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# ENVIRONMENTAL EDUCATION PROGRAM

## GUIDELINES FOR APPLICANTS

Closing date

**Expressions of Interest 5.00pm 18 April 2008**

**Applications by invitation only 5.00pm 8 August 2008**

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## **PART A: WHAT YOU NEED TO KNOW ABOUT THIS PROGRAM**

### **About The Environmental Trust**

#### **Establishment of the Trust**

The Environmental Trust is an independent statutory body established by the New South Wales Government to support exceptional environmental projects that do not receive funds from the usual government sources. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Department of Environment and Climate Change.

#### **Objectives**

The Objectives of the Environmental Trust are:

- to encourage and support restoration and rehabilitation projects
- to promote research into environmental problems of any kind
- to promote environmental education in both the public and private sectors
- to fund the acquisition of land for the national parks estate
- to fund the declaration of areas for marine parks and for related purposes
- to promote waste avoidance, resource recovery and waste management (including funding enforcement and regulation and local government programs)
- to fund environmental community groups and
- to fund the purchase of water entitlements for the purpose of increasing environmental flows for the State's rivers and restoring or rehabilitating major wetlands.

#### **Funding**

The annual grants programs run by the Trust include Environmental Restoration and Rehabilitation, Protecting our Places (for Aboriginal organisations) Environmental Education, Eco Schools, Environmental Research and other programs to meet high priority issues. (See the Trust's website [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).)

#### **Funding from multiple sources**

Our grants are usually made to cover the full cost of projects, with the exception of routine administrative or operational costs (See Section C3.2), which you should meet. The Trust recognises, however, that some large projects may require joint funding. In order for us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

- have secured funding from another source for the same activities funded by the Trust
- have current applications lodged with other funding sources
- receive other funding in the future for your project.

(See Section C2 Other Funding Sources)

The Trust will inform you of how it will progress your application if these circumstances arise.

#### **Retrospective funding**

The Environmental Trust will not fund activities carried out before the grant is offered and accepted. You should plan to begin your proposed activity after 1 February 2009.

## About The Environmental Education Program

### Aim of the Program

The aim of the Environmental Education program is to support educational projects or programs that develop or widen the community's knowledge of, skills in, and commitment to protecting the environment and promoting sustainable behaviour.

### Funding

The total funds to be offered under the Environmental Education program in 2008 are as follows: \$500,000 will be allocated to the Community organisations program and \$500,000 will be allocated to the State and Local Government program

Grants of between \$5,000 and \$100,000 are available for projects that provide resources or undertake educational projects to increase the environmental awareness of individuals, specific groups, special interest groups and/or the general community.

Competition for funds for Environmental Education projects is normally high. In the last grants round (2007), the Trust received 187 expressions of interest requesting an upper value of \$11.08 million, which resulted in 38 invited applications. A total of 21 applications totalling \$1.007 million, were successful.

### Objectives

The objectives of the Environmental Education program are:

- to help attain one or more of the outcomes in the NSW Government's Environmental Education Plan, *Learning for Sustainability 2007-10*
- 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.

The NSW Government's Environmental Education Plan, 'Learning for Sustainability' can be accessed at [www.environment.nsw.gov.au/cee](http://www.environment.nsw.gov.au/cee) or by telephoning the Department of Environment and Climate Change's Environment Line on 131 555.

### Eligibility

To be eligible for a grant under the Education program:

- You must have been invited to apply following an Expression of Interest (EOI). Applications that are inconsistent with the EOI may be rejected.
- Your **organisation** must be eligible – see table below:

	Community	State and Local Government
<b>Examples of eligible organisations</b>	Community organisations including community groups, incorporated associations (community or industry associations), cooperatives, companies limited by guarantee <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. (See Role of Administrator pg 4).	State Government organisations and statutory committees, Councils (as defined in the Local Government Act), Regional Organisations of Councils and other local-government-controlled organisations.
<b>Examples of ineligible organisations</b>	Individuals, 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 & distribute profits) and all organisations that are eligible for Community Organisations program grants.

