

Eco Schools Program 2016

Program Guidelines



Closing date – 5pm Friday 17 June 2016

Image source

Moorefield Girls High School – *Promote sustainable and healthy living*

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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See also www.environment.nsw.gov.au

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How to use this guide

These Program Guidelines will give you an overview of the [Eco Schools](#) grants program, including what is available, eligibility requirements and the application and assessment processes.

It is strongly recommended that you follow the complimentary step-by-step guidelines on [How to Complete your Eco Schools Application Form](#). This advice will help give you the best chance of success.

Phone a friend

If you would like more information about this program or require assistance, please contact the NSW Environmental Trust on:

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Part 1: About the program

The [Eco Schools](#) Program aims to provide environmental learning opportunities for students, teachers and the school community. Eco Schools' projects provide hands-on curriculum-based environmental education focussing on strong student participation.

The [Eco Schools](#) grants program is administered by the [NSW Environmental Trust](#).

Program objectives

The program will fund school environmental management projects that align with the following objectives.

Objective 1 Environmental outcomes	<ul style="list-style-type: none">Enabling schools to promote more efficient resource use and improve the quality of the local environment.
Objective 2 Student learning outcomes	<ul style="list-style-type: none">To promote the development of knowledge, values and behaviour in students that supports environmental sustainability.
Objective 3 Teacher professional development	<ul style="list-style-type: none">To assist teachers to access targeted professional learning, and to assist with integrating environmental management into curriculum delivery.
Objective 4 School and community partnerships for sustainability	<ul style="list-style-type: none">To encourage schools and the community to explore opportunities for working together for sustainability outcomes.

Funding available

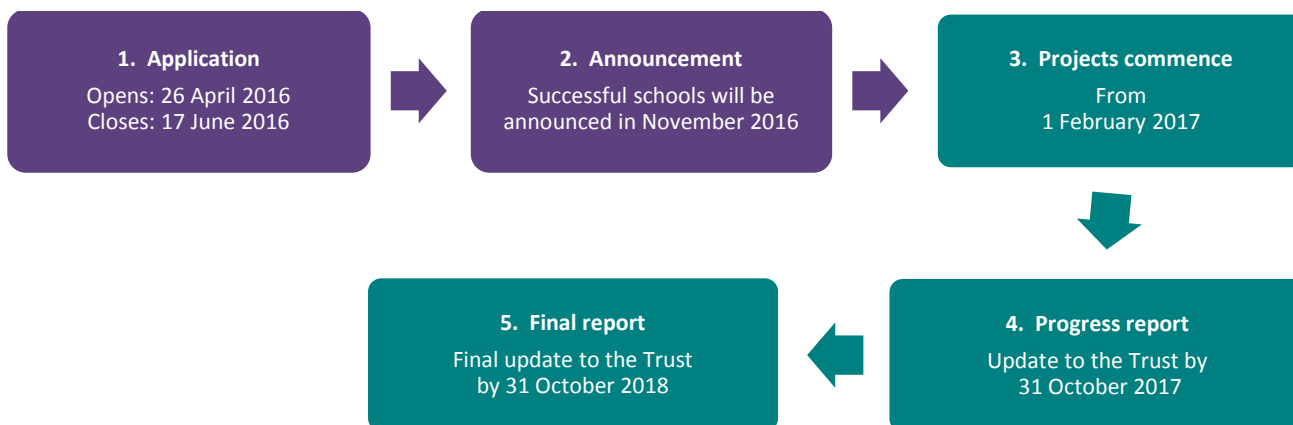
Grants of \$3500 each are available for up to 80 schools in 2016–17.

Up to 25 of these grants will be available for projects working primarily with students with special needs.

What's new in 2016?

- More online resources: this year new resources including short films showing exemplary Eco Schools' projects have been provided to make it easier for schools to plan their projects, and align project activities with the Eco Schools objectives.
- New materials provided to help teachers integrate environmental education into the school curriculum.

Important dates and milestones



Part 2: Eligibility

Who can apply?

You can apply for an Eco Schools grant if you:

- ✓ are a registered NSW school
- ✓ have **not** been funded under the Eco Schools program in the previous round (2015)
- ✓ are registered on the [Sustainable Schools NSW website](#)
- ✓ are seeking funding for a new project, or a separate and additional stage of a previous project (The Trust will not fund ongoing work).

Conditions of eligibility

- Schools can only submit **one** application.
- Applications can be prepared in consultation with parents or community representatives, but **must** be completed and the project co-ordinated by a school staff member, to ensure that curriculum linkages are delivered.
- Preschools and childcare centres are not eligible to apply.

