



APPLICATION GUIDELINES

Background

The Victorian Farmers Federation (VFF) is currently administering a grant entitled 'Kids to Ag'. This is funded by the Federal Department of Agriculture, Water and the Environment to increase primary school students' understanding of where their food and fibre comes from and to raise awareness of the career opportunities within the agriculture sector.

Grant applicants should aim to:

- Engage young Victorians in learning about the contribution and the future of farming, increasing understanding of where our food and fibre comes from.
- Provide an opportunity to enhance the food and fibre learning elements of the Victorian curriculum and in doing so, encourage more young Victorians to study and pursue a career in agriculture.

Application Guidelines

The objectives of this program are to:

- Increase primary school students understanding of where and how food and fibre is produced and the role and importance of agriculture to Australia's way of life, regional communities and the economy.
- Provide primary school students with a hands on, practical experience which provides a greater understanding of the role of agriculture and the breadth of career opportunities available in the agriculture sector.

Grant Process

- You will submit your application to kidstoag@vff.org.au at least one month prior to the commencement of your activity or first activity in a series.
- Your application will be assessed within 10 working days.
- Once assessed you will receive notification via email if your application has been successful.
- Grant funds are distributed as reimbursements after the completion of the activity. You will not receive funding prior to the activity.
- Funding will only cover the amount that was awarded on approval of your application.
- Within 30 days of completion of your activity you are required to submit a post evaluation report (this report template will be emailed to you on approval of your application) and a copy of a paid tax invoice(s), itemising all the items of expenditure.
- You will be reimbursed once your post evaluation report and copy of paid tax invoice(s) are received by the VFF.
- If you are planning a series of activities, submission of your post evaluation report and copy of a paid tax invoice(s) is due within 30 days of completion of the final activity.
- Grant funding does not cover GST.

Who can apply for the grant?

- Primary Schools from across the state of Victoria.
- Primary production worksites.
- Farmers.

OVERVIEW OF GRANT APPLICATION QUESTIONS

We recommend reading through the application questions and gathering all the information you need before starting your application. However, if you do get part way through your application and need to take a break, you can always save and come back to it later.

Activity plan

Applicants should use the application form to describe the activity.

- Provide a detailed outline of the educational activity being undertaken.
- Detail the educational component of the activity.
- Demonstrate how the activity will meet the aims of the Kids to Ag project.
- How will you promote the activity?
- How many students will be engaged during the planned activity?

Link to curriculum

- Detail how the activity will link to the Victorian curriculum.
- Will the activity be followed up in a classroom learning environment?

Budget

Applications are invited for funding of up to \$2,000, (excluding GST) however larger grants will be considered on merit and if value can be demonstrated.

- Supply a detailed budget breakdown for your activity.
- Indicate if you will be seeking additional funding from any other sources.
- Reimbursements will be paid on receipt of a paid tax invoice(s) itemising all the items of expenditure. This invoice needs to be submitted to the VFF along with a post-evaluation report within 30 days of completion of the activity.

Timelines and key dates for the project

- Applications can be submitted from Monday 23 November 2020 and must be submitted at least one month prior to the planned activity or commencement of the first activity in a series.
- Activities can commence from term 1, 28 January 2021 and continue until the end of term 1, 8 April 2022.
- All activities must be completed by 8 April 2022.
- Applications will be assessed within 10 working days.
- Within 30 days of completion of your activity you are required to submit a post evaluation report (this report template will be emailed to you on approval of your application) and a copy of a paid tax invoice(s), itemising all the items of expenditure.

Monitoring and evaluation

- How will you assess the success of the activity?

Compliance

To approve your application we will require the following documentation:

- Applicant Safety Plan/Risk Assessment
 - For guidance see: <https://www2.education.vic.gov.au/pal/excursions/guidance>
 - For an example Risk Assessment template provided by Victorian Department of Education and Training see: [Risk Assessment Template](#)

- Activity venue/provider Working with Children Check card(s)
- Activity venue/provider COVID-Safe plan
 - For guidance see: www.coronavirus.vic.gov.au/covidsafe-plan
- Activity venue/provider Food safe plan (If you intend serving/providing food)
- Activity venue/provider Certificate of Currency for public liability insurance coverage