- Your project must be aligned with one or more of the program objectives (see above).
- Your application must include an accurate detailed budget for the project.
- You must complete the Environmental Trust's Application Form, including 'Section C – Financial Information'.
- Your application must include names of two office-bearers in your organisation (e.g. Chairperson, Treasurer, CEO or Executive Officer) who are able to attest to the accuracy of the information within the application. Where the grant is being administered by another organisation, provide the name of the organisation and the name of a senior manager who has agreed to administer the grant on your behalf.
- Your application must be received by the closing date. Late applications will not be accepted and will be returned.
- You must be able to demonstrate that previous grants are progressing satisfactorily. Failure to do so may result in the Trust refusing to consider any new applications.

Unless your application satisfies all of the above conditions, it will not be forwarded to the Technical Committee and your application will be returned to you.

Organisations may lodge a maximum of **three** applications.

The Environmental Trust **will not fund** the following activities under the Education program:

- applications that were not invited as a result of the Expression of Interest process, or that contain major variations to a proposal outlined in an Expression of Interest form.
- projects that, in the normal course of events, are clearly the core business of Local or State Government authorities or educational institutions
- continuing administration/operational costs of organisations (See C3.2 Administration costs)
- capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the project
- projects that fund devolved grants (i.e. projects offering grants to other organisations)
- ongoing maintenance of projects to which organisations have committed as part of a previous grant
- reimbursement of salaries of existing State or Local Government staff who will be supervising or working on the project as part of their **usual** duties. However, the Trust will fund salaries of officers *to be employed specifically to work on the project*.

If you are seeking Trust funds for an officer currently employed by your organisation, including both community organisations and State/Local Government organisations, you will need to explain why the Trust is being asked to fund an already-existing employee. (For example, it may be that current employees are only employed on a part-time basis and that Trust funding is intended to cover the cost of continuing their employment for them to work on the funded project.)

### **Role of an Administrator**

Community groups/organisations who are not incorporated may nominate another organisation to administer grant funds on their behalf. The Administrator must be a legal entity and Grant Agreements are prepared in the name of the administering body who are required to sign Grant Agreements on behalf of the grantee. Grant payments are made payable to the Administrator who is responsible for disbursing funds on the grantee's behalf and the preparation of financial reports as specified in the Grant Agreement. It is expected that an agreement will have been reached between the grantee and the Administrator in relation to project management and submission of progress/final reports.

## Assessment criteria

Selection for Environmental Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by a Technical Committee against the following assessment criteria.

### Environmental Education Program Assessment Criteria

**Beside each Assessment Criterion you will see a reference to a section of the Application Form that contains questions relevant to that criterion.**

**Beneath each Assessment Criterion are points that the Technical Committee will consider in determining how well your Application meets that criterion.**

\* See Glossary on back page of this document for definitions

#### **1. Proven need and tangible benefits to the environment of NSW (see Questions 1–3 of the Application Form)**

- Clear explanation of the environmental issue to be addressed.
- Demonstrated need for the project, based on how it will make a difference to this issue.
- Clear explanation of project aims and objectives.

#### **2. Consistency with program aims and objectives (see Questions 4-8 of the Application Form)**

- Extent to which the proposal is aligned with the education program \*aims and \*objectives.
- Extent to which tangible \*outcomes and deliverables are clearly identified.
- Feasibility of the evaluation plan.

#### **3. Demonstrated ability to deliver the project to a high standard (See Questions 9-16 of the Application Form)**

- Sound project planning and methodology, including dissemination.
- Degree of originality or innovation of your approach.
- Degree of stakeholder participation and how this will be achieved.
- (For State and Local Government program) Degree of collaboration with other State and Local Government organisations involved in the same environmental issue.
- Appropriate expertise in relevant fields.

#### **4. \*Efficiency and \*effectiveness (See Question 17 of the Application Form)**

- \*Outputs and \*milestones clearly targeted towards achieving stated outcomes.
- Stated outputs and milestones are measurable, both \*quantitatively and \*qualitatively.
- How well the proposal addresses risk factors that have the potential to jeopardise the achievement of proposed outcomes.
- Feasible time frame for achieving proposed outputs and milestones.

#### **5. Value for money (See Questions 9-17 and Section C of the Application Form)**

- Extent to which the budget supports the proposed outputs and whether it will ensure the viability of the project overall.
- The likely environmental impact of the proposal relative to the total claim on program funds.
- Appropriateness of the mix in the total budget for:
  - materials and other direct project costs
  - professional expertise

## Submitting your Proposal and Getting Approval

### Documentation

The Application Form consists of **two parts**:

1. One is called *Grant Application Form: Education* and is a Word Document.
2. The other is called *Section C – Financial Information* – and is an Excel document.

