



PROJECT ASSESSMENT POLICY AND PROCEDURE

This document shows the procedure to follow to have a project assessed and therefore to have the project considered for funding as grants become available by Mitta Valley Landcare Inc.

Please note that Grants have different guidelines and criteria, Mitta Valley Landcare Inc. needs to take these into consideration when reviewing projects as well as landholders needs when matching projects to Grants.

Members need to demonstrate a commitment to Landcare by having held Landcare membership for at least 3 months prior to having a project included for funding. This regulation may be reviewed if a project is deemed "for the better good of the environment" and is approved by the Executive of Mitta Valley Landcare Inc.

The Process to Receive an Assessment and Funding:

1. Project Assessments can be sought by filling out a request form on the Mitta Valley Landcare website, contacting an executive committee member or the Regional Landcare Facilitator.
2. An appointment to visit the property to look at the proposed project will be made. The legal owner of the property along with the Property Manager (if applicable) and the Facilitator should be present for that appointment.
3. The Facilitator will fill out an assessment form noting a description of the proposal, any requirements to meet the landholder's needs, and note any environmental considerations including fauna and flora found in the area and Licences/permits required.
4. For revegetation projects type of fencing required and an estimation of the number and types of plants will be noted
5. Some preliminary photos of the proposal should be taken.
6. The facilitator will complete an estimation of the project costs, and map the project
7. Once completed the facilitator will forward a copy of the proposal along with the mapped area to the Executive Committee, the Facilitator's Manager, the landowner and retain a copy
8. As Grants come available the projects will be matched to criteria and the available funding and a meeting will be held between the Facilitator and the group's Grant Subcommittee to discuss all individual projects to be included in the Grant and a Project Plan written
9. Once a decision is made the subcommittee will present the grant application, budget, and Plan for the consideration of the full committee
10. When approval of the grant is received from the funding body the grant projects need to be reviewed with any funding alterations assessed before the Funding agreement is signed and a Project Plan written
11. A Project Manager is considered by the committee and appointed. With an agreement to be signed by the Project Manager and the Group's President, this setting out the project Managers role to meet the agreed Grant Project Plan
12. Agreements will be drawn up for all Property Owners to sign. These Agreements will set out the area the project is to be within and any conditions the project needs to meet the funding agreement.
13. The Project manager will review the progress of the Project from time to time and report back to meetings.
14. Any required reports will be submitted to meet Grant requirements and Landholders asked to complete a survey at the end of the Project which will assist the Committee in managing future Projects.

Policy and procedure endorsed by Mitta Valley Landcare Inc on 27th April 2022.