

# Victorian Landcare Facilitator Program

## Budget Underspend Information Sheet

### Managing Underspends of Funding

All funding provided to your organisation by DEECA through the Victorian Landcare Facilitator Program (VLFP) for the employment of a Landcare facilitator should be fully expended each financial year. However, we understand there may be reasons why this may not be always possible. For example, changes in Landcare facilitator that requires a period of recruitment when salary for a Landcare facilitator is not paid etc.

Please see below information and suggestions for managing any underspends of VLFP funding over the life of your funding agreement, which will soon be extended by DEECA until 30 June 2025.

### VLFP Underspend Funding Options

Unspent VLFP funding (as reported as at 30 June 2023) can be retained by your organisation and carried forward to the 2023-24 financial year. However, after the extension of the VLFP funding agreements until 30 June 2025, please ensure all VLFP funding is fully expended by 30 June 2025 in ways that are consistent with the [VLFP Guidelines](#) and your funding agreement for the VLFP.

We suggest unspent VLFP funding could be expended for:

- **Salary** (including superannuation and all leave) Options you may consider include:
  - offer increased weekly hours to the Landcare facilitator, either for a short period or spread over the period of the remainder of the funding agreement until June 3025
  - increase the hourly rate paid to the Landcare facilitator
  - or a combination of both
  - engaging an additional Landcare facilitator to provide support in specific ways. For example, facilitating strategic or action planning sessions with groups.
- **On-costs**  
Options you may consider include:
  - engaging an external payroll services provider to deliver payroll for your Landcare facilitator
  - office equipment for your Landcare facilitator that they need to enable them to deliver their role.
- **Professional development and training for Landcare facilitator**  
Consider allocating additional funding for the professional development and training for your Landcare facilitator (i.e. on top of the mandatory annual \$1,000 or pro rata for Landcare facilitator positions that are not fully funded), which can be used to cover the costs of:
  - training workshop(s); and/or
  - time (at hourly rate paid to Landcare facilitator) participating in a training workshop(s); and/or
  - travel costs and time spent travelling to and from training workshop(s).

### Ineligible uses of VLFP funding

Note that VLFP funding (as per the VLFP Guidelines) must **not be** used for group/network administration, project management, reimbursement of in-kind time provided by group/network members, or meeting costs.

### VLFP Underspend Management

Please be aware that any underspend of **\$1,000 or more** held by your organisation that it reports in its 2024-25 VLFP Final Report (i.e. as at 30 June 2025) will be recouped by DEECA. To avoid this eventuality, we encourage you to plan to expend any underspends sooner rather than later.



Note - unspent VLFP funding of \$1,000 or more as reported as at 30 June 2024 (in your organisation's 2023-24 VLFP Progress Report) will require the development and approval (by DEECA) of a formal VLFP Underspend Management Plan.

**Contact us**

Please contact us at [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au) if there are other ways you want to use unspent VLFP funding that are consistent with the VLFP Guidelines, or if you require further assistance or have questions relating to the above information.