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Dear <contact>

LETTER OF OFFER
NSW Environmental Trust's Eco Schools Grants Program

Congratulations on being awarded a NSW Environmental Trust Eco Schools grant.

The provision of funds from the Environmental Trust is subject to a number of terms and conditions that must be agreed to by the school prior to the release of funds.

Details of the terms and conditions are provided below. If your school is prepared to accept these terms and conditions, the Principal must sign this letter and return it via email to info@environmentaltrust.nsw.gov.au. This must happen **within 30 days** of receipt, or **the offer of funding may be withdrawn**. Please retain a copy of this letter for your records.

Terms and conditions of funding

1. The school acknowledges that funding of \$3,500 has been approved under the NSW Environmental Trust's Eco Schools Grants Program to undertake the project entitled <Project Title>.
2. The school agrees that access to the funding can only be obtained by:
 - a. signing and returning these Terms and Conditions of funding (**within 30 days**), along with the completed Eco Schools Project Measures form
 - b. providing the Environmental Trust with a Tax Invoice, including GST if required (see clause 3).
3. The grant will be paid in two instalments, an initial \$2,500 at the start of the project and then a subsequent \$1,000 after your Progress Report is approved. Schools must submit Tax Invoices for both instalments.
 - a. Government Schools
 - DEC schools using the LMBR system should raise a Sales Order using Customer Number 9000100 for the instalment value only, zero GST.
 - If this is the first time you have received a grant from the Environmental Trust, you will need to contact EDConnect (Shared Services) on 1300 32 32 32 or email EDConnect.accountsreceivable@det.nsw.edu.au to extend our business partner number to your school.
 - b. Non-Government Schools
 - Please submit a Tax Invoice for the instalment value plus GST.
4. The school acknowledges that the funds provided must be completely expended on the project (as approved by the Trust) in line with the approved budget by **31 October 2019**. If the project is not completed by this date, and no formal variation has been approved, the Trust may require immediate repayment of unspent funds.
5. If your school is unable to proceed with the funded project, the school will inform the Environmental Trust as soon as possible in writing and immediately repay the grant, or any unspent portion, to the Trust.
6. Grantees have the discretion to alter the value of line items within the budget to a cumulative value of 10% of the total grant. If a variation or series of variations will exceed 10% of the total grant amount, the grantee is required to obtain formal approval from the Trust

- 7. The school will provide the Environmental Trust with the following:
 - a. a completed Eco Schools Project Measures Form. Project measures tell us more about the scope of your project and measure the success of outcomes achieved.
 - b. a progress report on the funded project, due on **30 October 2018**, including an income and expenditure statement (refer to attached guidelines on presenting progress and final reports).
 - c. A final written report or video on the achievements of the project by **31 October 2019**. This report or video must be in line with the approved project plan, and the guidelines on presenting progress and final reports.
 - d. A final financial report and a statutory declaration signed by the Principal certifying the accuracy of that financial report. An Environmental Trust statutory declaration form is available on the Trust website.
- 8. The recipient will abide by the following NSW Government requirements:
 - a. You must acknowledge the NSW Government's assistance in all publications, promotional material and signage relating to the project with the NSW Government logo (in colour) and the following statement, prominently displayed:

Proudly funded by the NSW Government through its Environmental Trust.
 - b. Issue an invitation to a government representative to any public event associated with the funding and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.
- 9. The school acknowledges that the Trust has a permanent, irrevocable and royalty-free licence to communicate, reproduce, adapt and publicise, on a non-profit basis, any report, document or other material funded through these grant funds. This includes the use and reproduction of photographs and/or videos for Environmental Trust purposes.
- 10. If the school breaches any of these terms and conditions, the Environmental Trust reserves the right to withhold or reclaim in part or in whole the funding at its discretion.
- 11. The following are Special Conditions that relate specifically to your project:
 - a. <Special condition 1>
 - b. <Special condition 2>
 - c. <Special condition 3>

Signature of school Principal:
(or other authorised representative) _____

Name: _____

Position in school: Principal / Head Teacher

Name of school: _____

ABN of school:
(if applicable) _____

Date: _____

on behalf of the **NSW Environmental Trust**:

Peter Dixon
Director Grants
Office of Environment and Heritage

Date:

**Sign and date one copy of this letter of agreement and retain it for your records.
Sign and date another copy of this letter and return to the Environmental Trust.**