# Green Links Grants Program Round 2

Project Plan template for applicants



Guidance: This project plan template is to be submitted (attached) as part of your formal application to the Green Links Grants Program.

The template is a guide of the minimum detail we require from potential projects and will be used by the assessment panel in assessing the application.

If you have any questions or require any assistance in completing this document, please contact the Green Links Program team at urban.waterways@deeca.vic.gov.au.

 Insert your organisation logo here (if available)

[deeca.vic.gov.au](https://delwpvicgovau.sharepoint.com/Users/fionadurante/Downloads/deeca.vic.gov.au)

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| --- | --- |
| **Project Name** |  |
| **Lead organisation** |  |
| **Partner organisations** |  |

**Project Manager (primary contact for the grant)**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

## Section 1 – Overview

### Project summary (maximum 100 words)

How would you sell/explain your project if you only had one minute to do so?

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### Project objective and need

What does the project aim to achieve/deliver? What problem or risk is the project addressing? What is the opportunity and subsequent benefits it will deliver?

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## Section 2 – Project delivery specifics

### Project location/s summary

Please provide the site/s location/address and GPS location data (can be sourced from Google maps). If there is more than one site, please list each site and identify as Site 1, Site 2 etc.

Please attach specific site maps, if available, at the end of the document.

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| --- | --- | --- |
| **Site/s ID** | **Location/address** | **GPS coordinates** |
| *e.g. Site 1* | *E.g. Bolin Bolin Billabong* | *E.g.* [*Bolin Bolin Billabong - Google Maps*](https://www.google.com.au/maps/place/Bolin+Bolin+Billabong/@-37.7695362,145.0759712,17z/data=!3m1!4b1!4m6!3m5!1s0x6ad64718a9ef8adf:0xa09df032e3959099!8m2!3d-37.7695362!4d145.0785461!16s%2Fg%2F11t3fgytpc?entry=ttu) |
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### Existing conditions

Describe existing conditions of the project site/s, including context within the suburb and outlining how planting sites were selected. It may also be appropriate to provide some images of the existing site i.e. site photos or Google street view images. These can be submitted separately or attached at the end of the document. Please label clearly.

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| **Site/s ID** | **Site description and selection rationale** |
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### Project outputs

Project outputs enable us to measure your project success. The below will support the panel in making their assessment and if successful, form the basis for which you would be asked to outline what you have achieved in your final project report. It should give you an indication of the type of data we would expect you to collect/record as pat of your project reporting.

Define your outputs and provide target figures. Suggested outputs are provided, however please amend as required. Further guidance is available in the [DELWP (DEECA) output data standards.](https://www.deeca.vic.gov.au/__data/assets/pdf_file/0026/530198/DELWP_Output_data_Std_v3.0_Final_Web_Approved_1.pdf)

|  |  |  |  |
| --- | --- | --- | --- |
| **Output title** | **Output Types (specification)** | **Detail** | **Target figure** |
| 1. **Structural works** | | | |
| 1.7 Terrestrial feature | Rocks |  |  |
|  | Nest box |  |  |
| 1.9 Fence | Fence |  |  |
| 1. **Environmental works** | | | |
| 2.1 Vegetation | Mixed |  |  |
|  | Native indigenous |  |  |
|  | Native non-indigenous |  |  |
|  | Non-native |  |  |
| 2.2 Weed Control | Woody |  |  |
|  | Non-woody |  |  |
| 2.3 Pest animal control | Herbivore |  |  |
|  | Predator |  |  |
| **4. Planning and regulations** | | | |
| 4.3 Assessment | Cultural |  |  |
| 4.4 Engagement event | Training |  |  |
|  | Workshop |  |  |
|  | Field day |  |  |
| 4.5 Partnership (formal establishment) | Traditional Owners |  |  |
|  | Community Groups |  |  |
|  | Corporate |  |  |
|  | NGO |  |  |
|  | Mixed |  |  |
| **5. Participation** | | | |
| 5.1 Participation | Volunteers | No. volunteers |  |
|  | Gendered participation | Gender of participants |  |

### Project schedule and works information

#### Project milestones

Please provide the key project milestones and their delivery dates and any dependencies.

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| --- | --- | --- | --- | --- |
| # | Milestone | Start date | End date | Dependency |
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#### Site preparation overview

What will be done, where, when, by whom i.e. will site preparation be undertaken by volunteers or contractors?

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#### Planting overview

Outline when will planting occur, how will it be done, will there be any community planting, will you have plants delivered in advance etc.

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#### Plant species

If known, please provide a list of the number of plants by species and size.

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| **Species** | **Plant type (i.e. herb, tree, grass)** | **Quantity** |
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#### Watering regime

How will planting be watered initially and longer term? Include source and timing details if known.

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#### On-going maintenance and monitoring

How will maintenance and monitoring be delivered, what activities, how, by who, when and for how long etc?

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## Section 3 – Project financials and Governance

### Budget

There is a specific budget spreadsheet template provided as part of the application documents. Please ensure you complete this and attached with your application at the time of submission.

This section is to provide a high level summary of your budget and funding request:

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| **Resource** | **Details** | **$ ’000 (excl GST)** |
| **Income** | DEECA grant contribution |  |
|  | Funding recipient – cash/financial contribution |  |
|  | Other partner – cash/financial contribution |  |
| **Total project Income** |  | **$** |
|  | In-kind contributions volunteer hours, staffing costs - please provide a breakdown of contributions. Guidance including recommended rates can be found here: [Grants - understanding in-kind contributions | vic.gov.au (www.vic.gov.au)](https://www.vic.gov.au/grants-understanding-kind-contributions) |  |
| **Total project value** | *Income + in-kind* | **$** |
|  | | |
| **Expenditure** | Plants |  |
|  | Other materials |  |
|  | Contractors |  |
|  | Engagement |  |
|  | Other (please outline) |  |
| **Total Project Expenditure** |  | **$** |
|  | In-kind expenditure |  |
| **Total project value expenditure** | *Expenditure + in-kind expenditure* | **$** |

### Procurement

Describe the procurement approach for any consultancies and/or contractors required to design, manage or deliver the project.

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### Governance

Identify the key roles and responsibilities of project team members and any external contributors (including DEECA).

Include the name or title of the person or organisation undertaking each role, where known.

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| **Name** | **Role** | **Responsibility/authority** |
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### Project Risks

List any **project risks** and their **mitigation actions** that are relevant to the delivery of the project.

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| **Risk** | **Proposed mitigation action** |
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## Section 4 – Engagement

**Contact for communications/events enquiries**

(N/A if same as the project manager - this is who DEECA will contact regarding project communications or events).

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| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

### Stakeholder engagement and communication

List all internal and external stakeholders who have or will be engaged with throughout the delivery of the project, or who will be impacted by it.

Describe the type or level of engagement that will be required – i.e. inform, consult, involve, collaborate or empower (adopted from the IAP2 international federations guidance on public participation [IAP2\_Public\_Participation\_Spectrum.pdf](https://iap2.org.au/wp-content/uploads/2019/07/IAP2_Public_Participation_Spectrum.pdf)).

Please note: you must outline your planned level of engagement with the relevant [Registered Aboriginal Party](https://achris.vic.gov.au/#/onlinemap) for the region you are undertaking your project (even if the intention is just to inform the RAP of your project).

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| **Stakeholder** | **Type or level of engagement required** |
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### Engagement activities

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| **When** | **Audience** | **Engagement form/method** | **Key messages and/or data to be captured** |
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