

BOATING SAFETY AND FACILITIES PROGRAM 2020–21

PROGRAM GUIDELINES



Contents

Boating Safety and Facilities Program 2020–21 – overview	3
General information	4
Boating infrastructure	7
Search and rescue (SAR) - (A) SAR vessels and equipment	9
Search and rescue (SAR) - (B) SAR education and training	11
Aids to navigation	13

Appendix

Appendix 1: Category Specific Terms and Conditions	15
Appendix 2: Payment of Funds	16
Appendix 3: Checklist	17

BOATING SAFETY AND FACILITIES PROGRAM

2020–21 – overview

The Boating Safety and Facilities Program (BSFP) offers **grant-based funding** opportunities across the following categories:

Boating Infrastructure Funding

Funding ratio

Up to 80 per cent of eligible project costs.

Aims

To assist with the development and improvements to boating facilities including: boat ramps, jetties, pontoons, trailer parking, minor access dredging and boating development and design plans.

Open to

Local waterway authorities, government agencies and committees of management.

Search and Rescue Funding

1 Vessels and Equipment

Funding ratio

Up to 80 per cent of eligible project costs.

Aims

To assist volunteer marine rescue groups to purchase rescue boats and other rescue equipment.

Open to

Dedicated Search and Rescue (SAR) groups (recognised by Victoria Police and Emergency Management Victoria) only.

2 Education and Training

Funding ratio

Up to 100 per cent funding for SAR education and training.

Funding support will also be considered to assist with travel and accommodation costs incurred in attending the detailed education and training sessions.

Aims

To provide SAR training opportunities for SAR vessel operator volunteers and to aid marine rescue organisations to ensure that their operators are appropriately trained and qualified to operate SAR vessels.

Open to

Dedicated SAR groups (recognised by Victoria Police) only.

Aids to Navigation funding

Funding ratio

Up to 100 per cent of the infrastructure procurement cost. Installation costs are capped at 10 per cent of the infrastructure procurement cost unless otherwise approved.

Aims

To assist waterway managers in meeting their obligations under the Marine Safety Act 2010 with respect to the provision of aids to navigation and boating safety information.

Open to

Waterway managers appointed under the Marine Safety Act 2010, and the Director, Transport Safety.

General information

How to apply

Applications must be completed online at www.betterboating.vic.gov.au
Support is available by contacting Better Boating Victoria on freecall **1800 337 222**.

Once your application has been lodged, please keep this Program Guidelines document for future reference.

You may make multiple applications under one or more categories.

Full details on the funding categories, information on the assessment criteria, specific conditions of funding and what will and will not be funded, can be found within this document.

Grant assessment

Grants are allocated for future initiatives, not for reimbursement of costs for items, activities or works already undertaken.

Appropriate funding advisory panels will be convened for all categories. These panels will provide expert advice on key strategic marine safety and waterway management issues and provide input into grant allocation decisions.

It is important to note that the funding advisory panel may recommend a reduction or increase to the funding sought by an applicant where:

- The applicant has sought funding for components outside of the program guidelines, hence a reduction to fund only eligible components.
- The panel believes a funding increase may directly address statewide strategies for safety improvements.

In both cases, the applicant will be informed of the adjusted sum, and their commitment to the project will be sought prior to the announcement of supported projects.

It is important to note that, while your application may meet the assessment criteria, the assessment panel may judge other applications to be of higher merit in achieving the aims of the specific category.

Additionally, it should also be noted that previous performance in implementing grant-funded initiatives, will be taken into consideration when assessing applications.

Applications should demonstrate that the proposed project will meet one or more of the objectives stated below:

- 1 improve boating facilities, including reducing congestion and launching times
- 2 ensure safe access to waterways
- 3 decrease boating incidents and fatalities
- 4 promote increased safety, education and training
- 5 provide improved boating safety services and/or search and rescue services
- 6 improve boating navigation aids and signage

In considering the applications, the assessment panel may consider any further marine safety or waterway management objectives or any other government policy.

