# Frequently Asked Questions

## What age do I need to be to apply?

To apply as an individual, you must be between the ages of 18-29 years old at time of application to be eligible for this fund.

## Can groups apply?

Yes, groups who will engage more young people (18 – 29 years) in environmental volunteer can apply.

## Is there a fund I can apply for if I am not in the eligible age range?

If you are outside of the 18-29 age range and wish to apply for project funding, visit [parks.vic.gov.au/get-into-nature/volunteering/volunteering-innovation-fund](http://www.parks.vic.gov.au/get-into-nature/volunteering/volunteering-innovation-fund) to learn about the Volunteering Innovation Fund, which is open to all ages.

## How many rounds are there?

This is the final round of the Youth Volunteering for Nature Fund.

## What is the application format?

The application process is online. Along with your written responses to the assessment criteria, you will have the opportunity to submit a short 1-2 minute video as part of your application to explain your project idea.

## How much can I apply for?

As an individual, you can apply for up to $2,000 in funding.

As a group, you can apply for up to $5,000 in funding.

You will need to demonstrate how this money will be spent through submitting a budget plan if you are successful.

## Can I submit multiple applications?

You can submit up to two (2) project ideas per round. Only one project per person will be successful.

## Where can I hold my project?

Your project can take place in parks, forests and reserves on Crown Land across the state of Victoria, both marine and terrestrial. Projects may also take place virtually, or be a combination of both.

## How do I find out who I need to speak to about approval for my project?

If you are submitting an application which includes any activities on Crown Land, you need support from the land manager. In most cases this will be the Parks Victoria Area Chief Ranger or Department of Land, Water and Planning Officer. Where the project is in a jointly managed park, this must include support from the TraditionalOwner Corporation. You can find a list of jointly managed parks here: <https://www.parks.vic.gov.au/managing-country-together>

Approval can be shown in the way of a letter or email and uploaded in the supporting documents section of your application.

If you are unsure how to contact your applicable land manager, please contact the Volunteering for NatureFund Team to connect you.

## Do I need Traditional Owner approval for my project?

Parks Victoria works in partnership with Traditional Owners. Applicants are encouraged to look at Traditional Owner Country Plans where available and consider projects that align with Traditional Owner objectives.

You may need Traditional Owner approval prior to commencement of your project. If the project requires ground disturbance (e.g. tree planting) then a cultural heritage assessment may be required.

Do not approach Traditional Owners directly, unless you have an existing partnership arrangement. Parks Victoria and Department of Environment, Land, Water and Planning will broker conversations between applicants and Traditional Owners as appropriate. Contact the Youth Volunteering for Nature Fund Team to initiate engagement.

For further details on this topic please read the Managing Country Together fact sheet.

## How do I create my application video?

You can film it on your phone or create it on a platform such as WeVideo. You don’t need to be a skilled film maker – it’s the content and message that are important, not the quality of the video.

## What if I can’t make a video?

That’s ok too! You can describe your idea in writing in the application form.

## How many volunteers do I need to to join my project?

It is important that your project engages young people to volunteer for nature. As all projects are different there is no set number of volunteers that are required to be involved. Read the criteria carefully as you will need to explain how your project increases environmental volunteering by young people. This may be through large numbers of volunteers, however it could also be through increasing diversity or accessibility.

The size and population of the region your project is located in will be taken into consideration during the assessment process.

## What is the definition of ‘innovative’?

When we assess whether a project is innovative, we are looking for projects that meet the definition *“Something new or different that creates value.”*. See the assessment criteria in the funding guidelines for further details.

## When are outcomes announced?

Outcomes will be announced approximately 4 months after the round closing date.

## Will I need to sign an Agreement?

Successful applicants will be required to enter into an agreement with Parks Victoria, outlining the requirements of both the awardee (you) and the awarder (Parks Victoria).

You will receive further information on this as a part of your successful award pack.

## When do the projects have to be completed by?

Successful applicants are required to complete their projects and submit their end of project report within 6 months from the deposit of funding from Parks Victoria.

## Will I need to report on my project outcomes?

If your application is successful you will need to document your project with pictures and/or videos and share these with Parks Victoria.

