



NSW Environmental Trust's Eco Schools Grants Program

Application Form

Closing Date: 3pm Monday 1 July 2019

Proposal summary

School name

Project title

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 1 July 2019.

Enquiries

NSW Environmental Trust

Telephone (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Part A: General information

School Name

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 3 of [How to Complete the Eco Schools Application Form](#)

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

- Environmental restoration Biodiversity Gardens
 Waste Energy management Water/stormwater
 Other (Please detail)

A4 Geographic reach (specify LGA and electorate).

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

A5 If your project is not within 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)

Part B: Applicant details

B1 School details.

School	<input type="text"/>		
ABN	<input type="text"/>		
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 Alternate staff contact for 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"/>				

B4 Name of other school/community group sharing responsibility for this project (if applicable).

B5 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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B6i School Type A (Select ONE box only).

- Government Non-government

School district/diocese
(if applicable)

B6ii School Type B (Select ONE box only).

- Primary Secondary Central
 Specific purpose Environmental education centre K-12
 Other (Please detail)

B7 Information about your school.

Total number of students

Number of staff

B8i 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

B8ii If so, please describe what special needs your school caters for, and how.

Part 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.

C2 Your project plan.

Describe what your project will achieve, and how. See page 7 of the Eco Schools [How to Complete the Eco Schools Application Form](#) 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 Professional learning.

Your response should relate to question C2, Eco Schools Objective 3 Teacher professional development, and Objective 4, school and community partnerships for sustainability. See page 9 of the Eco Schools [How to Complete the Eco Schools Application Form](#) for guidance and examples.

Describe what professional development will take place and how.	What will it cost? (It must not exceed \$1,000, do not include in-kind)	Who will deliver it?

Have you spoken to your provider or community expert to confirm that they have the capacity to work with you? Describe the consultation that has taken place.

How will it increase the capacity of the school to provide environmental education? Your response should relate to question C2, Objective 4, improved school and community partnerships for sustainability.

C4 Integration of sustainability into management of the school.

Your response should relate to question C2, Objective 4, improved school and community partnerships for sustainability. See page 10 of the Eco Schools [How to Complete the Eco Schools Application Form](#) for guidance.

C5 Continued success of the project after funding.

See page 10 of the [How to Complete the Eco Schools Application Form](#).

Part D: Project budget

- See page 10 of [How to Complete the Eco Schools Application Form](#) for important advice on budgets. Your budget must be focussed on the delivery of curriculum based environmental education for students, teachers and the community, and the resources you need to deliver that education.
- Eco Schools grants total \$3,500. The full amount is paid on receipt of your signed letter of agreement and completed project measures. Payment is subject to a mandatory condition of submitting a satisfactory progress report in October 2020 and a final report on 31 October 2021.
- **No more than \$2,800 should be allocated to infrastructure. If you are seeking funding for infrastructure, it must be clearly linked to your project plan in question C2.**
- **No more than \$1,000 should be allocated to professional learning costs.**
- 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.

Project costs (What do you need to run your project?)

Eco Schools grant (Trust) 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)	
Sub-total for project costs \$		Sub-total for project costs \$	
Professional learning (maximum \$1,000 Trust funds) (Needs to reflect activities described in question C3)			
Sub-total Trust funds professional learning \$ (maximum \$1,000 of requested grant)		Total school/community contribution to professional learning \$	
Total Trust funds \$		Total school/community contributions \$	

Part E: Authorisations

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.

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Date	<input type="text"/>				

Part 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).

- 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, 1 July 2019**.

- Do not ZIP your application.
- Email subject line please, use this format: School Name Only.
- Application form must be sent as the PDF smart form. Please name your form ONLY as: School Name
- Attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc.
- 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.