

# Environmental schools grants program



## APPLICATION GUIDE

### 1. Introduction

Randwick City Council is a leader in creating a more environmentally sustainable city through its own actions and by increasing community participation and involvement in sustainability practices. The purpose of the *Environmental Schools Grants Program* is to support environmental projects in local schools that strengthen the students and the wider school community's environmental learning experiences.

Funding is available to registered NSW schools in the Randwick City Council Local Government Area. Applicants must demonstrate that the projects will enhance environmental learnings within the school, is supported across the school community, and that the project is linked to the school curriculum.

The funding for this program is currently available through Randwick City Council's, Sustaining Our City environment levy initiative.

### 2. Aim

To improve sustainability outcomes in local schools and support programs that foster sustainable behavioural changes.

### 3. Who can apply?

All schools located in the Randwick Local Government Area are eligible to apply.

### 4. Funding available

Grants of up to \$5,000 are available on a matching funds basis.

### 5. Eligibility

To be eligible for Environmental Schools Grants funding:

- the applicant must be a registered NSW school in the Randwick City Council Local Government Area
- the project must be aligned with one or more of the program objectives
- you must complete all relevant parts of the application form clearly and legibly
- your application must be received by the closing date
- you must agree to showcase project results and account for funding provided.

**6. Key dates** Applications close: 30 June 2018.

## **7. Program objectives**

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

- enable and improve initiatives that increase environmental benefits and/or on-ground outcomes for the school
- provide learning outcomes / opportunities for students on sustainability or related practical life skills
- integrate and support the importance of sustainability into the school curriculum
- provide wider learning opportunities, social support and enhanced links across the wider school community.

## **8. Assessment criteria**

Your application will be considered by Randwick City Council against the assessment criteria below:

- the project must be aligned with one or more of the above program objectives
- there is a proven need and tangible on-ground benefit for the proposed project
- the school demonstrates how learning associated with the project is linked to the curriculum
- demonstrate environmental outcomes (additional social wellbeing outcomes will be considered as adding value in the assessment process)
- demonstrated commitment to the proposed project and its outcomes of the school community e.g. parents, teachers and students (both formal and informal contributions to projects and supporting activities can be included)
- all OH&S, building, safety and legal procedures and requirements are met by the school and its community in the conduct of proposed projects and include ongoing maintenance projects on the school premises.

## **9. Eligible project ideas**

Applicants may seek funding under the Environmental Schools Grants program for initiatives identified by the school as environmental priorities and projects. As example, Council has previously supported the below project ideas:

- healthy food gardens
- native gardens
- bush food gardens
- sensory gardens
- native bee hives
- rainwater tanks
- bike racks
- solar PV <https://www.solarmyschool.org.au/>
- healthy oceans, clean beaches education programs  
<https://www.oceanactionpod.org/for-schools>
- beach and surf safety education  
<http://scienceofthesurf.com/schoolinfo.html>

## **10. Conditions of funding**

All applicants are required to submit a project plan and timetable showing when the project, event or activity funded by the grant will take place. Full budgetary details, including detailed costings for financial contributions, are required.

Please note, Council's contribution is of a one-off nature with no guarantee of further funding. There are always more requests for financial assistance than available funds; therefore schools should carefully consider the amount being applied for. Randwick City Council cannot guarantee that the full amount applied for will be offered.

Any unspent monies are to be returned to Council as soon as the project has been finalised. In the event that the project, event or activity cannot be completed, Council is to be informed of any items of equipment purchased from the funds received and remaining funds are to be returned to Council.

The following projects **will not** be funded:

- profit making projects, or projects that promote (directly or indirectly) profit making ventures, or projects that charge the public access to the activity
- maintenance of existing facilities or amenities
- core school curriculum activities.

## **11. Payment arrangements**

Once a school has been notified of their success in receiving *Environmental Schools Grants* funding:

- a tax invoice to Randwick Council will be required for the grant funding amount (plus GST if applicable) agreed to by Council
- a cheque or electronic funds transfer payment will be provided to the school (funds provided by Council must be deposited in an account in the organisation's name)
- payment is made within four weeks of receiving the invoice.

## **12. Evaluation report and funding acquittal**

It is a condition of funding that an evaluation report including photographic records be provided including acquittal of funds spent completed in full and received by Randwick City Council within 6 months of receiving funds. Project finalization beyond this timeframe will be required to provide an update on progress and expected completion date within this same period.

The evaluation report is to include:

- before and after photographic records of your school project (this information may be used in Council's newsletter, promotional materials or electronic media)
- demonstrated learning outcomes within the school term of the project occurring including how the program links into the school curricula
- description of the steps that were used to create the project
- payment of full or partial Council financial contributions. Presentation of the appropriate invoicing (payments to school accounts only) including confirmation of the school's financial contribution to the project
- this final report requires endorsement of the school principal.

Failure to provide supporting documentation (photographic records, invoices of funds spent and matching basis from school funds) may reduce future opportunities for your school to receive funding support from Randwick Council.

### **13. Assessment and approval process**

A panel will be convened by Council staff to assess the applications. All applications will be advised in writing. Successful applications will be published on Council's website. Incomplete applications will be unable to be processed in the funding round submitted.

All submissions will be receipted and acknowledged by return email.

### **14. Enquiries**

All enquiries should be directed to:

Helen Morrison

Sustainability Project Officer, Community Programs

Tel: 9093 6223

Email: [helen.morrison@randwick.nsw.gov.au](mailto:helen.morrison@randwick.nsw.gov.au)

### **15. Resources**

Sustainable Schools NSW

<https://www.sustainableschoolsnsw.org.au/>

NSW Office of Environment & Heritage – education resources

<http://www.environment.nsw.gov.au/education-resources>

NSW Early Childhood Environmental Education Network (ECEEN)

<http://www.eceen.org.au/>