You will also need to report your volunteering activities and events in the volunteer portal ParkConnect and provide end of project reporting.

At the final event you will share your experience and outcomes with the group.

## What is end of project reporting?

When concluding a project which involves funding, completing an end of project report will provide accurate reporting on the activities you completed and what you spent the funds on. This confirms that the money has been used for the purpose the awarded funding was provided for, and demonstrates that the terms in the Letter of Agreement have been met.

Further information on how to complete a report will be provided to you in your award package if you are successful.

## Should I promote my project?

Yes! We want you to spread the word about the great work you are doing. You can involve the public throughout and at the completion of your project. If successful, promotional guidelines will form part of the Letter of Agreement.

## Will I need a Working with Children Check?

Yes. All Parks Victoria volunteers require a valid volunteer Working with Children Check. This is a simple, free process for volunteers. To apply for a volunteer Working with Children Check [click here.](https://www.workingwithchildren.vic.gov.au/)

## Do I need insurance?

You will not need to take out public liability insurance for this fund. All volunteer activities on Parks Victoria and DELWP estate are eligible for Group Personal Accident insurance. Further insurance details will be included in successful applicant information packs.

# Tips and tricks

## Gather supporting documents

The application process requires you to confirm you have received land manager support (and Traditional Owner support for jointly managed land). This is mandatory and can be provided by letter or email.

You can also attach additional supporting documentation to strengthen your application.

Make sure you allow the land manager plenty of time to review your request and supply confirmation of support before the closing date. Land managers are often very busy so don’t leave this until the last minute! Your application may be deemed ineligible or score poorly if the document is not provided.

## Be prepared

Do not leave applications to the last minute. Writing applications and creating videos can take longer than you expect so give yourself plenty of time.

## Target your application

Make sure your application tells the story from start to finish. Describe the background behind the project and any specific events or issues. Set the scene and link the project you are applying for with the fund’s objective.

Describe the activities and illustrate the benefits that will be achieved with the project. All applications will be assessed against the Assessment Criteria. Ensure that you address how your project will meet each of them clearly.

## Write a draft

Type and save your application in a Word document before copying and pasting into the online application form. You can use the draft document provided on the application dashboard to do so, or create your own. This reduces the risk of losing work due to internet connection issues and can also help with grammar and proof-reading.

## Proof-read

When completing the application, use the features provided and save your application as you go. Once you have drafted your application, ask someone to proof-read (in Word) before submitting.

## Other supporting documentation

Take advantage of the opportunity to provide supporting documentation and provide plans, photos, case studies (examples) and letters of support from your community (community groups, local businesses, Rotary clubs, Progress Associations etc). Please keep documents to a maximum of seven only.

## Extra writing tips

Good applications are those that use the following to support their project:

* statistics (facts and figures)
* [plain English](https://www.vic.gov.au/writing-plain-english)
* passion, and
* spell-check.

## Complete the checklist

Make sure you are ready to build your application by doing the following:

* Read and understand Funding Guidelines, Application Form and Assessment Criteria
* Gather all mandatory and supporting documents
* Plan out your application
* Target your response
* Use writing tips

## Useful resources

There are many resources to help you build the best application possible. There is also a lot of public information about grant writing and applications. If using resources outside of those provided by Parks Victoria, it is recommended to use Australian sources for greater relevance.

# Legal accountability

Parks Victoria is legally responsible to properly account for public money. This responsibility includes accounting for any funds awarded to individuals through Parks Victoria, under any funding program. By accepting funds from Parks Victoria, you also become legally accountable to ensure that the public money is properly spent.

# Contact the Youth Volunteering for Nature fund team

Parks Victoria and Department of Environment, Land, Water and Planning (DELWP) are here to help. We can support you to check that your project aligns with the objectives and give you helpful hints. There is a central customer service phone number (13 1963) which you can contact and request to speak with the project officer, or email them at [volunteer@parks.vic.gov.au](mailto:volunteer@parks.vic.gov.au).

Regional staff or land managers can also assist. If you are already in contact with local Parks Victoria or DELWP staff, you can contact them directly to discuss your application.