurnai People
☐ Gunditjmara People
☐ Taungurung People
☐ Traditional Owners not formally recognised in area
☐ Wadawurrung People
☐ Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations

1   2   >

Selected records

Traditional Owners not formally recognised in area ✖

Add   Cancel

Upon clicking Add (or Cancel) you will return to the application form. The selected Traditional Owners will now show in the table.

Who are the Traditional Owners in your project area?
You can search Traditional Owners here

Associate

You can remove Traditional Owners by clicking on the drop down arrow and selecting **Remove.**

Name ↑

Dja Dja Wurrung People

Traditional Owners not formally recognised in area

You can add more Traditional owners by using the above instructions.

Remove

Use this link to identify jointly managed parks. For more information onjointly managed parks, see the Fact Sheet*: Managing Country Together*

Is your project conducted in jointly managed land?
You can find a list of jointly managed land here

You must have support from land manager/s before applying. Written support must be attached in the supporting documents page at the end of the application form. For more information see the Fact Sheet: *Frequently Asked Questions*

Do you have support from a Parks Victoria Representative, DELWP, and / or a Traditional Owner? *

Dates: click on the calendar **icon** to enter the anticipated start and end dates.

Projects must be completed within 6 months from receipt of funding from Parks Victoria. Make sure the project dates align with the Youth Volunteering for Nature Fund timelines.

Anticipated start date *

Anticipated end date *

‹	September 2021	›

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

The 'What are you going to do?' section allows you to provide an overview of the project so we can better understand the background, scope and planned outcomes of the project. It is your 'elevator pitch'. This can be submitted in written form (200 words or less), or via a 1 – 2 minute video. You do <u>not</u> need to submit both. If submitting a video, write 'see video' in the textbox.

What are you going to do? (200 words or less) If only submitting a video, write 'see video' in text box *
Provide a brief summary below, outlining your project in 300 words or less or upload a video outlining your project.

see video.

Video Guidelines
- Max video length should be 2 minutes
- File size should be under 50MB

Name ↓	Status	
Upload a project objective/s video	Pending	

To upload a video, click the drop down button next to the status and select **Upload Video**

Video Guidelines
- Max video length should be 2 minutes
- File size should be under 50MB

Name ↓	Status	
Upload a project objective/s video	Pending	⌄

Upload Video

A pop-up box will appear. Click **Upload** to be taken to the upload document box. Choose your video file and upload it. Write the title of the video in the **comment** section. Click **Save.**

☑ Edit ×

Nam
Upl

No fi

Save

Upload Document ×

Comment

Select Document   Choose File   No file chosen

Save   Cancel

☑ Edit ×

Name *
Upload a project objective/s video

less than a minute ago   Volunteer video
Nicola Shadbolt
📄 Volunteer video.mp4 (4.66 MB)   ⌄

☑ Edit
🗑 Delete

Upload

Save

You will return to the original pop-up box. If you wish to edit or delete your video, click the **drop down arrow** and select from the options.

Once you are satisfied with your video, click **Save.** You will return to the main form.

If you wish to return to the video to edit or remove it at a later time, click the drop down button next to status and click **Upload Video**. This will take you back to the Upload Video pop-up window where you can follow the instructions above to edit or remove it.

Cultural Heritage Assessments

Parks Victoria is responsible for protecting Aboriginal cultural heritage values on the parks estate. All projects that include ground disturbance (including tree planting) must undertake a cultural heritage assessment to determine the risk to Aboriginal heritage prior to the activity starting. For more information on this see the Fact Sheet: *Managing Country Together*.

If you select yes, a second drop down box will appear asking whether you have considered cultural heritage assessments. If you are successful in your application, staff will contact you to discuss cultural heritage assessments in further detail, and can provide further explanations and instructions where relevant.

Once you have filled out all mandatory fields, you can click **Next** to save your application. This will also progress you to the next page.

Remember: the application will not save until all mandatory fields are completed (and correct). If any of the mandatory fields are not completed correctly, the errors will list at the top of the page in red. You must correct these errors to save and proceed to the next page. Your application will not save if there are incomplete fields or errors.

Assessment Criteria

The Assessment Criteria page provides you the opportunity to show us how your project meets the Youth Volunteering for Nature Fund objectives and assessment criteria, which the assessment panel will judge your application upon.

You can find a copy of the assessment criteria in the *Funding Guidelines*.

We recommend writing your responses in a word document prior to inputting them into the text boxes. You will find a link to a Word document on the YVN dashboard that provides the questions and space for you to draft your responses, should you wish to use it. You cannot submit this document, you must copy and paste them into the application form.