Applicants must ensure that all sections of the relevant application form have been completed and all details included, as all provided information will be important in the assessment of the application.

Program timeline

The 2020-21 Boating Safety and Facilities Program will be open for the submission of grant funding applications on 2 February 2021 and will close at **11:59 pm on 15 March 2021**.

Following assessment of the applications, the Minister for Fishing and Boating will announce successful applications as soon as possible after this time.

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with the Department of Transport at the time they are offered their grant. The signed Funding Agreement must be returned within one (1) month after receipt of the funding notification. Failure to do so may result in the grant not being awarded.

Incomplete applications

Incomplete applications may not be considered.

Quotations and supporting evidence

- 1 If your project cost is less than or equal to \$25,000 (incl GST) one (1) written quote is required. For projects over \$25,000 (incl GST) three (3) quotes must be provided. Note that for projects over \$150,000 (incl GST) the Department of Transport may require you to conduct a public tender as a condition of funding.
- 2 Quotations from all applicants must specify the cost GST exclusive.
- 3 If more than one quote is required, each quote must be from different suppliers.
- 4 It is recommended that quotes be valid for 90 days from the date of quote. Any increase in project costs must be borne by the applicant; it will not be possible to increase the grant amount awarded.
- 5 Applications must fully disclose any relationship with a person or organisation supplying a quotation.

Equipment and infrastructure costings guide

Better Boating Victoria has developed a costings guide for the purchase of selected boating infrastructure items and navigational aids and equipment. Grant application assessments can be simplified through the provision of a contemporary costings guide. Please contact Better Boating Victoria for further details.

ABN and GST

All applicants to the BSFP must have an ABN or ACN in order to be eligible to receive a grant. Organisations that wish to apply to the BSFP that do not have an ABN or ACN can apply via a third party "auspice" and must complete the relevant section of the application form.

Organisations that are registered for GST can gross up the value of the grant by 10% of the taxable supply between the Department of Transport and the recipient.

Grants to applicants not registered for GST will not be grossed up by 10 per cent. Applicants not registered for GST will need to have sufficient funds for any GST charged to them for goods and services they purchase. Applicants who are not registered for GST may wish to consider utilising an "auspice" who is registered for GST under these circumstances.

Applicants must comply with the GST requirements introduced by the Commonwealth Government.

Further information on GST is detailed in Appendix 2 of this document.

Privacy

The information requested by the Department of Transport in the application will be used for the purposes of determining whether or not an organisation is eligible for funding. The Department of Transport may share your application and details with other government bodies for the purposes of assessing your application. Your information will be held by the Department of Transport and managed in accordance with the *Privacy and Data Protection Act 2014*, the *Public Records Act 1974* and the Department of Transport's Privacy Policy. A link to the Department of Transport's Privacy Policy is available through the [application form](#).

The Department of Transport may also use the contact details supplied to distribute mail items and items of interest to applicants. Contact details may also be distributed to other (related) government agencies for the purposes of compiling directories of interested parties, or where an application may be more appropriately redirected to another government funding program. Organisations or groups that do not wish to be on the mailing list should contact Better Boating Victoria on freecall **1800 337 222**.

The Department of Transport or the Minister may publish the names of successful applicants, a description of the project and the amount of funding awarded on its website or in its Annual Report.

Unexpended funds

In general, if the grant recipient does not expend the funds by the date set out in the Funding Agreement, the unexpended funds must be repaid. If the grant recipient requires funds to complete the work in the subsequent year, the grant recipient may be eligible to apply for funding to complete the work in the subsequent year (subject to the eligibility criteria for the program year).

Project variation

The grant recipient must complete and submit an Application for Project Variation to Better Boating Victoria and obtain its approval prior to making any change to the scope of the project. If the grant recipient changes the agreed project scope without the prior written approval of Better Boating Victoria, the Funding Agreement may be terminated

An Application for Project Variation can be obtained by contacting Better Boating Victoria on **1800 337 222**.



