

Eco Schools Program

Application Form

Closing Date: 5pm Friday 17 June 2016

Before you begin: general information

- To complete this form you must have the latest **Adobe Acrobat Reader** (Adobe Reader XI) installed. Please visit the [Adobe website](#) to ensure you have the latest version. The answer boxes are set in size and will not accommodate additional text beyond the borders.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. Please use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- The form will need to be saved each time it is closed and re-opened to complete. You have the option of saving a new version or overwriting the existing saved form.
- Read the Eco Schools Program Guidelines for applicants and [How to Complete the Eco Schools Application Form](#).
- Have a look at the [Eco Schools Resources](#) web page.
- Submit your application by the closing date: **5pm Friday 17 June 2016**.

Enquiries

[NSW Environmental Trust](#)

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Summary

Name of school	
Project title	

Section A: General information

Name of school

A1 Is your school registered on the Sustainable Schools NSW website?

☐

Yes

☐

No

To be eligible your school must be a registered NSW school.
See page 2 Guidelines for Applicants.

A2 Project title (maximum of 68 characters including spaces)

A3 What is the main activity area of this project?
(Select **one** box only) See page 2 Eco Schools Guidelines for Applicants for some examples of eligible activities.

☐

Water/stormwater

☐

Biodiversity

☐

Gardens

☐

Waste

☐

Energy efficiency

☐

Other (please detail)

A4 Geographic reach (specify particular local government area and electorate)

Local government area

State electorate

A5 If your project is not with the school grounds, where is it located and who owns the land?
If the land is not owned by the school, please confirm that you have permission to work on it.

A6 Please provide the longitude and latitude coordinates for your project location.

Provide location information for your project. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on 'What's here'?

Latitude (decimal degrees)

Longitude (decimal degrees)

Section B: Applicant details

B1 School details

School	<input type="text"/>			
ABN	<input type="text"/>	Registered for GST <input type="checkbox"/>		
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
School phone	<input type="text"/>			
School Email	<input type="text"/>			

B2 Contact details for school staff member coordinating the project

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

B3 Name of other school/community group sharing responsibility for this project (if applicable)

B4 Name of person who wrote this application and their relationship to the school

Name	<input type="text"/>	Relationship	<input type="text"/>
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B5i School type A (Select **one** box only)

☐ Government **or** ☐ Non-government

School district/diocese
(if applicable)

B5ii School type B (Select **one box only)**

- | | | |
|--|--|----------------------------------|
| <input type="checkbox"/> Primary | <input type="checkbox"/> Secondary | <input type="checkbox"/> Central |
| <input type="checkbox"/> Specific purpose | <input type="checkbox"/> Environmental education centre | <input type="checkbox"/> K-12 |
| <input type="checkbox"/> Other (please detail) | <div style="border: 1px solid black; height: 30px; width: 500px;"></div> | |

B6 Information about your school

Total number of students

Number of staff

Funds are available for projects that specifically cater for students with special needs.
If you are **not** applying for these funds, please go to Section C.

B7i Funding for special needs students

To be eligible for this funding, your school must either be a School for Specific Purposes (SSP), a Special Assistance School (SAS) or a mainstream school with a support class. Please tick the appropriate box if you are applying for this funding.

- | | |
|---|--|
| <input type="checkbox"/> School for Specific Purposes (SSP) | <input type="checkbox"/> Special Assistance School (SAS) |
| <input type="checkbox"/> Mainstream school with a support class | <input type="checkbox"/> |

B7ii If you are applying for the special needs funding, please describe what special needs your school caters for, and how.

Section C: Details of project

C1 Project purpose.

Please describe your environmental education project in 100 words or less. Describe why the project is needed and how it will make a difference for the environment.

Describe what your project will achieve, and how. See page 5 of the Eco Schools [How to Complete the Application Form Guidelines](#) for guidance and examples. You can have more than one objective under each category.