Youth Volunteering for Nature Application

| Applicant Details ✔ | Project Overview ✔ | **Assessment Criteria** | Budget | Supporting Documents | Summary | Declaration |

Assessment Criteria

Innovation

How does your project address the following definition: A new or different approach to environmental volunteering that creates value? (Describe in 200 words or less) *

Volunteerism

Please explain how your project will increase the number of young volunteers, and if it will improve inclusivity, accessibility, diversity and/ or understanding of environmental volunteering (Describe in 200 words or less) *

Merit

How many people do you think will benefit from this project? *

How many young people will you engage in this project? *

What are the benefits? Environmental, social, Aboriginal cultural heritage and/ or historic heritage (Describe in 200 words or less) *

Legacy

Do you intend to continue the project into the future?
● No ○ Yes

How will the project provide lessons for the future? (Describe in 200 words or less)

Previous   Next

Click **Next** to save the application and progress to the next page.

Budget

The Budget page provides you the opportunity to demonstrate how you will manage the funding you are requesting. When writing amounts, use numerals only, do not use the $ symbol.

It is mandatory to provide the amount you are requesting.

It is not mandatory to provide the Budget Breakdown, but it may assist you in calculating the amount you will need.

To add budget Items click on the **Add Item** button. This will take you to a pop-up window.

Note that if you are successful, you will be required to provide a budget breakdown. A template will be provided in your award pack for this purpose.

Youth Volunteering for Nature Application

| Applicant Details ✔ | Project Overview ✔ | Assessment Criteria ✔ | Budget | Supporting Documents | Summary | Declaration |

Budget

Funding Requested (maximum $1500) *

800

Budget Breakdown

Add Item

Item ↑	Amount (inc. GST)	
Catering	$100.00	⌄
Equipment and PPE	$400.00	⌄
Promotional materials	$300.00	⌄

Previous   Next

☑ Create   ×

Item *

Catering

Amount (use GST inclusive amounts) *

100

Submit

In the pop-up window, write a brief description of the item under **Item**.

Write the **Amount** (do not use the $ symbol)

When ready, click **Submit.**

If you wish to edit or remove an item, click the **drop-down button** beside the item and select the option you require.

Item ↑	Amount (inc. GST)	
Catering	$100.00	⌄
Equipment and PPE	$400.00	Edit
Promotional materials	$300.00	Remove ⌄

Documents

The Document page provides you the opportunity to further demonstrate community support for your project and assist us to better understand your project.

You **must** upload a copy of the mandatory document: **Land Manager/Traditional Owner/Area Chief Ranger Support**. You will not be able to submit your application without this document.

All other documents are not mandatory, but give you an opportunity to strengthen your application. Please keep attachments to a maximum of 7 only.

For more information see the *Funding Guidelines* and/or *Fact Sheet: Frequently Asked Questions.*

Youth Volunteering for Nature Application

| Applicant Details ✔ | Project Overview ✔ | Assessment Criteria ✔ | Budget ✔ | Supporting Documents | Summary | Declaration |

Supporting Documents

Please keep attachments to a maximum of 7 only.

Document Name	Mandatory ⬇	Status	
Land Manager/Traditional Owner/Area Chief Ranger Support	Yes	Pending	⌄
Plans	No	Pending	⌄
Photos	No	Pending	⌄
Letters of Support	No	Pending	⌄
Other	No	Pending	⌄

[Previous] [Next]

To upload documents, click on the relevant drop-down box.

Document Name	Mandatory ⬇	Status	
Land Manager/Traditional Owner/Area Chief Ranger Support	Yes	Pending	⌄
			Upload/Edit
Plans	No	Pending	⌄
Photos	No	Pending	⌄
Letters of Support	No	Pending	⌄
Other	No	Pending	⌄

☑ Edit   ✕

A pop-up-box will open.

Click on the **Upload** button.

Name *

Land Manager/Traditional Owner/Area Chief Ranger Support

No files found

[Upload]

 A further pop-up box will open.

Enter the name of the document. The document will not upload unless this field is completed. This field will assist with identification of the document.

Click on the **Choose Files** button.

A pop-up box will open. Select the document and click open. The document will now show here.

Click on the **Save** button.

Upload Document   ✕

Comment   Land Manager support letter.

Select Document   [Choose File] Land Mana...Support.docx

[Save] [Cancel]

☑ Edit   ✕

You will return to the original **Edit** pop-up box.

The uploaded document will now show. You can edit or delete the document by clicking on the **drop down arrow**.

