

NSW Environmental Trust's Eco Schools Grants Program

2018 Program Guidelines



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Part 1: About the program

Program objectives

The NSW Environmental Trust's Eco Schools Grants Program provides funding for schools to create 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.



St Therese's Community School,
Wilcannia - Bush tucker garden
and yarning circle

What's new in 2018?

Stronger guidance in relation to items ineligible for funding.

Funding available

Grants of \$3,500 each are available for up to 80 schools under the 2018 round of the program.

All funded projects will be carried out in 2019 and 2020.

Program Objectives

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

Objective 1 - Environmental outcomes

- Enable schools to promote more efficient resource use and improve the quality of the local environment.

Objective 2 - Student learning outcomes

- Promote the development of knowledge, values and behaviour in students that supports environmental sustainability.

Objective 3 - Teacher professional development

- Assist teachers to access targeted professional learning to assist with integrating environmental management into curriculum delivery.

Objective 4 - School and community partnerships for sustainability

- Encourage schools and the community to explore opportunities to work together for sustainability outcomes.

Who can apply?

You can apply for an Eco Schools grant if you:

- Are a registered NSW school.
- Do not have a current Eco Schools project (or outstanding final report).
- Are registered on the [NSW Sustainable Schools 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.
- Schools that have received a previous Eco Schools grant must have completed and submitted their final report to the Trust prior to submitting an application in 2018.

Part 2: Application process

Tip

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.

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.

Step 1

Download and read:

- the Program Guidelines (these guidelines), and
- the [Guidelines on how to complete the Eco Schools Application Form](#).

Step 2

Review the [Eco Schools Resources web pages](#).

Step 3

Download and complete the Application Form and submit by **3pm Monday 18 June 2018**.

Step 4

The Trust will acknowledge receipt of your application within three working days.



St Ives Park Public School: St Ives Park Public School eco garden.

Completing your application

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

Part 3: Developing your project

Eligible activities

Environmental education in schools must be linked to a range of key learning areas. Eco Schools projects may seek funding for activities that support:

- Environmental restoration, including restoring or maintaining natural areas or native habitat. Projects may be located on school grounds, or in the local community (e.g. community gardens, national parks, council reserves etc.).
- Designing and constructing new gardens (or further developing existing gardens).

Gardening projects can include:

- native trees and plants
- fruit, vegetables, and herbs
- keeping chickens, native bees, aquaponics systems, and associated materials
- explorations of the environment through Aboriginal culture, (e.g. bush tucker gardens).
- Energy management.
- Water efficiency, water conservation, water quality, and stormwater management/harvesting.
- Waste management and education (e.g. recycling systems, composting, worm farming, litter reduction).
- Biodiversity, native flora and fauna, and ecosystems.
- Community partnerships for sustainability (e.g., teacher networks, activities between schools, sourcing expert advice and support).

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 certain infrastructure (e.g. buildings, kitchen equipment, furniture, etc.). See the budget section in the [Guidelines on how to complete your Application Form](#) for further advice).
- Any works that are mandated as part of a development, court or agency order.

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 person that prepared the application, or someone closely associated with them, where that person will derive a personal benefit from the project. Schools are responsible for ensuring that work is carried out in accordance with the NSW Government procurement policy.

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 4: Assessment criteria

Selection of projects funded by the NSW Environmental Trust is carried out on a state-wide basis, through a merit-based process. Eligible applications will be assessed by the program's independent Technical Review Committee using the assessment criteria set out in the following table.

Criterion 1: The project has a proven need and tangible, measurable environmental outcomes.

- 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.

- 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.

- Teacher knowledge and skills about sustainability education and engagement projects is increased.
 - Integration of the sustainability education into the curriculum is increased.
-

Criterion 4: The school and the community work together for sustainability outcomes.

- 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.

- The budget is appropriate for the proposed outcomes, particularly if funds are sought for infrastructure.
-

Part 5: Assessment and approval process

The following five steps outline the assessment and approval process throughout the Eco Schools Grants Program application process.

Technical Review Committee

The Trust establishes an independent Technical Review Committee for each grant program. These committees are made up of people with skills, knowledge and experience relevant to the specific program, and include at least one representative from the community and one from industry.

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

Step 1

Your application is submitted and receipt is acknowledged by the Trust.

Program opens: **30 April 2018**.

Program closes: **18 June 2018**.

Step 2

Trust Administration will check whether your application is eligible and complete for assessment purposes.

Step 3

The Technical Review Committee will assess the merit of your proposal (July 2018) by using the assessment criteria outlined on page 5 and make recommendations to the Environmental Trust.

Trust Administration staff may also contact you or your nominated referees for further information about your application.

Step 4

The Trust, having considered the Technical Review Committee's recommendations, will determine which applicants will receive grants (August 2018).

Step 5

If your application is successful, the Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants (September / October 2018).

A summary of the project will be published on the Environmental [Trust's website](#) and you will receive a letter from the Trust.

Part 6: Managing your grant

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

The Trust may also place additional conditions that are specific to your project.



Trinity Catholic College: students learning healthy waterways

Sign a Letter of Agreement

You will be required to sign a Letter of Agreement that sets out the terms and conditions associated with the grant.

A copy of the standard Letter of Agreement can be accessed on the Trust's Grants process [web page](#).

Project Measures

Complete Project Measures at the beginning of your project, and update your 'measures' with the final report.

Invoicing

A tax invoice is required for the amount of each instalment of your grant, plus GST if applicable.

When you have returned a signed copy of your Grant 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 2019.

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 Grant's Administrator before committing to the variation.

Submit a progress report by 31 October 2019

The Trust will review your progress report and if your project is progressing well, your final grant instalment of \$1,000 will be paid.

The progress report template can be downloaded from the Trust's website.

Submit a final report by 31 October 2020

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

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

The Trust now accepts videos documenting project outcomes. More advice can be found on the Trust's website on how to use this facility.

Reporting during your grant

Grantees are required to prepare and submit progress reports periodically throughout their projects. For the Eco Schools Grants Program, Progress Reports will be due in October of the first year of the project (October 2019).

A reporting template will be available on the [Trust's website](#).

Each report allows grantees to provide details on activities, achievements and expenditure. It also provides the opportunity to reflect on the implementation of the project.

Each report is reviewed by a representative of the Trust with the relevant technical expertise. If your report demonstrates that your project is progressing well, the next instalment of your grant will be authorised by the Trust and your Grant Administrator will provide you with feedback from the reviewer.

The Trust recognises, however, that variations to your project are sometimes inevitable and these can be negotiated with your Grants Administrator at any time throughout your project.

Final reporting

When your project is complete, you will be required to submit a final report reflecting on achievements against the project's objectives. This can be either a written report (template available on the [Trust's website](#)) or a video (requirements outlined on the [Trust's website](#)).

Like progress reports, your final report will be reviewed by a representative of the Trust. Your project may also be reviewed by the Trust's Dissemination Program team, which collaborates with grantees to add value to successfully completed grant projects.

Your Grants Administrator will provide you with feedback on your project, and if the requirements of the grant agreement have been met, your grant will be formally acquitted.