BOATING INFRASTRUCTURE

Aim

To assist with the construction of existing and new recreational boating facilities throughout Victoria, the program aims to:

- ensure boating facilities are planned and designed according to the needs of users whilst ensuring the safe and sustainable use of Victoria's waterways
- ensure the provision of recreational boating facilities is delivered strategically to best meet the needs of Victoria's boaters
- reduce congestion at boating facilities by the provision of additional ramp lanes, more car-trailer parking units and improved traffic configuration and flow.
- improve access to boaters, including the accessibility of facilities, dredging and destination points

Funding for

The development and upgrading of boat ramps, jetties, trailer parking, minor access dredging, and selected infrastructure. Planning and detailed design of boating facilities.

Funding ratio

Up to 80 per cent of eligible project costs.

Applicant must contribute a minimum of 20 per cent of eligible project costs.

Eligibility

- Facility managers
- Committees of management
- Local waterway authorities
- Government agencies.

Note: Community groups are excluded from consideration for funding where they do not directly manage the parcel of Crown or freehold land on which the facility is located.

Assessment criteria

Better Boating Victoria may consider the following at its sole discretion:

- applicant eligibility
- relevant planning and development approvals obtained or application under assessment (having regard to government strategies and environmental acceptability). *Note: applications without permits will be considered, however, funding may be withheld until permits are obtained.*
- evidence of costs supplies (see Quotations and supporting evidence page 3)
- the safety outcomes and benefits to be derived from the funding identified
- submission of suitable support information to allow the assessment of the project including:
 - a locality plan
 - a site plan showing existing and proposed facilities
 - demonstrated commitment to operating, managing and maintaining the proposed facility
- demonstrated need or demand for the facility (outlining the contribution the project will make to recreational boating in Victoria, the region and the immediate area)
- demonstration, where possible, of linkages between the project and relevant local strategies.
- evidence and detail of the level of project planning achieved/developed
- detail of the community/stakeholder engagement with the proposed project
- demonstrated performance on projects for which a previous grant was awarded
- detail where/how the applicant will contribute a minimum of at least 20 per cent of the total project cost. Contributions derived from 'in-kind' sources (e.g. labour), will only be accepted from community groups
- disclosure by applicants of any existing or expected ramp launching/car and trailer parking fees for the site in question.

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with the Department of Transport. Copies of the Funding Agreements can be obtained through Better Boating Victoria. The Funding Agreement will contain the category specific terms and conditions titled "Boating Infrastructure", refer to Appendix 1 of this document. The Funding Agreement will be the entire agreement between the successful applicant and the Department of Transport. This Program Guidelines document does not form part of the Funding Agreement.

Reporting and supporting documentation

Grant recipients must comply with the reporting requirements in the Funding Agreement, which may include providing photographs of the project and any relevant comments on the facility and construction works at the completion of works. It is requested that photographs be taken on a digital camera and show the scope of the project and, if possible, boats making use of the facilities.

A final report must be completed and submitted to the Department of Transport under the terms of the Funding Agreement. Please contact Better Boating Victoria for further details.

What will not be funded

- facilities not open to use by the general public
- access roads, unless providing direct and exclusive access to the boating facility
- any other associated developments which are not directly related to the launching of vessels, for example, toilet blocks, barbecue facilities, fencing and fish cleaning tables
- projects that provide infrastructure for organised sports (such as rowing, canoe racing etc) or non-boating use (such as land based fishing)
- fixed marinas that provide a significant amount of permanent berthing
- contingency costs
- ongoing recurring costs
- insurance
- maintenance or day-to-day operations
- major/capital dredging works
- project management costs.

What will be considered for funding

- upgrades to, and new boat launching ramps
- upgrades to, and new jetties, floating pontoons, and associated infrastructure such as walkways linking the boat ramp to the jetty.
- vessel trailer parking facilities (if the trailer parking area is to be either reconfigured or formalised, the new plans must demonstrate the overall net benefit for vessel trailer parks).
- minor access dredging works (including the removal of rubble or siltation in the area directly and immediately at the boat ramp or facility) up to the value of \$50,000 (excluding GST).
- The planning and design of boating facilities.
- strategic plans and boating precinct plans (funding will be offered at a rate relative to the recreational boating scope of the plan).