Eligible activities

Environmental education in schools encompasses all key learning areas from Kindergarten to Year 12. Eco School projects may include:

- ✓ on-site environmental restoration, including restoring or maintaining natural areas or native habitat
- ✓ designing and constructing new gardens (or further developing existing gardens) which can include:
 - native trees and plants
 - fruit, vegetables, and herbs
 - sensory gardens
 - keeping chickens, aquaponics systems, and associated materials
 - explorations of the environment through Aboriginal culture, (e.g. bush tucker gardens)
- ✓ energy management
- ✓ water use and conservation, water quality, and stormwater management
- ✓ waste management (e.g. recycling systems, composting, worm farming, litter reduction)
- ✓ sourcing expert advice and support
- ✓ supporting community partnerships for sustainability, eg, teacher networks, activities between schools.

Ineligible activities

The following activities are not eligible for funding:

- ✗ overall project coordination (including salaries of existing school staff)
- ✗ landscaping works for improving aesthetics (e.g. earthworks, flower gardens, retaining walls)
- ✗ works on infrastructure, (e.g. buildings, paths, furniture etc. (see the budget section in [How to complete your application form](#) for further advice).

Conflict of interest

Applicants should avoid any real, potential or perceived conflict of interest in preparing their grant proposal. This is particularly relevant where the grant will fund work to be carried out by the applicant, or someone closely associated with the applicant, or where the applicant will derive a personal benefit from the project.

Risk Assessment

Please ensure that your project includes a risk assessment process, and ensure that you work within your school's safety policies and procedures.

If your project involves working with animals, please visit the [Animals in Schools](#) website for resources on animal welfare, management and standards in NSW schools.

Advice on Department of Education and Communities (DEC) assets and facilities policies and procedures can be found on their [website](#). This is available to both government and non-government schools.

Part 3: Assessment criteria

Selection for NSW Environmental Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by the program's independent Technical Review Committee against the assessment criteria set out in the following table.

Beneath each assessment criterion are points that the Technical Review Committee will consider in determining how well your application meets that criterion.

Criterion 1	The project has a proven need and tangible, measurable environmental outcomes. <ul style="list-style-type: none">• A clear description of the need for the project and how the project will make a difference• The project has tangible, measurable outcomes that will result in benefits for the environment
Criterion 2	The project ensures measurable student learning. <ul style="list-style-type: none">• Students are involved in learning opportunities about environmental sustainability• The project delivers curriculum outcomes and is clearly linked to a range of Key Learning Areas
Criterion 3	Project activities increase teacher capacity to deliver environmental education. <ul style="list-style-type: none">• Teacher knowledge and skills about sustainability education and engagement project is increased• Integration of the sustainability education into the curriculum is increased
Criterion 4	The school and the community work together for sustainability outcomes. <ul style="list-style-type: none">• The project delivers sustainability outcomes and contributes to the school's management plan• The project is actively supported by community organisations and increases community knowledge and awareness of sustainability
Criterion 5	Value for money. <ul style="list-style-type: none">• The budget is appropriate for the proposed outcomes, particularly if funds are sought for infrastructure

Part 4: How to apply

Step 1

Read these guidelines and *How to complete the Eco Schools Application Form* and review Eco Schools Resources web page.

Step 2

Complete the application form and submit by **5pm Friday 17 June 2016**

Advice on emailing your application is found on the last page of the application form.

Completing your application

- Where you have partnered with another school or a community group, provide letters of support from those organisations confirming the arrangements.
- Attachments should not exceed three pages, please.

Phone a friend

We have a phone a friend service where experts are available to assist you to develop your application. Call (02) 8837 6073 to make an appointment.

Step 3

The Trust will acknowledge receipt of your application within three working days. If you have not received notification of receipt of your email within this time, please contact the Trust to ensure that your application has been received.

If your application is successful, the Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur in **November 2016**. Applicants will also be notified in writing.

If your application is unsuccessful you will be notified by the Trust and encouraged to seek feedback.

Part 5: Managing your grant

If you are successful in receiving an Eco Schools grant, this is what will happen:

1. Sign a Grant Agreement

A sample [Grant Agreement](#) is available on the website for review.

The Trust may also include special conditions in your Grant Agreement that are specific to your project. Your Grants Administrator will discuss any conditions with you.

You will be asked to provide more information about the scope of your project using our [Project Measures Form](#).

When you have returned a signed copy of your Agreement and necessary documents to the Trust, we will make the first payment of \$2,500 (excluding GST).

Projects are expected to begin in February 2017.

Variations

We recognise that there may be the need to request variations to the timeframe, budget and/or scope during your project.

You should discuss any proposed variations with your Grants Administrator before committing to the variation.

2. Submit a progress report by 31 October 2017

The Trust will review your progress report and if your project is progressing well, your final grant instalment of \$1000 will be paid.

The [progress report template](#) can be downloaded from the Trust's website.

3. Submit a final report by 31 October 2018

The [final report](#) forms can be downloaded from the website.

The Trust will review your final report and if your project has met its objectives, will acquit your grant.