Overview of project plan:				
Describe your project activities	Objective 1: Environmental outcomes	Objective 2: Student learning outcomes	Objective 3: Teacher professional development	Objective 4: School and community partnerships for sustainability
<p><i>Tip</i> Provide enough detail to demonstrate that the outcomes of your activities will be SMART – Specific, Measurable, Achievable, Realistic, Time-bound</p>	<p>How will this activity help your school to promote more efficient resource use and improve the quality of the local environment?</p> <p><i>Tip</i> Consider how you will measure your environmental outcomes?</p>	<p>How will you promote the development of knowledge and behaviour in students that supports environmental sustainability?</p> <p><i>Tip</i> Describe in detail what students will learn about the environment, and how. How will you integrate learning for sustainability into the curriculum?</p>	<p>How will the project assist teachers to access targeted professional learning, and integrate environmental management into curriculum delivery?</p> <p><i>Tip</i> What do teachers need in order to deliver the student learning and environmental outcomes?</p>	<p>How will you promote the development of knowledge and behaviour in students that supports environmental sustainability?</p> <p><i>Tip</i> how will you tap into community environmental expertise to add depth to student learning? How can you form partnerships that deliver sustainability outcomes for the community?</p>

Overview of project plan:				
Describe your project activities	Objective 1: Environmental outcomes	Objective 2: Student learning outcomes	Objective 3: Teacher professional development	Objective 4: School and community partnerships for sustainability

Overview of project plan:				
Describe your project activities	Objective 1: Environmental outcomes	Objective 2: Student learning outcomes	Objective 3: Teacher professional development	Objective 4: School and community partnerships for sustainability

C3 Describe the teacher professional learning that will take place, and how it will be delivered. Your response should relate to question C2, Eco Schools Objective 3 Teacher Professional Development).

Describe what professional development will take place and how.	What will it cost? (Do not include in-kind)	Who will deliver it?

How will it increase the capacity of the school to provide environmental education?

C4 How does this project relate to your school management plan?

Please comment on how the project will improve integration of sustainability into management of the school?
How does it link to the school's management plan?

Your response should relate to question C2, Objective 4, improved school and community partnerships for sustainability

C5 How can your school ensure the successes of this project continue after this funding? (See Assessment criterion 5 on page 5 of the Guidelines for Applicants).

Section D: Project budget

- See page 8 of 'How to Complete your Application Form' for important advice on budgets.
- Eco Schools grants total \$3500, with a maximum of \$1000 for professional learning activities.
- No more than \$2800 should be allocated to infrastructure.
- List any contribution the school and/or local community will make towards your project in the **right hand column**. Clearly identify if any of these contributions are in-kind.
- The amount requested should **not** include GST. Please round off all totals to the nearest dollar.
- The Trust has developed a list of [indicative costs](#) for an idea of the costs. However, you should obtain your own quotes as costs may vary locally.

Eco Schools grant funds Will be committed to the following items: (Must total \$3,500)		The school community Will fund the following items: (List any items or support that your school or community will be paying for)	
Project costs (What do you need to run your project?)			
Sub-total for project costs \$		Sub-total for project costs \$	
Professional learning (Needs to reflect activities described in question C3)			
Subtotal for professional learning (maximum \$1,000 of requested grant \$		Total School/Community Contribution \$	
Total Eco Schools Grant \$		Total School/Community Contribution \$	

Section E: Authorisation

E1 Name of the Principal or head teacher who can attest to the accuracy of the information contained in this application. (No hand signature required)

Name

Position in school

Date

Section F: Application submission

Use the following checklist to make sure that your application is complete.

- Have the application form authorised by the Principal or Head Teacher.
 - Keep a copy of the application for your records.
 - Submit your application form and all other documents by the **closing date 5pm Friday, 17 June 2016**
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- **Do not ZIP your application.**
 - **Email subject line please use this format:** *School Name Only.*
 - **Application form must be sent as the PDF smart form.** Please name your form **ONLY** as: *School Name*
 - Attachments can be emailed as Word, Excel or PDF documents only. **PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc.**
 - Emailed applications must not be larger than **10MB** including all attachments.
 - **Do not fax** any part of your application. Hardcopy applications will not be accepted.

Email your application to:

apply@environmentaltrust.nsw.gov.au

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