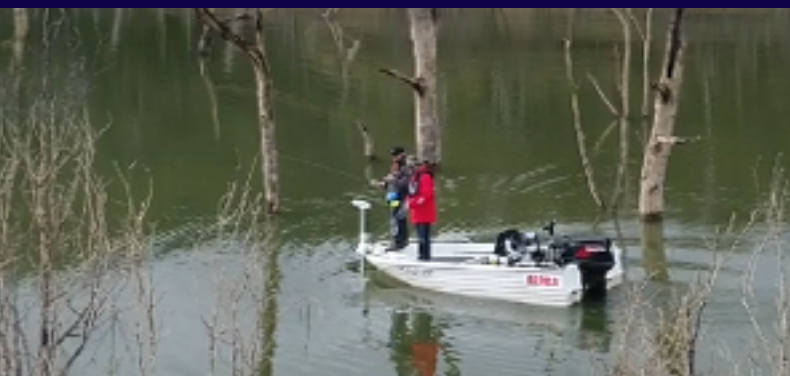


SEARCH AND RESCUE (SAR) (A) SAR vessels and equipment

Aim

The category aims are to:

- achieve effective use of SAR vessels throughout the State
- assist volunteer marine rescue groups to purchase SAR boats and other SAR equipment.



Funding for

SAR vessels and related equipment.

Funding ratio

For vessels and equipment:

- up to 80 per cent of the eligible project costs
- applicant must contribute a minimum of 20 per cent and eligible project costs.

Eligibility

Dedicated marine SAR organisations recognised by Victoria Police and Emergency Management Victoria.

Applicants to this category must contact Better Boating Victoria on **1800 337 222** for advice prior to commencing the application process.

It is also recommended that SAR organisations contact the Marine Search & Rescue Office at Emergency Management Victoria prior to lodging their application. Any application to purchase vessels or equipment will need to be consistent with the provisions contained in the Marine Search and Rescue Arrangements 2017, existing Common Funding Agreements and Service Level Agreements already in place.

Assessment criteria

Better Boating Victoria may consider the following at its sole discretion:

- applicant eligibility.
- actual demand for the marine SAR service (demonstration that there is no duplication of service nearby). The following issues should be identified/addressed:
 - the type of marine SAR operation and the area of operation
 - the reason for purchase of rescue boat/equipment
 - the number of boating-related SAR operations undertaken at the request of Victoria Police
 - detailed information that demonstrates the demand and need for the service and equipment sought
- where funding is sought for the replacement of an existing vessel, an independent condition report for the vessel is required.
- evidence of level of project planning achieved/developed, including how the proposed project addresses a need, or will support or enhance operational capability & capacity for the sector.
- evidence of costs supplied (see Quotations and supporting evidence page 3).

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with the Department of Transport. Copies of the Funding Agreements can be obtained through Better Boating Victoria. The Funding Agreement will contain the category specific terms and conditions titled "Search and Rescue (SAR) Vessels and Equipment", refer to Appendix 1 of this document. The Funding Agreement will be the entire agreement between the successful applicant and the Department of Transport. This Program Guidelines document does not form part of the Funding Agreement.



Reporting and supporting documentation

A final report must be completed and submitted to the Department of Transport under the terms of the Funding Agreement. Please contact Better Boating Victoria for further details.

What will be considered for funding

- vessels and equipment for voluntary marine search and rescue organisations
- replacement motors which are considered 'like for like'
- equipment required for vessels to meet survey requirements
- radios, pagers, GPS, binoculars, FLIR technology and radar equipment
- boat trailers or other similar equipment used to launch and retrieve vessels.

What will not be funded

- vessels for club activities such as race-start boats and safety vessels to be utilised for club purposes only
- storage facilities such as buildings
- replacement of stolen equipment that may reasonably be expected to be insured
- aircraft or vehicles
- equipment used to provide fee-for-service activities
- ongoing recurring costs
- insurance
- maintenance
- day-to-day operations
- project management costs
- contingency costs.

