# 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 Volunteering Innovation Fund team. We look forward to seeing your project commence.

# How will I be notified?

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

* Success letter
* Funding Agreement (including any applicable addendums)
* Project Plan

**Applicants should not start any part of the project until the Agreement has been executed and you have received funding from Parks Victoria.**

## Funding Agreement

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

The Victorian Common Funding Agreement will be used (<https://www.vic.gov.au/victorian-common-funding-agreement>). The Victorian Common Funding Agreement is used by all Victorian Government departments to fund not-for-profit community organisations to deliver services and projects. Parks Victoria may add additional conditions, dependent on the scope of the approved project.

The Agreement and all applicable documents must be submitted to Parks Victoria within 60 days of receiving the Funding Pack. 60 days has been allocated to enable applicable applicants time to obtain required permits. If you are able to submit earlier, please do so. The

# What do I do next?

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

1. Read and sign the Funding Agreement
2. Complete the Project Plan
3. Create an Invoice with all the required details included and the approved funding amount
4. Attach the signed Funding Agreement, Invoice and all required approvals to the Project Plan and submit through ParkConnect
5. Once commenced attain relevant activity specific approvals and conduct regular reporting where applicable through Park Connect
6. Upload all Working with Children Checks and competencies to the applicable profiles in Park Connect
7. Organise and coordinate project publicity
8. Take update photos throughout the project
9. Complete project within timeframes
10. Record all project activity on Park Connect
11. Submit acquittal
12. Keep a record of all application and project documentation for 7 years

# How will I receive the funding?

Parks Victoria requires an invoice from successful applicants to transfer awarded funding. When submitting your Funding Agreement and Project Plan, include an invoice made out to Parks Victoria for the approved funding amount and other required details included in the instructions.

Parks Victoria will process the invoice and deposit the approved funding to successful applicants into their nominated bank account once the completed Funding Agreement (including all applicable addendums) and Project Plan is submitted by the applicant and accepted by Parks Victoria.

## GST

If you are registered for GST, Invoice Parks Victoria for the awarded funding amount plus GST (e.g. awarded funding $20,000 + 10% GST = $22,000 total).

If you are not registered for GST, Invoice Parks Victoria for the awarded funding amount excluding GST (e.g. awarded funding $20,000 - $20,000 total).

All successful applicants, whether registered for GST or not, are required to acquit the GST exclusive amount (awarded funding) only.

# How long do I have to complete the project?

Recipients have 12 months from the deposit of funding from Parks Victoria to complete the project and submit the acquittal. Any applicants wishing to submit a subsequent Volunteering Innovation Fund application will need to have completed their project and submitted an acquittal a prior to assessment in another Round.

# 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

## 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.

# Why was my application part funded?

There are many reasons why your application may have been awarded only part of the requested funding, including:

* Ineligible items requested
* Insufficient information/documentation provided
* Mis-alignment of quotes and funding requested
* Competitive process

If you would like feedback, please email the Volunteering Innovation Fund ([VolunteeringFund@parks.vic.gov.au](mailto:VolunteeringFund@parks.vic.gov.au)) within 4 weeks of receiving the Funding Pack.

# Can I re-apply?

Yes, you can re-apply to future rounds of the Volunteering Innovation Fund once the current project is acquitted and closed.

# 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 Access Agreements. Upon notification of success, the Volunteering Innovation Fund will advise if other approvals are 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 *Fact Sheet VIF Managing Country Together*

### 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 of 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 in 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 Children’s checks are mandatory for all volunteers aged 18 or 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 (and Annual Volunteer Activity Plan, if applicable).

Your Parks Victoria and/or DELWP staff contact 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 the volunteer group leader and 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. The group leader 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 and Site Safety Survey must be completed at the start of the day.

## Contractor Agreement

If any part of your project includes the engagement of contractors to undertake work on Crown land, you will require a Parks Victoria Volunteer Contractor Agreement. All activities proposed to include contractor engagement must be detailed in the Application Form and Project Plan (and Annual Volunteer Activity Plan, if applicable).

Contact your local Parks Victoria/DELWP staff contact to undertake this process.

# Further Information

*Fact Sheet VIF Completing your Project Plan*

*Fact Sheet VIF Managing Country Together*

*Fact Sheet VIF Publicising Successful Applications*

[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: [VolunteeringFund@parks.vic.gov.au](mailto:VolunteeringFund@parks.vic.gov.au) or phone: 1300 375 323