

# Environmental Education Program Expression of Interest Guidelines

**Closing Date: 5pm Friday 26 April 2013**

**Grants available: \$5,000 - \$100,000 for projects of 1 to 3 years duration**

## Application process

Organisations wishing to apply for an Environmental Education grant need to submit information in two stages:

- Stage 1:** Expression of interest (EOI). (By advertisement). **Closing date: 5pm Friday 26 April 2013**
- Stage 2:** Detailed project application (by invitation, based on EOI). There are two application forms depending on the level of funding you require.
  - One for projects requesting between \$5,000 and \$20,000
  - One for projects requesting between \$20,001 and \$100,000

The EOI form sets out questions for the EOI only. The NSW Environmental Trust's Technical Committee will assess Expressions of Interest and successful applicants will be asked to submit a more detailed application that will be assessed for funding.

The Trust recommends that you read the *Environmental Education Program Guidelines for Applicants* now before you submit your EOI, so you understand the requirements if you are successful in moving to the next stage, and your obligations should you ultimately be offered a grant.

The objectives of the Environmental Education program are:

- to facilitate changes in behaviour of individuals and groups that will affect specific environmental problems
- to develop and promote education projects that improve the environment.

## Eligibility

To be eligible for a grant your organisation must be one of the following types.

	Community organisations	State and Local Government
<b>Examples of eligible organisations</b>	Community organisations including community groups, incorporated associations (community or industry associations incorporated under the Associations Incorporation Act 1984), cooperatives, non-profit organisations incorporated under the Corporations Act 2001 (Cth) as applied in NSW.  <b>Note:</b> Community organisations that are not incorporated, are eligible to apply, but only if they arrange for the grant to be administered by a Council or other non-profit organisation.	State government organisations and statutory committees, Councils (as defined in the Local Government Act), Regional Organisations of Councils and other local-government-controlled organisations, universities.
<b>Examples of ineligible organisations</b>	Individuals, schools, industry joint ventures, profit-distributing corporations and all organisations that are eligible for State and Local Government Program grants.	Individuals, schools, industry joint ventures, profit-distributing corporations (including government entities that have shareholders and distribute profits) and all organisations that are eligible for community organisations Program grants.

Non-profit organisations incorporated under the **Corporations Act** must provide proof of their non-profit status:

- A certified copy of the company's latest extract of particulars issued by the Australian Securities and Investments Commission (ASIC) indicating their non-profit status; or
- A certified extract of the company's constitution that includes provisions that:
  - prohibit the company from making any distribution – whether in money, property or otherwise – to its members during the course of its operations
  - prohibit the company from making any distribution – whether in money, property or otherwise – to its members on dissolution
  - ensure profits made by the organisation are used to carry out the organisation's purposes

## Timeframes

Projects can run for a maximum of three years and cannot commence before 1 February 2014.

## Limits on number of EOIs accepted

A maximum of **three** EOIs per organisation are permitted.

Individual educators from Universities and statewide organisations should not submit their EOI directly to the Trust. **The Trust will only accept EOIs from Universities and statewide organisations if they are submitted via their relevant Administration office**, to ensure that the above limit is not exceeded. This also applies to statewide organisations, who should submit their EOIs via their Head Office/Chief Executive Officer. Please ensure your EOI is no longer than four pages in length.

## Assessment criteria

A Technical Committee will assess your EOI against the following assessment criteria:

1. proven environmental and educational needs and tangible environmental benefits
2. consistency with the Trust's Environmental Education program aims and objectives
3. efficiency (value for money) and effectiveness
4. appropriateness of project to address the stated environmental issue.

## Important information about the EOI form

The EOI is a four page document. The boxes provided for answers to questions are a set size. The boxes **will not** expand to accommodate additional text if you continue to type beyond the bottom of the text box. Please ensure answers to questions are fully contained within the limits of the text boxes.

## Project / organisation location

Your project location should be the address of the main office from which your project is conducted. Community organisations that do not have a main office should use the coordinates of their PO Box address.

You can either identify the latitude and longitude of your project or office using a conventional map, or from Google Maps [maps.google.com.au/maps](http://maps.google.com.au/maps). Find your location, right click and select 'what's here'. The co-ordinates will appear in the search box. Please provide the co-ordinates shown in the bottom right-hand side of the screen for both the latitude and longitude in the spaces provided in the EOI form - Question C10.

## Inquiries

**For any inquiries please contact:**

Street Address:	The Program Administrator Environmental Trust Level 2, 1 Fitzwilliam St, PARRAMATTA NSW 2150
Phone:	(02) 8837 6093
Email:	info@environmentaltrust.nsw.gov.au

## Submission details

We strongly recommend that you read the *Environmental Education Program Guidelines for Applicants* prior to completing your EOI.

### Submission details

- Answer all the questions in the EOI.
- Type only in the spaces provided in the EOI form. You cannot increase the size of the text box provided for your answer.
- Have your EOI authorised by the appropriately delegated person.
- Include evidence of non-profit status, where applicable. (this only applies to non-profit organisations incorporated under the **Corporations Act**)
- DO NOT fax any part of your EOI.
- Submit your EOI by the **closing date – 5pm Friday 26 April 2013**.
- Submit your entire application by **ONE** of the methods below. (i.e. DO NOT email AND post)

<b>Email to: (preferred method)</b>	<a href="mailto:info@environmentaltrust.nsw.gov.au">info@environmentaltrust.nsw.gov.au</a>	<ul style="list-style-type: none"> <li>• If emailing your EOI, please email the <b>EOI form as a Word document - DO NOT PDF</b></li> </ul>
<b>Post to:</b>	The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124	
<b>Hand deliver to:</b>	Environmental Trust Level 2, 1 Fitzwilliam St PARRAMATTA NSW 2150	

## Acknowledgement of receipt of applications

You should expect acknowledgement of your EOI within three weeks of the closing date. This confirmation will include a unique reference number, which should be provided in all correspondence to and from the Trust. If you do not receive acknowledgement within three weeks, please contact the NSW Environmental Trust on (02) 8837 6093.

**Note:** If you **email** your EOI or application, the Trust will acknowledge receipt of your email within two working days. If you have not received notification of receipt of your email within this time, it is your responsibility to contact the Trust to ensure that your email has been received.

Applicants whose EOIs are short-listed will be invited to submit a full application. You should expect to be advised during the first week of July and be in a position to complete the application by **9 August 2013**. Successful projects will receive funding in early 2014.

**Any Application that is late, incomplete or ineligible will not be considered.**