

Eco Schools Program

Application Form

Closing Date: 3pm Monday 19 June 2017

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](#).
- Browse the [Eco Schools Resources](#) web pages.
- Submit your application by the closing date: **3pm Monday 19 June 2017**.

Enquiries

[NSW Environmental Trust](#)

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Summary

Name of school	
Project title	
Grant Value	\$3,500

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, [Guidelines for Applicants](#) for some examples of eligible activities.

Water/stormwater

Biodiversity

Gardens

Waste

Energy efficiency

Other (please detail)

A4 Geographic reach (specify particular LGA and electorate).

Local government area

[What is my local council](#)

State electorate

[What is my 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			
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 Non-government

School district/diocese
(if applicable)

B5ii School type B (Select **ONE** box only).

Primary

Secondary

Central

Specific purpose

Environmental education centre

K-12

Other (please detail)

B6 Information about your school.

Total number of students

Number of staff

B7i Projects catering for students with special needs.

Is your school a School for Specific Purposes (SSP), a Special Assistance School (SAS) or a mainstream school with a support class? Please tick the appropriate box.

School for Specific Purposes (SSP)

Special Assistance School (SAS)

Mainstream school with a support class

B7ii If so, 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. (This information will be published on our website if your application is successful). 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 Provide enough detail to demonstrate that the outcomes of your activities will be SMART – Specific, Measurable, Achievable, Realistic and Time-bound</i></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 Consider how you will measure your environmental outcomes?</i></p>	<p>How will you promote the development of knowledge and behaviour in students that supports environmental sustainability?</p> <p><i>Tip Describe in detail what students will learn about the environment, and how. How will you integrate learning for sustainability into the curriculum?</i></p>	<p>How will the project assist teachers to access targeted professional learning, and integrate environmental management into curriculum delivery?</p> <p><i>Tip What do teachers need in order to deliver the student learning and environmental outcomes?</i></p>	<p>How will you engage with your community to explore opportunities for working together for sustainability outcomes?</p> <p><i>Tip 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?</i></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 Please comment on how the project will improve integration of sustainability into management of the school?

How will project activities 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 \$3,500. Instalment one of \$2,500 is paid on receipt of your grant agreement. Instalment two of \$1,000 is paid on receipt of a satisfactory progress report in October 2018.
- No more than \$2,800 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 Trust funded project costs \$		Sub-total for school funded 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 Trust funds	\$3,500	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). Ensure that the Principal or Head Teacher has approved the project plan.

Name

Position in school

Date

Section F: Application submission

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

Applicants must adhere to the naming instructions for submitting their application documents (please refer to Document naming below).

<ul style="list-style-type: none">• 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 3pm Monday, 19 June 2017	
<ul style="list-style-type: none">• Do not ZIP your application.• Email subject line please use this format: <i>School Name Only</i>.• Application form must be sent as the PDF smart form. Please name your form ONLY as: <i>School Name</i>• Attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as <i>Attachment No., i.e. Attachment 1, Attachment 2 etc.</i>• 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.