



Eco Schools Program 2013 Guidelines for applicants

Closing date: 5pm 17 May 2013

About the program

The NSW Environmental Trust's Eco Schools program provides up to 60 grants each year to schools to enable them to undertake environmental improvements, engage with the school community, and to offer hands-on environmental learning opportunities for students. These projects may be within or outside school grounds. Projects can involve the community, students and staff or a cluster of schools.

If you are seeking funding for a food garden, please refer to the Food Gardens in Schools program at www.environment.nsw.gov.au/grants/FoodGarden.htm

A range of resources to help you plan your project are available on the Trust's website at: www.environment.nsw.gov.au/grants/ResourceES.htm

Program objectives

The overall aim of the Eco Schools program is to support schools to develop best practice in environmental education and innovative solutions to environmental issues. The program will fund school environmental management projects aimed at meeting the following objectives.

| | |
|-----------------------------------|--|
| Environment | <ul style="list-style-type: none">to promote more efficient resource use and improve the quality of the local environmentto enable schools to address community and government environmental concerns and priorities |
| Students | <ul style="list-style-type: none">to promote the development of students' knowledge, values and behaviour that supports environmental sustainabilityto promote participation and learning of students in improving the quality of the school and local environment |
| Teachers | <ul style="list-style-type: none">to assist teachers to integrate environmental management principles and practices into school programs and maximise student learningto ensure project related professional learning for teachers to gain practical and educational skills and knowledge about the environment |
| School development and management | <ul style="list-style-type: none">to encourage a whole of school approach to sustainable management of school operationsto fund schools to utilise the natural and built environment to facilitate student learning |

The ultimate goal of the Eco Schools grant program is the development of environmentally sustainable schools.

Eligibility

To be eligible for an Eco Schools grant:

- the applicant must be a registered NSW school - **Preschools are not eligible to apply**
- the applicant's school cannot have been funded by the Eco Schools program in the previous year
- the project must be a new project, or a separate and additional stage of a previous project, and not simply ongoing work
- your school must be registered on the Sustainable Schools website:
www.environment.nsw.gov.au/sustainableschools/index.htm
- you must complete all relevant parts of the application form clearly
- your application must be received by the closing date as late applications will not be accepted

Schools are allowed to submit **one** application.

Examples of eligible activities

Environmental education in schools encompasses all key learning areas from Kindergarten to Year 12. In addition to a wide range of restoration and rehabilitation projects, Eco School projects may include:

- conservation of natural resources
- environmental monitoring programs
- energy management
- water use and stormwater management
- litter reduction
- waste avoidance and minimisation (eg recycling system)
- setting up environment clubs
- cluster activities between schools
- Aboriginal cultural projects with an environmental focus (e.g. bush tucker, outdoor learning areas)
- developing school grounds and other areas as resources for learning (other than food gardens)
- capital expenses that are integrated into the project for school buildings or grounds (providing it does not duplicate school funding on offer from other Commonwealth or State government programs).

Ineligible activities

The Environmental Trust will not fund projects that are eligible under the Food Gardens in Schools program.

Planning your project

Resources

You will find ideas for your project on the Sustainable Schools website:

www.environment.nsw.gov.au/sustainableschools.

Examples of projects previously funded and other useful resources can be found on the Trust's website:

www.environment.nsw.gov.au/grants/ResourceES.htm.

Definition

Your project must align with the program objectives. Define your project clearly. This includes what you will do, who you will involve, how you will ensure learning opportunities for teachers, students and school community members, how your project fits into the school management plan, and how you will promote project ownership by the school community.

Feasibility

Consider the feasibility and breadth of your project. Be realistic about what you can achieve during the year with the funding available. Smaller defined projects often provide more immediate outcomes for the school community. You should also consider the level of community support required to ensure that the project becomes part of ongoing school life once the funding has finished.

Should your school be successful in receiving a grant in both the Eco Schools and Food Gardens in Schools Programs, you will be asked to outline how your school will be manage both projects concurrently.

Sustainable use of resources

When planning your project consider whether the use of the resources is sustainable. The Trust encourages the use of sustainable materials eg landscaping materials, energy and water efficient appliances or recycled materials.

Assessment criteria

Eligible applications will be assessed by the Eco Schools Technical Committee against the assessment criteria below.

