

Environmental Education Program 2017

Expression of Interest Form

Closing Date: 3pm Monday, 10 April 2017

Organisation name:	
Project title	
Funding amount sought	

General information

- To complete this form you must have the latest **Adobe Reader** installed, please visit the [Adobe website](#) to ensure you have the latest version.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form.
- You must use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- Refer to the [Guidelines](#) for completing your Expression of Interest and the [Program Guidelines](#) prior to completing this Expression of Interest.
- **Answer every question.** The questions have been structured in a way to provide an overall picture of your project. This form is set at eight pages in length and text boxes will not expand.
- Attachments should not be included unless they are considered essential.
- Email your EOI to apply@environmentaltrust.nsw.gov.au by the closing date: **3pm Monday 10 April 2017**.

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Part A: Lead organisation details

A1 Lead organisation's details

Name or organisation	<input type="text"/>		
ABN	<input type="text"/>	Registered for GST	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

A2 What is the legal status of your organisation? (Select **ONE** only)

State government

Local government

Community group*

Incorporated association

Other (please detail)

* If you are a community group and not incorporated, you will have to nominate a suitable organisation to administer your grant if you are successful.

A3 Lead organisation contact

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"/>				

A4 If the project manager is different from the lead organisation, please provide their details below.

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"/>				

Part B: Project details

B1 Project title (maximum of 68 characters including spaces)

B2 Project summary. Briefly describe the environmental education project you wish to conduct.

B3 Time frame. Your project must start between 1 February 2018, and 30 June 2018.

Note: Project timeline – your project must run for a minimum of 2 years and a maximum of 3 years

Proposed commencement date

Proposed completion date

B4 Project location. Where will the project take place? For longitude and latitude, these can be taken directly from a map or from [Google Maps](#).

Project location

Primary area. This must be the local government and state electorate of the project location. To help you, please use the links below to confirm the correct council and state electorate are being selected.

Please list all LGAs and electorates if your project is in multiple areas. If your project has a state reach, please use state wide.

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

Local Land Service

Secondary areas. If more than one, please list the areas below.

Local government area

State electorate

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)

Criterion 1: Environmental benefit.

B5 What is the issue or problem you are addressing?

B6 How do you know this is an issue or problem?

B7 Who can help with improving this issue or problem?

Please list who you have identified as able to assist with improving the issue or problem.	How can they help with improving the issue or problem?

B8 How will your project address the issue/problem and its cause?

B9 What (if any) similar programs/resources already exist, and how will your project add value?

Criterion 2: Target audience

B10a. Based on your response to question B7 please list who the target audience/participants for your project will be?

The responses you have put into Question B7 will automatically populate the first column of this table. Please list the primary and if applicable the secondary target audience that will assist with improving the issue or problem or who will engage with those that can (identified in question B7).

Who can help with improving this issue or problem? <i>(This is repeated automatically from B7)</i>	Primary target audience <i>Please list your primary target audience.</i>	Secondary target audience <i>Please list (if applicable) your secondary target audience.</i>

B10b Why have you chosen this target audience?

B11 What educational/community engagement methods will you use to engage/reach your target audience? (e.g. training program, workshops, educational resource)

Criterion 3: Collaboration

B12 Collaborators.
Please list your project collaborators. Include information on their roles and responsibilities in the project. These collaborators must be people, organisations or groups that will assist you with engaging with your target audience.

Names, positions and group/organisation	Intended role in project design and delivery	What is the connection with the target audience?	Confirmed Yes/No

B13 Communication with collaborators.
How are you going to engage your collaborators? How have they been involved in scoping your proposal?

Criterion 4: Effectiveness

B14 Project objectives.

List your project objectives (3 maximum). These are what you want to achieve, **not** what actions or activities you will do. Your objectives should describe what tangible environmental benefits will be achieved.

Objective 1

Objective 2

Objective 3

B15 How will you measure whether your project has met its objectives, and what will be the indicators of success? Please include quantitative and qualitative indicators.

Objective 1

Objective 2

Objective 3

B16 How have you determined that the amount requested and timeframe allowed will result in your education project reaching a tangible outcome?

Part C: Indicative budget

C1 Please provide an indicative budget breakdown of the funding you are seeking from the Environmental Trust.

Expenditure item	Notional \$
Total	

C2 What is your indicative co-contribution (cash and in-kind)?

Summary of co-contribution		Notional \$
Cash		
In-kind		

Part D: Authorisation

Person authorising submission of Expression of Interest

Include the name of your Chairperson, Chief Executive Officer, or senior officer that is eligible to commit the organisation to the project.

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Part E: EOI evaluation

Please provide some basic feedback on your experience with applying to the Education program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

1. Where did you hear about the program?

- Newspaper advert Email from the Trust Trust website
 Web search Colleague or other contact Specialist/professional network
 Other

2. Time taken to develop your project (including negotiation with collaborators)

- Less than 5 hours 5 - 20 hours 20 - 40 hours More than 40 hours

3. Time taken to complete the EOI form

- Less than 2 hours 2 – 5 hours 5-10 hours More than 10 hours

4. Difficulty completing the application

- Very easy Easy Moderate Difficult Very difficult

Part F: Application submission

It is recommended that you read all sections of the Guidelines, particularly those sections covering the objectives of the program, eligibility, and assessment criteria.

Applicants must adhere to the naming instructions for submitting their application documents.

Before submitting your application, please refer to the submission process set-out below.

- Answer **all** questions in the EOI form.
- Submit your entire application by **Email**. **Postal submissions will not be accepted.**
- **Do not fax** any part of your application.
- Type only in the spaces provided in the form. The boxes provided for answers to questions are a set size, and will not expand to accommodate additional text.
- Have your application authorised by the appropriately authorised person.
- Do not submit any attachments with the EOI form, except those providing additional collaboration detail. All other attachments will not be accepted. .
- Submit your EOI form by the **closing date 3pm Monday 10 April 2017**

Email to:	apply@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none">• Do not ZIP your application form.• Name your form ONLY as: <i>Organisation Name – EOI and include number if more than 1.</i>• Email subject line must use this format: <i>Education – Community/Government EOI.</i>• If submitting more than one application, only one priority per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after program name.• Application form must be sent as the PDF smart form.
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Any application that is late, incomplete or ineligible will not be considered.

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