



## School Environmental Grants

### GUIDELINES

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## 1 What are the School Environmental Grants?

NRM North's School Environmental Grants program provides small grant funding to schools in the NRM North region (Launceston, West Tamar, George Town, Dorset, Furneaux, Break O' Day, Northern Midlands and Meander council areas) to enable them to undertake projects that deliver outcomes in alignment with northern region natural resource management priorities, and that achieve positive environmental change across northern Tasmania.

Projects **MUST** aim to deliver on one or more of the following objectives:

- Develop the community's longer term capacity to address natural resource management issues effectively.
- Increase students' participation in natural resource management through innovative programs and activities.
- Maintenance or enhancement of the condition of Tasmania's coast, waterways, rivers and/or wetlands.
- Maintenance or improvement of the condition and extent of native vegetation communities.
- Maintenance or improvement of the status of threatened species and vegetation communities.
- Increase or encourage community/business/educational partnerships.
- Encourage the sharing of resources through the life of the project and thereafter.

**Applications open 4<sup>th</sup> July 2011 and close 15<sup>th</sup> August 2011. Late applications will not be considered.**

*By undertaking a project through the NRM North School Environmental Grants Program you are helping improve Northern Tasmania's natural resources.*

## 2 Who can apply?

Applicants must be an educational institution in the NRM North region. The grants are open to primary and secondary schools, colleges and universities. Individuals are **not** eligible.

## 3 What can be funded?

A wide variety of on-ground works, purchasing and planning needs are eligible under this grant.

**Project works** that will be considered include:

- vegetable, bush tucker or biodiversity gardens
- seed and seedling propagation and collection
- weed control and re-vegetation
- fencing
- maintenance of past works
- reviewing existing plans to align with new/priority issues
- field days
- visits or workshops
- educating, training and engaging the local school community

**Eligible purchases** that will be considered include:

- tools and equipment
- hire of contractors or consultants to support activity
- interpretative signage and support materials

The following will **NOT** be funded:

- Retrospective funding, i.e. projects that have commenced before the notification date
- Projects that cannot be completed by the final completion date of 30 June 2012
- Ventures or activities that are commercial or fundraising in nature

- Any general operating expenses - funding will not cover expenses such as electricity, lease/rent payments, telephone, uniforms etc. that are part of the ongoing expenses of the organisation or group
- General public liability costs
- Wages for permanent staff or for project staff positions that are planned to continue after the project has been completed without an identified future funding source

## 4 How much money is available for my project?

You may apply for grant funds ranging from a minimum of \$100 to a maximum of \$5,000. Resources are limited and if demand exceeds allocated resources, applications will be assessed and prioritised based on common selection criteria. Not every application that meets the assessment criteria will necessarily receive a grant.

NRM North may fund the full cost of a project, however applications which show income from multiple sources, including in-kind contributions from the applicant, are strongly encouraged. Other income sources or the applicant's own contribution may be in the form cash, materials or voluntary labour.

In some instances successful applicants may not receive the full funding requested, but rather a percentage of the total sought. If your project cannot proceed without full funding, this should be indicated in your application.

NRM North may also consider projects where other funding agencies are contributing to the overall cost, *e.g. 50% funding from state government, 50% funding from NRM North.*

## 5 Financial arrangements

### Payments

If you are successful in obtaining a grant, NRM North will send you a Funding Agreement that must be completed and returned prior to any funding being provided. All grant recipients or sponsors must provide a suitable invoice for the grant amount in order to receive funds. Grants will be paid within 4 weeks of receipt of the signed Funding Agreement and invoice.

### GST

The Australian Taxation Office considers grant funded projects to be a taxable supply under the GST act. If the applicant or sponsor is registered for GST the grant amount will be grossed-up for GST (increased by 10%) If the applicant or sponsor is not registered for GST no additional amount is payable beyond the amount awarded, For advice regarding GST contact your tax advisor or the Australian Taxation Office on 13 24 78 or via their website on [www.ato.gov.au](http://www.ato.gov.au)

## 6 What happens to my application once it is submitted?

- Applications from across the region will be assessed according to how they satisfy the criteria outlined on the application form.
- Assessment will be undertaken in 4 parts:
  - Eligibility and Documentation Check
  - Alignment with Strategic Natural Resource Management Priorities
  - Practicality and Technical soundness
  - Matching with the Criteria (see sections 1 and 3)
- Successful and unsuccessful applicants will be notified by email or phone and in writing within 4 weeks of the closing date.
- Grant recipients must supply a suitable invoice and sign a contractual agreement prior to any funds being paid.
- Grant funds will be paid within 4 weeks thereafter.
- Projects to be completed by 30 June 2012.