Both documents can be obtained in hard copy from the Trust on (02) 8837 6093 and can be downloaded from the Trust's website [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).

Because the Trust's staff will photocopy your application, you must type in the spaces provided on the application form and avoid attachments, except where they are requested. You must keep the finished application to the same number of pages as the original. Note that substantial changes have been made to Section C – Financial information in 2006.

### Closing date for submission of proposals

If posting or hand-delivering, please send **two unbound copies** of the application form to the Trust. The Trust will accept applications by email, but only if you can email your entire application, **including all attachments**, e.g. maps, CV's. Trust staff will not attach posted information to emailed applications. Therefore, if you cannot email your entire application, including attachments, please use post or hand delivery.

Your emailed application or the envelope containing your posted application must be received by the Trust by:

**Closing Date for Expression of Interest: 5.00 pm 18 April 2008**

**Closing Date for Applications (invitation only): 5.00 pm 8 August 2008**

### Where to send your completed Application Form

Submit your application by ONE of three methods (i.e. do not email AND post):

<b>Post to:</b> The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124	OR	<b>Hand deliver to:</b> Environmental Trust Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150	OR	<b>E-mail to:</b> <a href="mailto:info@environmentaltrust.nsw.gov.au">info@environmentaltrust.nsw.gov.au</a>  <b><u>DO NOT FAX</u></b>
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### Acknowledgement of receipt of applications

You should expect acknowledgement of your EOI / Application form within 2 weeks of the closing date(s). Confirmation(s) will include **one** unique reference number, which should be provided in all correspondence to and from the Trust. If you do not receive acknowledgement within 2 weeks, please contact the Environmental Trust on (02) 8837 6093.

**Note:** If you email your EOI or application, the Trust will acknowledge receipt of your email within 3 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.

### Notification of grant decisions

The Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur in December 2008 or January 2009. Applicants will also be notified in writing. Successful projects will receive funding in early 2009.

### Who to contact if you need further help

If you require further help with your application, please contact the Program Administrator by phone on (02) 8837 6093, or by e-mail at: [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au).

### Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is eligible and sufficiently complete for assessment purposes. All ineligible or incomplete applications will be

returned. Trust Administration staff may also contact you or your nominated referees for further information about your application.

The Trust establishes a Technical Committee for each grants program. The Trust's Technical Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups and at least one representative of industry. Committee members agree to undertake their duties within the principals of ethical conduct – integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The Education Technical committee will assess the merit of your proposal by using the Assessment Criteria outlined previously and will make recommendations to the Trust. The Trust, having considered the Technical Committee's recommendations, determines which applicants will receive grants. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding. Unsuccessful applicants will have the opportunity to receive some feedback on their applications by contacting the Trust Administration staff.

Decisions by the Trust are final. There is no appeal process.

### **Conflict of Interest**

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant. This is particularly relevant where the project for which funds are being sought is to be carried out by the applicant or a contractor closely associated with the applicant, or where the applicant will derive a personal benefit from the project. The Technical Committee will assess each situation on its merits and environmental need.

### **Privacy**

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the Freedom of Information Act 1989 or other lawful requirement. If you require strict commercial and/or personal confidentiality, you should address this in your application.

### **Obligations of successful applicants**

Successful applicants will be required to:

- demonstrate that any previous Environmental Trust grants received by your organisation are progressing to the Trust's satisfaction
- provide written evidence of partnership funding where relevant
- confirm a final schedule of payment and reporting dates relative to project activities
- provide proof of land owners' approval to work on the project site and necessary permits from local, State and Federal authorities to undertake the project if applicable (a cover letter will suffice)
- provide a letter of support from the Council if your project is on their land or land managed by the Council
- sign a Grant Agreement that sets out terms and conditions associated with the grant
- provide evidence of appropriate insurance coverage (see section C3.1(f) Insurance)
- forward a tax invoice to the Trust for each instalment of their grant, if applicable
- seek prior approval to alter proposed outputs, milestones and budget
- provide progress reports and comply with all conditions contained in the Grant Agreement
- provide a final report, including:
  - an independently certified financial statement of expenditure (where applicable), to enable the Trust to assess the project's outcomes
- a report on project measures
- acknowledge the Trust's support in all promotional material or any public statement about your project. Your acknowledgement must include the Trust's logo in written material.

