# Successful Applicants

Congratulations on your successful application. The assessment panel viewed your project to align with the Fund criteria. If you would like any feedback on your application, please contact the Youth Volunteering for Nature Fund team. We look forward to seeing your project commence.

# How will I be notified?

All successful applicants will be notified via email through ParkConnect to the nominated contact. Notifications will include a Funding Pack with:

* Success letter
* Letter of Agreement
* Template Invoice
* Statement by Supplier
* Project Plan

**Applicants should not start any part of the project until the Letter of Agreement has been signed by Parks Victoria and returned to you and you have received funding from Parks Victoria.**

## Letter of Agreement

Successful applicants will be required to sign a Letter of Agreement with Parks Victoria outlining the requirements of both the recipient (you) and the Fund provider (Parks Victoria).

The Agreement and all applicable documents must be submitted to Parks Victoria prior to the first program event.

## Invoice

Successful applicants will be required to submit an invoice for the funding amount with your signed Letter of Agreement so we can transfer the money to you. A template invoice will be provided for you to use.

## Statement by Supplier

Successful applicants will be required to submit a Statement by Supplier with your signed Letter of Agreement. The Statement by Supplier enables Parks Victoria to transfer the funding to you without the requirement of an ABN. Refer to the Australian Tax Office for more information (<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>)

## Project Plan

Successful applicants will be required to complete and submit a project plan before commencing their project. The project plan will be available to complete on ParkConnect. All project plans must be completed and submitted to Parks Victoria within 30 days of funding received.

# What do I do next?

The documents within the Funding Pack should provide all instructions required to complete the documents to receive funding and commence your project. You will need to:

30 days

|  |  |
| --- | --- |
| **Before Project Commencement** | |
|  | 1. Read and sign the Letter of Agreement 2. Submit the signed Letter of Agreement, invoice and any applicable documents to [volunteer@parks.vic.gov.au](mailto:volunteer@parks.vic.gov.au) | |
| **Project Launch** | |
| 30 days | *\*Funding Received*   1. Attend launch event 2. Complete the Project Plan on ParkConnect 3. Submit the Project Plan in ParkConnect with any applicable documents (e.g. quotes, permits etc) | |
| **Project Commencement** | |
|  | 1. Upload all Working with Children Checks, licences and competencies to the applicable profiles in ParkConnect 2. Once commenced attain relevant activity specific approvals and log through ParkConnect | |
| **During Project** | |
| 5 months | 1. Attend all workshops and events 2. Organise and coordinate project publicity 3. Take update photos throughout the project 4. Complete project within timeframes 5. Record all project activity on ParkConnect | |
| **End of Project** | |
|  | 1. Submit End of Project Report 2. Give a presentation on your experience and learnings to applicable staff, awardees and community groups at the end of program celebration event 3. Keep a record of all application and project documentation for 7 years | |

# How will I receive the funding?

Parks Victoria will deposit the approved funding to successful applicants into their nominated bank account once the signed Letter of Agreement , invoice and any relevant documents are submitted by the applicant and accepted by Parks Victoria.

It is expected that your End of Project Report will demonstrate that these funds were used appropriately and reflect the project plan and budget. Failure to report on the budget, or misuse of funds will result in the applicant returning the funds provided.

# Can I change the project?

Your application has been awarded successful based on the merit of your project, however we know sometimes things may change. If the project scope or timelines need to change, you can submit a Request for Variation for consideration by Parks Victoria. Requests can be made for the following:

* Project scope
* Project timelines

Further information on submitting a variation request can be found in the **Requesting a Variation** Fact Sheet.

## How do I request changes?

A Request for Variation can be made by submitting the Variation Form in Park Connect. The request will be reviewed and a response will be returned within 2 weeks. Do not make any changes to your project until you receive a response to your request.

# How long do I have to complete the project?

Recipients have 6 months from the deposit of funding from Parks Victoria to complete the project and submit the end of project report.

# How to run an activity?

## Obtain specific permits

Dependant on your project, you may require activity specific permits such as a Cultural Heritage Assessments or Research Permits. Upon notification of success, the Youth Volunteering for Nature Fund will advise of approvals required and the applicable processes to follow.

### Cultural Heritage Assessments

If any part of your project includes the disturbance of ground, you will require engagement with Traditional Owners and a cultural heritage assessment and permission prior to progressing activities.

See the **Managing Country Together Fact Sheet**for further information.

### Research Permits

Projects that include a research component on Crown land may require a research permit/access agreement. Permits and agreements provide an exemption from particular park rules and specify research conditions and location/s on which the research is undertaken. Complete the checklist on ParkConnect to ensure you have considered all required regulatory approvals and attach to your Project Plan.

See: [www.parkconnect.vic.gov.au/scientific-research-permit](http://www.parkconnect.vic.gov.au/scientific-research-permit/)

## ParkConnect

Each activity should be recorded in Parks Victoria’s online management system ParkConnect. ParkConnect allows for registration of volunteers, groups and activities, record keeping and reporting volunteer activities and contributions. Individuals can register and create their own volunteer profile. Training tools are provided on the use of ParkConnect and further support can be attained through the Parks Victoria volunteer team [volunteer@parks.vic.gov.au](mailto:volunteer@parks.vic.gov.au).

*See: Parks Victoria Volunteer User Guide (*[*http://media.parkconnect.vic.gov.au/index.html*](http://media.parkconnect.vic.gov.au/index.html)*)*

## Working with Children Check

Working with Childrens checks are mandatory for all volunteers aged 18 and over.

Further information will be communicated on how to conduct this process if you are unsure, including Frequently Asked Questions.

## Job Safety Planning

Job safety planning is the process and tools used to plan allocated work so that jobs can be completed safely. The safety of Parks Victoria’s volunteers, staff and visitors is our highest priority. All activities must be detailed in the Project Plan.

PV Staff can assist with Job Safety Planning. For all routine activities a Safe Work Procedure (SWP) must be completed by a staff member indicating the necessary management controls. This will be provided to you and must be carried on site to ensure appropriate controls are put in place for the activity.

For regulated or non-routine activities a Safe Work Method Statement (SWMS) must be completed by a Parks Victoria/DELWP staff member. You will require an activity specific induction on site by the Parks Victoria/DELWP staff member as well as provision of the SWMS documentation.

When undertaking activities on ground, an onsite induction for volunteers attending the event and a Site Safety Survey must be completed at the start of the day.

## Volunteering in Parks Manual

The Volunteering in Parks Manual can assist you in understanding many of these requirements and how to conduct your activities. See: <https://www.parks.vic.gov.au/get-into-nature/volunteering>

# Further Information

*Fact Sheet YVFN Completing your Project Plan*

*Fact Sheet YVFN Managing Country Together*

*Fact Sheet YVFN Requesting a Variation*

[www.parkconnect.vic.gov.au](http://www.parkconnect.vic.gov.au)

# Contact us

If you have any queries, or require more information, please contact Parks Victoria via:email: [volunteer@parks.vic.gov.au](mailto:volunteer@parks.vic.gov.au) or phone: 13 1963.