- NRM North must be notified of changes to circumstances that may affect the outcome of a grant recipient's project.
- All grant recipients must submit the School Environmental Grants Project Completion Report along with data and information required as per NRM North's Monitoring, Evaluation, Reporting and Improvement (MERI) framework.
- Funds received must be acquitted within 3 months of project completion and any left over funds returned to NRM North.
- In applying for funding support recipients agree to potential site visits and the use of their group, project and photos for promotional and reporting purposes via newsletters, NRM North website, and in other media.
- Information and data gathered in the implementation of the project will follow the NRM North's data and information framework for small projects.

## 7 How do I apply?

### Planning your application

Before applying for funding, applicants are encouraged to utilise the *Project Plan Generator* and other available resources to assist in developing their project proposal to ensure:

- Your organisation is eligible.
- Your project and its components are eligible, practical and technically sound.
- You project effectively responds to Objectives, Priorities and Assessment Criteria of the program.
- You have carefully considered the extent of 'in-kind' your organisation can contribute to the project.
- You can demonstrate with performance measures, how the objectives of your project will benefit the community and contribute to longer-term natural resource management.
- You have carefully reviewed your budget and ensured that your figures are reliable and demonstrate 'value for money'.
- You have thought about managing the project and can show how you plan to deliver the results in the timeframe.
- You have consulted with relevant stakeholders, such as the relevant land manager and can demonstrate their support.
- You have considered working with other organisations to improve delivery of your project.
- You have considered whether there are any relevant existing local or catchment natural resource management plans or other activities your project may align with.

### Preparing your application

Ensure that you have read these guidelines thoroughly and then begin collecting all information needed to support your application (see Checklist).

Complete the School Environmental Grants application, available on the NRM North website at [www.nrmnorth.org.au](http://www.nrmnorth.org.au) or by contacting the office for copies of the grant application documents.

We prefer applications to be completed and submitted electronically. Handwritten applications will only be accepted if written clearly, legibly and in BLOCK letters using blue or black ink.

All applications must be signed by the school principal or head of the education institution.

All applications must also be signed by the local NRM Facilitator, based at your local council. Applications that have not been sighted and signed by the NRM Facilitator will be forwarded to the Facilitator prior to assessment of the application, as this will influence the assessment process. You can find the contact details for your local NRM facilitator on the NRM website: [www.nrmnorth.org.au](http://www.nrmnorth.org.au).

### Measuring your project's success

A good way of keeping your project on track that will also assist in monitoring and evaluating its success is to have performance measures. Success is measured against what your project's objectives are. Each objective should have

a way of showing if it is successful. Think carefully about what information you need to collect and how you're going to collect it when planning your project. The *Project Plan Generator* can assist you in this process.

1. Set your objectives. Work out what you're trying to achieve through this project?
2. Collecting data. What is your starting point? Is there existing data that can be used?
3. How will you collect data? What information can be collected during the project which will show if you are achieving your objectives?
4. Set your performance measures. What do you aim to have achieved by the end of the project?

**When preparing to begin your project, ensure that you have reviewed the report form and are aware of NRM North's reporting requirements, so that you are able to keep records throughout the course of the project. This will save time and inaccuracies.**

## 8 Submitting my application

An electronic copy or hard copy of the application form, including any supporting documents, signatures and receipts (if relevant) should be submitted to the NRM North office by Monday 15<sup>th</sup> August 2011 located at Level 2, 63 Cameron St. PO Box 1224, Launceston 7250.

### Checklist

#### Have you:

- Kept a copy of your application for your records and for the acquittal of the grant
- Sought the advice, support and/or signature of the local NRM Facilitator in preparing your application
- Submitted your application by e-mail, mail or delivered by hand

*E-mail applications must include all attachments and be received by 5pm Monday 15<sup>th</sup> August.*

*Applications which are postmarked Monday 15<sup>th</sup> August will be accepted.*

*Hand delivered applications must be received by Monday 15<sup>th</sup> August.*

*Applications must be A4 and stapled at the top left hand corner*

#### How and when will I be notified?

All recipients will receive acknowledgement of receipt of their application within 1 week of receipt.

All applicants will be notified of the status (successful or unsuccessful) by the 12<sup>th</sup> September 2011.

#### Please note:

Faxed applications will NOT be accepted. Late applications will NOT be accepted. Incomplete applications are ineligible and will NOT be accepted. Applications submitted bound, in display folders or in plastic sleeves will NOT be accepted.

## 9 Who can help me?

For assistance directly relating to the grant application process contact Michael Black at NRM North on:

**Telephone: 03 6333 7775**

**Email: [mblack@nrmnorth.org.au](mailto:mblack@nrmnorth.org.au)**

**For other support or advice in completing your submission contact your Local NRM Facilitator. Contact details for your local NRM Facilitator can be obtained from the phone number above or on the NRM North website.**