

# GIPPSDAIRY GRANT GUIDELINES

## INTRODUCTION

GippsDairy Board Inc is one of eight Regional Development Programmes across Australia established by Dairy Australia. It is responsible for setting, implementing, and reviewing research, development and extension priorities in Gippsland, for delivering programs to dairy farmers and supporting industry development.

The GippsDairy Grants Program is one initiative that enables dairy farmers, organisations and dairy farmer groups to apply for funding to undertake initiatives to help the dairy industry and to develop local solutions to local problems.

In common with other grants programs, the GippsDairy application and evaluation process is a competitive one. Applications need to have sufficient detail to enable the Board to make an informed decision about their project. Where supporting attachments are included, they should be relevant and concise.

Recipients of grants should have an ABN or be able to nominate an arrangement acceptable to GippsDairy for allocation of grant funds.

## STRATEGIC PLAN

Applications for projects must address priorities identified in the [GippsDairy Strategic Plan 2020-2025](#) and have direct value to the Gippsland dairy industry and or local farmers. The plan has 4 strategic Priorities which are:

Strategic Priority 1	Enable prosperous and resilient dairy businesses
Strategic Priority 2	Improve the capability and capacity of our dairy people
Strategic Priority 3	Foster a culture of leadership across the Gippsland dairy
Strategic Priority 4	Enhance the reputation of the Gippsland dairy industry

## GRANT GUIDELINES

GippsDairy will provide a total annual grant allocation of \$40,000 per financial year from July 2022 to June 2027 to projects that support the delivery of GippsDairy strategic priorities.

- No more than \$20,000 per grant application.
- A panel comprising of GippsDairy Regional Manager, relevant Dairy Australia Technical Lead, relevant GippsDairy Regional Extension Officer and 2 GippsDairy directors will assess applications and make recommendations to the GippsDairy Board for funding.
- There will be one application closing date annually on **1 October** with assessment panel recommendations for funding provided to the December GippsDairy Board meeting.
- The GippsDairy Board will have the final say on the types of projects eligible for funding, the following can be used as a guide.

## INELIGIBLE PROJECTS

Projects or initiatives that;

- ✓ Do not meet the assessment criteria.
- ✓ Have more than 50% of the budget being allocated to service providers or contractors outside of Gippsland.
- ✓ Fund the wages for a new or existing permanent position.
- ✓ Have a commercial focus and or provide commercial benefit to an organisation.
- ✓ Do not comply with local, state, or federal government requirements (i.e. event requirements, legislative requirements, research ethics etc.)
- ✓ Have an incomplete application form.
- ✓ Are not submitted by the due date for grant applications.
- ✓ Would be considered a marketing campaign, with most of the proposed budget focussed on marketing activities.

## ASSESSMENT CRITERIA

Applications will be assessed on the extent to which the application will;

1. Support the progress of priorities in the current GippsDairy Strategic Plan
2. Provide value for money through a realistic and quoted budget
3. Provide broad benefit to Gippsland dairy farmers through farmers being able to directly participate or able to publicly access project outcomes that they can adapt and apply to their farming operations.
4. Deliver something new and innovative that has not been completed before
5. Address an issue or gap not currently being addressed

## WHO CAN APPLY FOR FUNDING?

The below listed purposes taken from GippsDairy's Statement of Rules (page 3, item 2) guide the provision of grants;

- Work towards, and provide funding for, the continued development of the Gippsland dairy industry, primarily at the farm level.
- Initiate and develop programs aimed at improving the technical and management skills of persons who are part of the production and support system of the Gippsland Dairy Industry.

Grant applications for GippsDairy funding can only be received from Gippsland based dairy farmers and organisations whose primary purpose is to provide and support development of the dairy industry at the farm level. An individual business that may receive commercial benefit through a proposed project or initiative will not be eligible to apply.

## PAYMENT MILESTONES AND PROJECT TIMELINES

For each successful grant a payment milestone schedule will be developed based on the total amount of funding allocated. At minimum, there will be a payment to support project commencement (approx. 50% of funding) and the remaining payments based on identified project milestones. In some cases, milestone payments may be conditional on project status reporting.

## **REPORTING AND PUBLIC INFORMATION REQUIREMENTS**

Reports should be provided to GippsDairy at strategic intervals during the project and linked to project indicators/milestones nominated in the application.

Since projects are diverse, project milestone and reporting requirements for individual will be decided by the grant approval panel. A Project Completion Report must be submitted upon completion of the project. A template is available for this report. A signed letter must accompany the project report from the funded organisation or business.

The Project Completion Report will identify project outcomes, how the funding was spent and any challenges.

All funded projects will be publicised by GippsDairy and project outcomes and learnings will be shared with Gippsland dairy farmers; this might include using the project as a case study.

## **MILESTONES, OUTCOMES & REPORTING**

Milestones, outcomes & reporting from projects funded will be monitored by the GippsDairy Executive Officer / Regional Manager, who will report to the Board.

## **ACKNOWLEDGEMENT OF FUNDING**

GippsDairy and Dairy Australia must be acknowledged as the funding source on all promotional materials associated with the project.

## **AGREEMENT**

Approved applicants will be required to enter into a formal agreement with GippsDairy. If an application is successful, the applicant will receive a Letter of Acceptance by post or email. The formal agreement consists in signing this Letter, thereby agreeing to the conditions set out therein, and returning the signed document to GippsDairy according to the instructions in the letter.

## **APPLICATION FORMS**

GippsDairy staff will support applicants (if required) with the completion of a grant application form and the delivery of the funded project (where support is required).

## **UNEXPENDED GRANT FUNDS**

All unexpended grant funds remaining after the completion of a project must be returned to GippsDairy.

## **MISUSE OF GRANT FUNDS**

GippsDairy takes the deliberate misuse of funds seriously, and reserves the right of reimbursement of the value of any grant funding that is used for purposes outside of the scope of the project, up to the full value of the grant allocation if it is deemed appropriate.

Any decisions regarding what constitutes misuse of funds, and action to be taken will be made by motion of the GippsDairy board, with consideration to individual circumstances.

## **GRANT ASSESSMENT TIMEFRAME**

Applications must be submitted by the annual closing date, 1 October. However staff are able to provide support for the application process all year round.

Programs or initiatives identified in the grant application cannot have a commencement date earlier than 1 Jan in the year following. The time period between applications being received and the Board making decisions on funding applications (December board meeting) provides time for assessment of applications.

## **FURTHER ASSISTANCE**

GippsDairy Officers are available to assist with developing your project idea.

Groups requiring assistance to complete the application form or develop project management and reporting procedures are encouraged to contact Regional Extension Officer Richard Ockerse of GippsDairy as follows:

Telephone: 5624 3900  
Mobile: 0417 552 399  
Email: [info@gippsdairy.com.au](mailto:info@gippsdairy.com.au)  
Address: PO Box 1059, Warragul 3820