SEARCH AND RESCUE (SAR) (B) SAR education and training

Aim

To aid SAR organisations in providing their operators with access to relevant and required training to operate SAR vessels.

Funding for

SAR training for SAR vessel operators.

Funding ratio

SAR education and training will be eligible for up to 100 per cent funding.

Eligibility

Dedicated marine SAR organisations recognised by Victoria Police and Emergency Management Victoria.

Applicants to this category must contact Better Boating Victoria on **1800 337 222** for advice prior to commencing the application process.

It is also recommended that SAR organisations contact the Marine Search & Rescue Office at Emergency Management Victoria prior to lodging their application.

Assessment criteria

Better Boating Victoria may consider the following at its sole discretion:

- applicant eligibility
- clear demonstration that the training is consistent with AMSA's National Marine Safety legislation, particularly Exemption 24 (Emergency Services), for the vessel being operated and the units operations
- demonstrated need for the training, including current number of qualified operators and target number of qualified operators
- demonstrated ability of the organisation to retain trained personnel
- demonstrated performance on projects for which a previous grant was awarded
- evidence of costs supplied (see Quotations and supporting evidence, page 3)
- funding will be provided to the applicant not the training provider.

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with the Department of Transport. Copies of the Funding Agreements can be obtained through Better Boating Victoria. There are no category specific terms and conditions for this funding category. The Funding Agreement will be the entire agreement between the successful applicant and the Department of Transport. This Program Guidelines document does not form part of the Funding Agreement.

Reimbursement of travel expenses

Better Boating Victoria recognises that some groups may need to travel some distance to attend a training course. In recognition of the expense involved in travel and accommodation to attend training courses applicants may include travel and accommodation expenses, up to 20 per cent of the total grant amount.

Note: Meals and other personal expenses are not able to be claimed.

100 per cent funding for education and training

100% funding for SAR education and training activities is available. Members of volunteer SAR groups dedicating their time to attend these activities can consider this as the applicant's contribution towards the project.

Reporting and supporting documentation

A final report must be completed and submitted to the Department of Transport under the terms of the Funding Agreement. Please contact Better Boating Victoria for further details.



What will be considered for funding

- attendance at appropriate courses necessary to enable safe operation of SAR vessels
- cost of course fees and materials
- travel and accommodation expenses of the participants up to 20 per cent of the grant amount.

What will not be funded

- Non-marine-safety specific SAR activities including:
 - training for recovery of submerged objects
 - general first aid courses
 - diving courses
 - fuel.

AIDS TO NAVIGATION

Aim

To support Waterway managers appointed under the *Marine Safety Act 2010* to provide Aids to Navigation consistent with waterway rules.

Funding for

Major and minor regulatory signs, buoyage and navigational aids.

Funding ratio

- up to 100 per cent towards the infrastructure procurement cost, or development of boating reviews and other innovative navigational safety initiatives
- for the installation of navigational aids, up to a maximum of 10 per cent of the infrastructure procurement cost, unless otherwise approved.

Applicant must contribute to the balance of installation costs, and all maintenance costs.

Assessment criteria

Better Boating Victoria may consider the following at its sole discretion:

- applicant eligibility
- where to support the implementation of a Transport Safety Victoria waterway audit
- evidence of costs supplied (see Quotations and supporting evidence, page 3)
- demonstrated performance on projects for which a previous grant was awarded
- evidence that the applicant has contacted Transport Safety Victoria prior to lodging an application
- if multiple applications are submitted, the applicant must rank these applications in priority order.



Eligibility

Waterway managers appointed under the *Marine Safety Act 2010*, and the Director, Transport Safety.

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with the Department of Transport. Copies of the Funding Agreements can be obtained through Better Boating Victoria. The Funding Agreement will contain the category specific terms and conditions titled "Aids to Navigation" refer to Appendix 1 of this document. The Funding Agreement will be the entire agreement between the successful applicant and the Department of Transport. This Program Guidelines document does not form part of the Funding Agreement.

