

# Eco Schools Program

## 2017/18 Program Guidelines



Closing date 3pm, Monday 19 June 2017

Image sources – previous Eco Schools funded projects  
St Ives Park Public School - *St Ives Park Public School eco garden*

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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## 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 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](mailto:info@environmentaltrust.nsw.gov.au)

## Part 1: About the program

The NSW Environmental Trust **Eco Schools** 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.

### Program objectives

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

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

### Funding available

Grants of \$3,500 each are available for up to 80 schools in 2017/2018.

All registered schools in NSW are eligible to apply.

We encourage projects that cater primarily for students with special needs.

### What's new in 2017/18?

- Schools with an active Eco Schools grant or an outstanding final report will not be eligible to apply.
- There is no specific quota on the number of special need projects funded.
- Videos/film clips will be accepted as Final Reports (as an alternative to written reports)

### 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.
- ✓ Do not have a current Eco Schools project (or outstanding final report).
- ✓ 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
- 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 2017.

### 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
  - sensory gardens
  - 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 infrastructure (e.g. buildings, kitchen amenities and equipment, 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 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 [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.

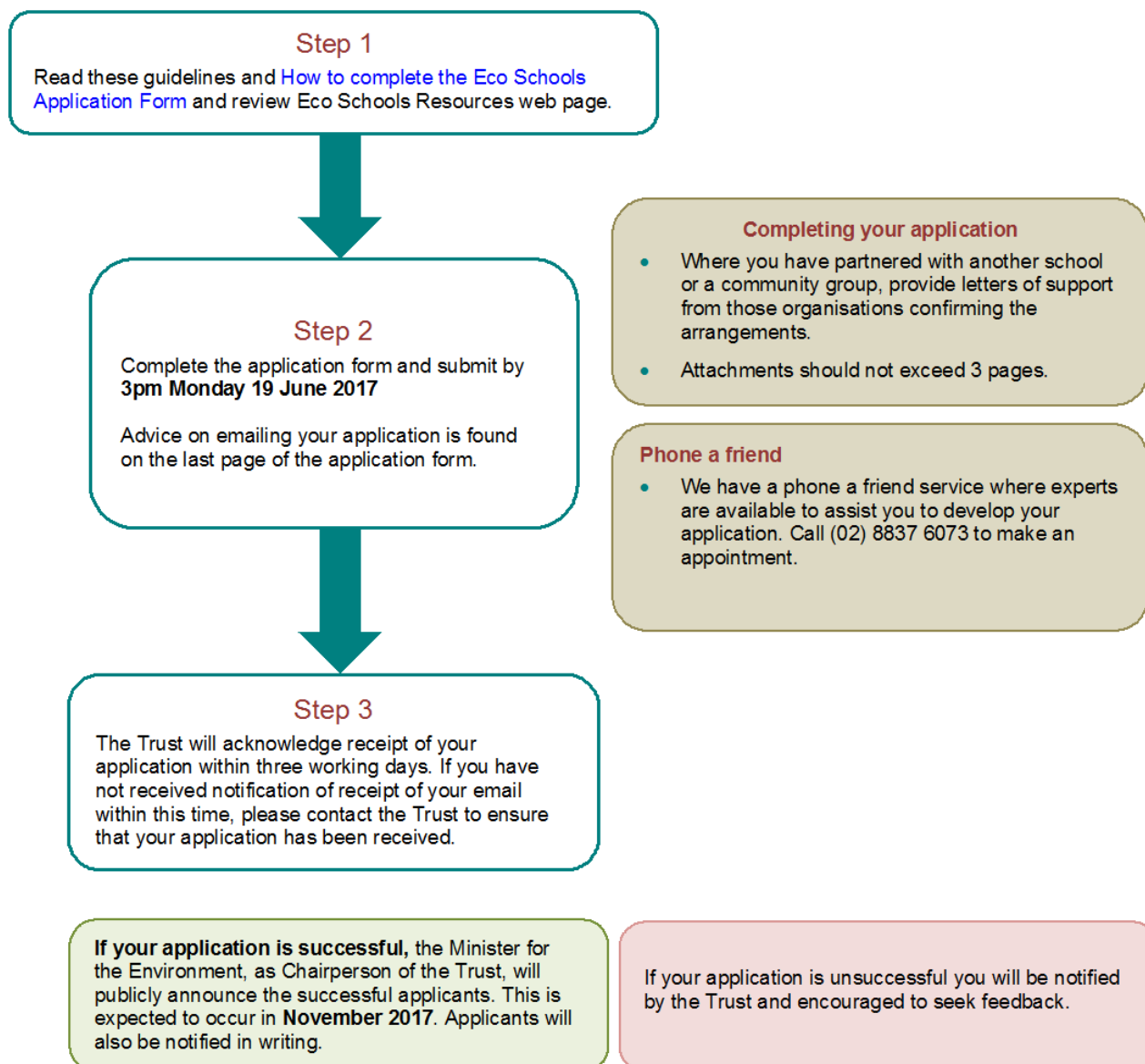
## Part 3: Assessment criteria

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.

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

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

## Part 4: How to apply



## 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 2018.



### 2. Submit a progress report by 31 October 2018

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.

#### 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.



### 3. Submit a final report by 31 October 2019

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.

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