The Trust will monitor the progress of projects. Funding is normally provided in staged payments, and continuing payments are dependent on satisfactory progress reports.

## Reporting on Project Measures

To assist the Trust to measure the impact/success of its funding programs, you will need to include specific project measures in your progress and final reports. A list of these project measures is located in the Reporting Guidelines section of the Trust website: [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).

## PART B: ADDITIONAL INFORMATION ON PREPARING YOUR APPLICATION

The information below may be useful when answering specific questions in your application. Not all of it may be relevant to your particular project, and you should use it as required.

### Partnerships

Do not underestimate the importance of partnerships when planning your project. Obtaining the support of other organisations/groups can significantly add value to a project by spreading 'ownership' of the project to a wider audience and sharing responsibility for the project outcomes. You should provide evidence of your project partners' support when submitting your application.

### Evaluation

Evaluating your project enables you to determine whether you achieved what you set out to do. Applications that include a well thought out evaluation process demonstrate the feasibility of the project to the Technical Committee. The Department of Environment and Climate Change have developed a guide to evaluating environmental education projects and programs. *Does Your Project Make a Difference?* is available to download from [www.environment.nsw.gov.au/community/projecteval.htm](http://www.environment.nsw.gov.au/community/projecteval.htm). This booklet provides guidance to people who are planning and delivering education programs on how to get started on evaluation and build evaluation into your education program.

Evaluation of your project should include monitoring of the project measures referred to above.

### Taxation

#### Good and Services Tax (GST)

Before completing Section A 'Registration and Administration' and Section C 'Financial Information' of the Application Form it is important that you read the following information on GST.

If you, or the organisation administering the project, are registered for GST, **do not include any GST** in your budget when you fill in your application. The Trust will add GST to your grant payment.

If you, or the organisation administering the grant, are **not** registered for GST, include any GST that you will incur during the life of the project into your budget. If you need more information contact the Trust on the above phone number.

### Guide to Completing Section C – Financial Information

Section C of the Application Form – Financial Information – is an Excel document and is separate from the main Application Form. Both parts must be submitted and both can be downloaded from the Trust's website [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au). If you complete Section C electronically (i.e. in MS Excel), the figures you enter will be totalled automatically. However, you also have the option of completing this document by hand. If you choose this option, please take extra care to ensure that your figures are calculated correctly.

There is one worksheet with three sections in the Excel file, C1: Summary of Project Budget; C2: Other Sources of Project Income; and C3: Detailed Grant Expenditure Breakdown:



All costing in your budget needs to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and outputs of your project.

The Trust will fund reasonable, justified costs for salaries and consultancies, including costs for recruitment advertising.

### **In-kind contributions**

The Trust values the ability to secure in-kind contributions, as it reflects support for your project and good value for money. Therefore, please outline in-kind contributions from both your organisation and other sources under Question 14. Where possible, please give a value to these contributions. **Do not include in-kind contributions in any part of Section C.**

### **Section C1 Summary of project budget**

This section is an overview of the total project budget, including both Trust and other sources of funds. When developing your budget, remember the importance of linking your spending with the project outputs you want to achieve. If your project is more than a year in length, not all funding can be received in Year 1. Progress payments will be linked to progress reports (see Question 16). In the relevant columns, enter the amounts you require from the Trust year by year and then partnership funding figures ('Other Sources') for direct project costs and administration costs. Make sure the values you enter in this section correspond with the description of items you listed in Sections C2 and C3.

### **Section C2 Other sources of project income**

In this section you need to outline all successful and pending applications for partnership funding or contributions from your organisation (Other Sources) for the project. You need to include information on all organisations you have applied to, which may include Federal, State and Local Government departments, other Trusts and Foundations, and Corporate sponsorship options. You also need to list the items for which you have sought funding, e.g. salaries, equipment or materials. You need to provide written evidence of partnership funding that has been secured at the time of applying for the grant. If you have outstanding applications for funding at the time of applying to the Trust, then written evidence of partnership funding needs to be provided once it has been secured. The Trust will not provide funds to duplicate project work that is being funded through other sources. Therefore, you need to tell the Trust if you have applied to other funding organisations for the project funds you are seeking from the Trust.