Reporting and supporting documentation

A final report must be completed and submitted to the Department of Transport under the terms of the Funding Agreement. Please contact Better Boating Victoria for further details.

What will be considered for funding

- regulatory signs – major and minor
- buoyage and navigational aids
- reviews of boating zones
- waterways boating guides
- installation costs up to 10 per cent of the infrastructure cost.

What will not be funded

- ‘finger’ directional signs
- storage sheds
- installation costs in excess of capped amount (unless otherwise approved)
- maintenance costs
- labour costs
- educational campaigns for users of the waterway
- race buoys or course markers
- ongoing recurring costs
- insurance
- day-to-day operations
- project management costs
- contingency costs.



Appendix 1: Category Specific Terms and Conditions

Boating Infrastructure Category Specific Terms and Conditions

- a. The Project Site must be, and must remain, under the control of a council, a government department or a statutory authority, or the control of a committee of management appointed by the appropriate statutory body.
 - b. The facility must be available to the general public at all reasonable times and minimise impacts to boat ramp users.
 - c. Costs associated with the ongoing maintenance of the Facility are to be borne by the Recipient.
 - d. The Recipient must ensure that the Facility is safe for public access.
 - e. The Project must be carried out under the supervision of a qualified engineer or qualified architect and shall be in accordance with plans and specifications signed by the engineer or architect.
 - f. The Recipient must obtain the relevant permits and approvals from the appropriate authorities.
 - g. If the Project is valued at over \$150,000 (incl GST), the Department of Transport may require the Recipient to hold a public tender process for the procurement of goods and services relating to the Project.
 - h. If the Project is valued at over \$250,000 (excl GST), the Recipient must install a community billboard (to be provided by the Department of Transport). The billboard will detail the description of the Project and the contribution made towards the Project by the Department of Transport. This will be at no cost to the Recipient.
 - i. The Recipient must remove the billboard either at the completion of the relevant boating season or at the request of the Department of Transport.
 - j. The Recipient must update all boating information signs at the Project Site on completion of the Project.
 - k. If the Project is valued over \$150,000 (excl GST), the Recipient must effect and maintain an insurance policy insuring any works undertaken for the Project and the Facility against any loss or damage.
- b. Any vessels or equipment purchased with the Grant Amount must be:
 - adequately maintained and operated by the Recipient
 - available for general community marine SAR activities and not for sole use by any club or Recipient
 - available, if requested, to Victoria Police for temporary use
 - fully insured against all reasonable cause of loss; uninsured equipment may not be considered for a grant replacement if lost due to theft, fire, etc.
 - c. Vessels must be built and operated in accordance with all applicable State and Federal laws.
 - d. Equipment must be purchased for use for undertaking marine rescue activities. This includes equipment such as radios and pagers and equipment required to bring SAR vessels up to the required standard.
 - e. The Recipient must purchase the approved vessel or equipment and forward a copy of the paid invoice/s prior to the Completion Date.
 - f. If the Recipient is awarded \$150,000 and over (incl GST) for vessels, the Department of Transport may require the Recipient to hold a public tender process for the procurement of the vessel.
 - g. The Recipient must not sell, transfer or dispose of a vessel purchased with the Grant Amount within 10 years after the date of issue of the Safe Construction Certificate, without the prior written consent of the Department of Transport (which may be withheld in the Department of Transport's sole discretion or be subject to such terms and conditions as the Department of Transport considers appropriate).
 - h. The Recipient must not place any security interest over any vessel purchased with the Grant Amount without the prior written consent of the Department of Transport (which may be withheld in the Department of Transport's sole discretion or be subject to such terms and conditions as the Department of Transport considers appropriate).
 - i. If the Recipient is awarded \$150,000 and over for vessels, the Recipient must effect and maintain an insurance policy insuring the vessel against any loss or damage.