| Eco Schools program assessment criteria | |
|---|--|
| Each question in the application form is linked to criterion as shown. Beneath each assessment criterion are points that the Technical Committee will consider in determining how well your application meets that criterion. | |
| 1 | <p>The project has a proven need and tangible outcomes.</p> <ul style="list-style-type: none"> • A clear description of the need for the project and how the project will make a difference (C1) • The project clearly aligns to Eco Schools Program objectives.(C2) • The project has tangible, measurable outcomes (C2) |
| 2 | <p>The project has measurable environmental outcomes</p> <ul style="list-style-type: none"> • Project activities result in benefits for the environment (C1, C2) • Addresses community environmental concerns and priorities (C7) |
| 3 | <p>The project ensures measurable student learning.</p> <ul style="list-style-type: none"> • Students are involved in learning opportunities about environmental sustainability (C2, C5) • The project delivers curriculum outcomes (C4). • Teachers are engaged in the project (C4, C6). |
| 4 | <p>Project activities utilise existing skills and knowledge within the school community, or there are planned activities to increase knowledge and skills to effectively implement the project.</p> <ul style="list-style-type: none"> • Teachers have the knowledge, skills and capacity to integrate the project into student learning. NOTE That up to a maximum of \$1,000 of the Trust budget may be committed to professional learning activities. (C4, C6) • Relevant parts of the school community have the knowledge and skills to effectively implement the project (C7). Note, the Trust will not fund overall project co-ordination costs. |
| 5 | <p>The project supports a whole of school approach to environmental outcomes and learning.</p> <ul style="list-style-type: none"> • Evidence is provided that the school has a current school management plan, and the project clearly links to the plan (C5, C8). NOTE That if the relevant extract is not included with the application, it will make the project less competitive. No late attachments will be accepted. • There is an awareness of and active support for the project within the school community (C7) |
| 6 | <p>Value for money.</p> <ul style="list-style-type: none"> • The budget is appropriate for the proposed outcomes, particularly if funds are sought for capital expenses (Section D). |

Funding and timeframe

60 grants of \$2,500 totalling \$150,000 are available. Projects will commence 1 February 2014, and a final report will be required on completion of the project on 13 December 2014.

The application form

Be sure to include all the information that is requested in the form. Our staff will not chase up information that you have failed to include. Only the information you provide by the closing date will be submitted to the Trust and its Technical Committee.

Schools are allowed to submit **one** application. Applications must be approved by the Principal, and can be completed by a parent or community representative, with teacher support.

Attachments

We have designed the questions on the application form to avoid the need for you to attach additional information other than the relevant extract from your school management plan or equivalent, and if applicable, a letter from any other project partners.

The technical committee will not review more than 2 additional pages.

Budget

GST

It is assumed that all schools are registered for GST. Do not include any GST in your budget when you fill in your application. You must also provide an approved Tax Invoice for \$2,500 (plus GST if applicable) made out to the NSW Environmental Trust before any payments can be made.

If your school is not registered for GST, please telephone the Trust for advice, on the number below.

Successful grantees will be required to report on budget results at the conclusion of their project

Application checklist and submission details

Grant application check list

| | |
|---|--|
| <input type="checkbox"/> | Answer all of the questions on the application form. |
| <input type="checkbox"/> | Type only in the spaces provided. The boxes provided for answers to questions are a set size. Please ensure answers are fully contained within the limits of the text boxes, as the boxes will not expand if you continue to type beyond the bottom of the text box. Please keep your application to 6 pages. |
| <input type="checkbox"/> | Provide the name of the Principal or head teacher who can attest to the accuracy of your application. |
| <input type="checkbox"/> | Where you have partnered with another school or a community group, provide letters from those organisations confirming the arrangements. |
| <input type="checkbox"/> | Attach a copy of the relevant section of your school management plan (or equivalent). |
| <input type="checkbox"/> | There is no requirement for the application form to be printed in colour if you are posting or hand delivering your application. |
| <input type="checkbox"/> | Submit your application by ONE of the methods below (i.e. DO NOT email AND post). Faxed applications will not be accepted. Keep paper and electronic copies of your application for your records. |
| Email to: (Preferred method) | <p>info@environmentaltrust.nsw.gov.au</p> <ul style="list-style-type: none"> • Please email the application form as a WORD document - DO NOT PDF • Attachments can be emailed as Word, Excel or PDF documents. |
| Post to: | <p>The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124</p> <ul style="list-style-type: none"> • Do not bind or staple your application or attachments. • Do not handwrite your application |
| Hand deliver to: | <p>Environmental Trust Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150</p> <ul style="list-style-type: none"> • Do not bind or staple your application or attachments. • Do not handwrite your application |

Any application that is late, incomplete or ineligible will not be considered.

What happens next?

Acknowledgement of receipt of applications

- If you **email** your application, the Trust will acknowledge receipt of your email within two working days.
- If you have not received notification of receipt of your email within this time, it is your responsibility to contact the Trust to ensure that your email has been received.
- You should expect acknowledgement of your application within three weeks of the closing date. This confirmation will include a unique reference number, which should be used in all correspondence to and from the Trust. If you do not receive acknowledgement within three weeks, please contact the NSW Environmental Trust on (02) 8837 6093.

Notification of grant decisions

The Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur in October 2013. Applicants will also be notified in writing.

Information for successful applicants

Schools receiving a grant will be required to sign a grant agreement, and complete a final report on the template provided on the Trust's website www.environmentaltrust.nsw.gov.au.

It is recommended that you review the report templates at www.environment.nsw.gov.au/grants/eco1.htm to familiarise yourself with the reporting requirements.

Successful projects will receive funding around December 2013 or early 2014.

Further information and enquiries

For any inquiries please contact the NSW Environmental Trust on:

Telephone: (02) 8837 6093; or
Email: info@environmentaltrust.nsw.gov.au.