### **Section C3 Detailed grant expenditure breakdown**

In this section you need to provide a detailed breakdown of calculations for each line item total. These totals need to be broken down by year in Section C.1. It is important that you show as much detail as possible, particularly for line item costs of \$10,000 or more. For example:

#### **C3 Description / Details**

<b>1(a) Salaries</b>	<b>TRUST</b>	<b>OTHER</b>	<b>TOTAL</b>
Project officer	25,920		25,920
<b>Should be shown as:</b>			
Project officer @ \$27/hr x 20 hrs/wk x 48 weeks	25,920		25,920
<b>1(c) Consultancy / Contractor Costs</b>			
ABC Graphic Design-design and production of education materials (see attached brief and breakdown of costings)	35,000		35,000

#### **C3.1 (a) Salaries**

This section can include salaries for project supervision, project manager/coordinator or any other project employees.

As noted on page 4 of the Guidelines, the Trust will not pay for staff already employed by your organisation who will be supervising/project-managing or working on the project as part of their **usual duties**. The Trust will however, pay for staff employed specifically on your project and you may include these costs in your application.

Salary costs shown in C3.1 (a) should not include on-costs. These must be shown separately in C3.1 (b).

It is expected that salaries will be in line with industry standards and you need to show that you have calculated amounts on the basis of reasonable pay rates. It is also expected that staff working conditions will be in accordance with all applicable laws. This includes meeting OH&S requirements. Please provide a copy of the job description for the relevant roles.

It is expected that staff employed on your project will be selected on merit. If you are recruiting new staff, a full position description must be included with your application. If you already have a particular person in mind for the position **being funded by the Trust** you must include their CV (**maximum 2-page summary**) to allow Technical Committee members to determine if they have the correct skills and experience for the job. You do not need to include CVs for local/state government employees who are working on the project as part of their usual duties.

### ***C3.1 (b) Salary On-costs***

These costs need to be directly related to the **Trust-funded positions** and cannot exceed 26%. You must describe exactly what costs are being covered (e.g. superannuation, workers compensation, payroll tax, leave loading etc) and show the breakdown of how these figures have been calculated.

### ***C3.1(c) Consultancies and contractors***

All consultants and contractors should be chosen on their merits and ability to effectively deliver the work. It is expected that you will select contractors or consultants using a competitive process, in particular where the value of the contract or consultancy or contract exceeds \$5,000 in total. You must provide contractors' or consultants' briefs to the Trust at the time of applying for the grant. If you have already chosen a contractor or consultant at the time of applying, then you need to describe the selection process that you used. State why the consultant or contractor was chosen and provide us with their brief and CV (maximum 2-page summary).

For all consultants/contractor fees totalling \$10,000 from a single provider, you must either include an additional attachment to your financial information detailing costs against activities to be undertaken or show the breakdown at 3C.1(c).

### ***C3.1 (d) Materials***

The Trust encourages bulk-buying of materials so that you can purchase materials at a competitive rate.

**Provide a cost breakdown for materials that you want the Trust to fund:** The Trust understands that, depending on the project objectives, the types of materials and related costs will vary from project to project. Therefore, all costings need to be detailed, reasonable and justified.

**Equipment hire or purchase:** In general, the Trust does not fund capital purchases but will cover reasonable hire costs for equipment required for the project. You need to seek quotes for hire items and choose the most competitive.

### ***C3.1 (e) Transport costs***

Provide a breakdown of transport-related costs that you want the Trust to fund. This can include reasonable costs for freight, transport and other travel expenses. All costings need to be detailed, reasonable and justified.

### ***C3.1 (g) Insurance***

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your measures, works, activities and volunteer personnel. You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance. If your application is successful, you will need to provide written proof to the Trust that all necessary insurance is in place. Your application can include costs of relevant insurance premiums for the duration of the grant.

### ***C3.1 (h) Other direct project costs***

The Trust will fund other reasonable direct project costs that have not been covered under other categories described above. This could, for example, include costs for project publicity or recruitment advertising.

### **C3.2 – Administration costs**

The Trust recognises that there is a cost to receiving organisations for managing grant projects. In most cases grant recipients absorb these costs as an in kind contribution to the project, however, the Trust is able to pay these costs when detailed and justified. Any administration costs paid using Trust funds need to be **directly related to the funded project** and not include any ongoing or regular administration costs of your organisation. Costs that the Trust will fund include accounting fees for independent certification of project funding expenditure (this **excludes** State and Local Government-funded organisations) and the costs of documenting your project findings. These costs **cannot not exceed 10%** of the amount you are requesting from the Trust for your **Direct Project Costs**, excluding Salary on-costs, and in most cases would be significantly less. The Trust may approve grants while conditioning or amending Administration costs.