Search and Rescue (SAR) Vessels and Equipment Category Specific Terms and Conditions

- a. Upon request by the Department of Transport, the Recipient must provide the Department of Transport with a security interest in the vessel or equipment purchased in favour of the Department of Transport, or nominee, to the extent of the Grant Amount. The security interest will be in the form required by the Department of Transport and the Recipient must do all things necessary to enable the registration on any applicable register required by the Department of Transport and/or to secure priority of the security.

Aids to Navigation Category Specific Terms and Conditions

- a. The Recipient must comply with all applicable State and Commonwealth laws and standards set by the Director, Transport Safety for the installation and maintenance of any funded aids to navigation.
- b. The Recipient must update all boating information signs at the site on completion of the Project.

Appendix 2: Payment of Funds

Payment of grant to successful recipients

- a. In accordance with the practice of State Government grant funding programs, grants awarded under the Boating Safety and Facilities Program will be paid upon awarding of the grant, on the return of the funding agreement. Successful applicants will be advised of the payment schedule at the time they are awarded their grant. The payment schedule will vary depending on the individual circumstances of each application.
- b. For further information about the possible payment of your grant, please contact Better Boating Victoria.

Grants payments to successful applicants

1. Applicants must comply with the GST requirements introduced by the Commonwealth Government (see Goods and Services Tax Information).
2. Grants to GST registered organisations may be grossed up by the value of the GST (10 per cent). The grant is made towards the project's works costs as described in the application.

The grant is made towards the project's costs as described in the application.

In the event that the grant is less than the amount sought, or the cost of works exceeds the original estimate, or the scope of the project expands, the additional expenditure to complete the project will be the responsibility of the grant recipient, unless exceptional circumstances exist and approval is obtained from Better Boating Victoria prior to the additional expenditure being incurred.

GST information

1. Please note that GST registration is separate to ABN registration. ABN registration is a prerequisite for GST registration.
2. The grant applicant's GST registration status will impact on the amount paid as a grant. It is likely that most grants will be subject to GST where the grant applicant is registered or required to be registered for GST. The grant applicant should consider their GST liability and timing of GST payments to the ATO in relation to the receipt of the grant.
3. Grants to applicants who are registered for GST purposes will be awarded on a GST exclusive basis.
4. Grants to applicants who are NOT registered for GST purposes will be approved on a GST exclusive basis. Applicants not registered for GST will need to ensure they have the means to pay all GST costs.
5. In assessing the applications for grant funding, Better Boating Victoria may be able to assist grant applicants to understand some GST implications of the grant. However, grant applicants are responsible for their GST liability and should seek independent advice if necessary.
6. Where the grant applicants are registered for GST purposes, final grant payments made will include any applicable GST.

Tax invoices – if the grant applicant is registered for GST purposes, the Department of Transport requires the grant applicant to provide a valid tax invoice within the meaning of the *A New Tax System (Goods and Services Tax Act 1999)* in order to ensure that the Department of Transport is able to claim an input tax credit. Please address all tax invoices to the Department of Transport.



Appendix 3: Checklist

To ensure that your application can be considered, please check that you have done all of the following:

- ✓ ensured that you are eligible for the category in which you wish to apply
 - ✓ ensured that your application meets one or more of the objectives of the Boating Safety and Facilities Program
 - ✓ ensured that your application meets the assessment criteria
 - ✓ completed and signed the Specific Category Application Form of interest to you
 - ✓ provided all required supporting information, and any other information that will assist in the assessment of the application, including:
 - the required number of quotations / estimates and supporting information
 - ABN or GST number
 - costs for the project EXCLUSIVE of GST
 - ✓ ensured that you understand and will be able to meet all of the General Terms and Conditions of Funding, and the Category Specific Conditions of Funding
- Note: that if you are successful in your application for funding you will be required to sign a Funding Agreement with the Department of Transport.

For your application to be considered, it must be submitted through the Better Boating Victoria website by **11.59pm on Monday, 15 March 2021**, to be considered.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Note: Incomplete applications may not be able to be assessed and therefore will be deemed ineligible.

Any questions?

Please call Better Boating Victoria on freecall **1800 337 222**.