You can upload more documents to this category by clicking on the **Upload Document** button and repeating the above instructions.

Once all documents within this category are uploaded, click on the **Save** button.

Name *

Land Manager/Traditional Owner/Area Chief Ranger Support

less than a minute ago   Land Manager support letter.
Nicola Shadbolt
📄 Land Manager Support.docx (11.66 KB)

[▾]

[Upload]

[Save]

Upon clicking Save you will return to the application form. The Status in the table will now show as **Submitted**. You can edit the uploaded documents by clicking on the **drop down arrow**.

Upload more documents to the other categories by repeating the above instructions.

Once you have uploaded all applicable documents, click **Next** to save your application.

Summary

The Summary page provides you the opportunity to review your application and ensure all fields are answered and correct. You can also print this page.

Youth Volunteering for Nature Application

| Applicant Details ✔ | Project Overview ✔ | Assessment Criteria ✔ | Budget ✔ | Supporting Documents ✔ | Summary | Declaration |

Applicant Details

First Name *
Example

Last Name *
Name

Email *
example@example.com

Phone *
1111111111

Date of Birth *
01/01/2000

Address Line 1
535 Bourke St

Address Line 2
—

Suburb *
Melbourne

State *
VIC

Postcode *
3000

Project Overview

Project Title *
Examole

Once you have reviewed your application, click the **Next** button at the bottom of the page.

If you wish to make any changes, click **Previous** to return to previous pages.

[Previous] [Next]

Declaration

The Declaration page confirms your responsibilities when submitting the application. You must agree to the declarations to submit the application.

If you agree with the declarations, select **Yes**.

If you are ready to submit your application, click the **Submit** button.

If you are not ready to submit your application, exit the page without clicking Submit, and your application will remain in draft. Return to the YVN dashboard at any time during the Round open dates to access, edit and submit your application.

Youth Volunteering for Nature Application

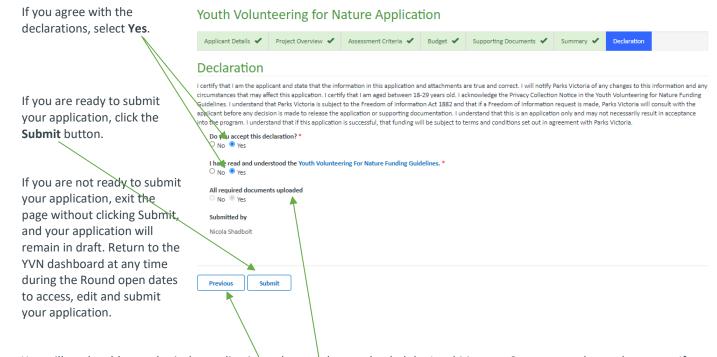| Applicant Details ✔ | Project Overview ✔ | Assessment Criteria ✔ | Budget ✔ | Supporting Documents ✔ | Summary ✔ | Declaration |

Declaration

I certify that I am the applicant and state that the information in this application and attachments are true and correct. I will notify Parks Victoria of any changes to this information and any circumstances that may affect this application. I certify that I am aged between 18-29 years old. I acknowledge the Privacy Collection Notice in the Youth Volunteering for Nature Funding Guidelines. I understand that Parks Victoria is subject to the Freedom of Information Act 1882 and that if a Freedom of Information request is made, Parks Victoria will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in acceptance into the program. I understand that if this application is successful, that funding will be subject to terms and conditions set out in agreement with Parks Victoria.

Do you accept this declaration? *
○ No ● Yes

I have read and understood the Youth Volunteering For Nature Funding Guidelines. *
○ No ● Yes

All required documents uploaded
○ No ○ Yes

Submitted by

Nicola Shadbolt

[Previous] [Submit]

You will not be able to submit the application unless you have uploaded the Land Manager Support mandatory document. If you have not done so, the **All required documents uploaded** button will automatically select **No** and you will not be able to click the submit button. If this occurs, click the **Previous** button to return to the Supporting Documents page and upload the mandatory document.

Note: once submitted you will no longer be able to edit your application. Once submitted, you will receive a notification confirming the application has been submitted. You can return to the Dashboard to view the application at any stage.

You can also supply feedback on the process if you wish to by clicking the link on the final page. This is voluntary.

Youth Volunteering for Nature Application

Thank you for your submission to the Youth Volunteering for Nature Fund. Outcomes will take approximately 4 months to be announced from the Rounds closing date.
To return to your YVN Dashboard / Applications list click here.

This project is part of the Victoria's Great Outdoors, and we're asking the same questions across all projects. Please click here if you would like to provide feedback