### **Further Information Sources**

The following resources may help you to prepare an application for an Environmental Education project.

- *Learning for Sustainability*, which is available on the Department of Environment and Climate Change's website [www.environment.nsw.gov.au/cee](http://www.environment.nsw.gov.au/cee) or by phoning Environment Line on 131 555.
- *Does Your Project Make a Difference? A guide to evaluating environmental projects and programs*. Available on the Department of Environment and Climate Change's website [www.environment.nsw.gov.au/community/projecteval.htm](http://www.environment.nsw.gov.au/community/projecteval.htm).
- *Setting up for Success – a Guide for Designing, Managing and Evaluating Projects*, developed by the National Landcare and Program Evaluation Coordinators. See attached link: [http://www.daff.gov.au/natural-resources/landcare/publications/setting\\_up\\_for\\_success](http://www.daff.gov.au/natural-resources/landcare/publications/setting_up_for_success) .
- *A New Approach to Environmental Education in NSW* which is available on the Department of Environment and Climate Change's website [www.environment.nsw.gov.au/resources/enviroed.pdf](http://www.environment.nsw.gov.au/resources/enviroed.pdf) or by phoning Environment Line on 131555.

### **Catchments**

Catchment information may not be relevant for most Education projects, however some projects may target or have benefits for a specific geographical area. If this is the case for your project, please provide the relevant Catchment name or write N/A if not applicable.

There are 13 Catchment Management Authority regions in New South Wales. (See [www.cma.nsw.gov.au](http://www.cma.nsw.gov.au) for catchment maps). On page 1 of your application you are required to include the catchment area in which your project will be undertaken. The Trust requests that you use only the 13 CMA regions in NSW and not use subcatchments, with the exception of the greater Sydney region i.e. use only:

- Border Rivers/Gwydir
- Central West
- Hunter/Central Rivers
- Lachlan
- Lower Murray Darling
- Murray
- Murrumbidgee
- Namoi
- Northern Rivers
- Southern Rivers
- Western
- **OR**

If your project is in the **Hawkesbury-Nepean CMA** you are required to identify your subcatchment

- Hawkesbury Nepean or
- South Creek

The Environmental Trust is required to report on some specific subcatchments within the **Sydney Metropolitan CMA**. These are:

- Parramatta River,
- Middle Harbour,
- Georges River,
- Cooks River,
- Residual Sydney Harbour
- Residual Botany Bay
- Sydney Metropolitan – Other.

To assist you to determine which subcatchment you are in, refer to the maps covering these two CMAs ([www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au)). Please note that these maps are a guide only. If your project is not located in an area on the maps provided, please state “Sydney Metropolitan – Other” on your application.

## Glossary

<b>Aims</b>
A statement of what the project is hoping to achieve in the longer term
<b>Objectives – How to get results</b>
Objectives define what is going to be done in the short term. These are more specific than aims.
<b>Outputs</b>
Outputs are activities or products. They lead to achievement of objectives. Outputs include progress and final reports.
<b>Milestones</b>
Milestones are significant outputs (activities or products). They relate to dates by which specific outputs will be achieved. They map out the key steps for the project and set dates for each step along the way.
<b>Outcomes – Results</b>
The outcome is the actual change in the environment as a result of the project activities.
<b>Partners:</b> Individuals or organisations that have reached a formal agreement to collaborate on a project. They directly contribute to the project with time, money and resources, and incur any risks and benefits from it.
<b>Project measures</b>
Show the efficiency and effectiveness with which outcomes are being achieved against the objectives of the project. They are used to judge the impact of a project.
<b>Project measures may be quantitative</b> (numerical – How much did we do?) <b>or qualitative</b> (descriptive – How well did we do it?)
<b>Stakeholders</b>
Are various individuals and groups who have a direct interest in, and may be affected by, the project. It is important to involve them early, actively and continuously throughout the project, as they have a stake in its long-term benefits.
<b>Effectiveness</b>
The extent to which the project outcomes are achieved by the project.
<b>Efficiency</b>
The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.
<b>Risk factors</b>
Things that could occur and could have a negative effect on the overall outcome and long-term sustainability of a project or delivery of a certain output.
<b>Evaluation</b>
An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From an evaluation we can determine whether there might be more efficient ways of achieving results.