Environmental Education Program

Guidelines for applicants (for invited full applications)

CLOSING DATES:

Expressions of interest 5.00pm Friday 20 April 2012

Applications by invitation only 5.00pm Friday 10 August 2012

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 (Words marked with * see Glossary)

About the NSW Environmental Trust

Establishment of the Trust

The Environmental Trust is an independent statutory body established by the New South Wales Government to undertake projects that enhance the environment of NSW. 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 Office of Environment and Heritage (OEH), Department of Premier and Cabinet.

About the Environmental Education Program

Aim

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 participation in protecting the environment and undertaking sustainable behaviour(s).

The Trust particularly encourages innovative projects that target environmental issues or areas where there are opportunities or challenges in getting people to understand, care and act differently. In addition, the Trust encourages cost effective projects that will lead (or contribute to) sustained behaviour and skills rather than one-off information *activities and events.

Funding

The total funds to be offered under the Environmental Education program in 2012 are:
- $500,000 allocated to the Community Organisations Program, and
- $500,000 allocated to the State and Local Government Program.

Grants of between $5,000 and $100,000 are available for projects that develop educational resources or undertake educational projects to increase the environmental awareness of individuals, specific groups, special interest groups and/or the general community. The grants are available for the duration of a project, which can be between one and three years long.

Competition for funds for Environmental Education projects is normally high. In the last grants round (2011), the Trust received 227 expressions of interest requesting an upper value of $15.48 million, which resulted in 28 invited applications. A total of 14 applications totalling $783,383, were successful.

Objectives

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.

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PART 2: Designing a successful project

Can you apply?

Eligibility

To be eligible for a grant under the Education Program:
- You must have been invited to apply following an EOI. Applications that are inconsistent with the EOI may be rejected.
- Your **organisation** must be eligible – see table below:

	Community	State and Local Government
Examples of eligible organisations	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. **Note:** 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 3).	State government organisations and statutory committees, Councils (as defined in the Local Government Act), regional organisations of councils and other local-government-controlled organisations.
Examples of ineligible organisations	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 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 as follows:
- 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

Conditions of eligibility

Organisations that are eligible must also meet certain conditions in order to qualify for funding. In order to be considered for funding you must:

- complete the NSW Environmental Trust's Application Form, including 'Section C - Financial Information'
- include in your application an accurate detailed budget for the project
- include in your application the names of two office-bearers in your organisation (eg. 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
- ensure your application is received by the closing date. Late applications will not be accepted and will be returned.

Organisations may lodge a maximum of three Expressions of Interest to this program

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 which is 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 for 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.

Ineligible activities

The following activities are not eligible for funding:
- projects that, in the normal course of events, are clearly the core business of local or state government authorities or educational institutions (see note following)
- 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 or their core business operations
- 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 (e.g. 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).

Note: 'core business' can be difficult to define as it varies for different organisations. Whilst the Trust cannot provide a comprehensive definition, as a general guideline core business is the key or essential business or legal responsibility of an organisation. The Trust will not fund core business, but will consider funding works that are related to but additional to the organisations usual work or responsibilities. Applicants will be required to demonstrate how their project is not core business.

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 while your project is underway.

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 that have commenced before the grant is offered and accepted. You should plan to begin your proposed activity after **1 February 2013**.

Assessment criteria

Selection for NSW Environmental Trust grants is a statewide, merit-based process. Eligible applications will be assessed by the program's Technical Committee against the assessment criteria set out in the following table.

This section refers to the assessment criteria for invited applicants only – the assessment criteria for EOIs can be found in the Expression of Interest Guidelines.

The purpose of the application form is to present information that will allow the Technical Committee to assess how well your project meets the assessment criteria. Your application should be prepared with these criteria in mind.

Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. Suggestions about points you might want to address in your application are included. There is also a Glossary on page xx which includes definitions of some key terms used in these criteria.

Environmental Education Program
Assessment criteria
* See Glossary on back page of this document for definitions

1. *Tangible environmental benefits

(see questions B1 - B4 of the *Application Form for grants $5,000 to $20,000* OR questions B1 - B4 of the *Application Form for grants $20,001 to $100,000*)

- 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
- demonstrated evidence that similar or existing programs/products are not duplicated
- clear explanation of project *aims and *objectives.

2. Demonstrated contributions to one or more of the program objectives

(see question B5 of the *Application Form for grants $5,000 to $20,000* OR questions B5 –B6 of the *Application Form for grants $20,001 to $100,000*)

- contribution of the proposal to the education program *aims and *objectives
- extent to which tangible *outcomes and deliverables are clearly identified.

3. *Efficiency and *effectiveness

(see question B6 of the *Application Form for grants $5,000 to $20,000* OR questions B7 of the *Application Form for grants $20,001 to $100,000*)

- *outputs and *objectives clearly targeted towards achieving stated outcomes
- stated outputs, objectives and outcomes are measurable, either *quantitatively and *qualitatively
- how well the project plan incorporates measures to monitor and address identified *risk factors
- feasible time frame for achieving proposed objectives and outputs
- quality of the project plan (B9(a)) to show how the proposed activities will enable the objectives to be met and outcomes delivered.

4. Demonstrated ability to deliver the project to a high standard

(see questions B6 - B16 of the *Application Form for grants $5,000 to $20,000* OR questions B7 - B17 of the *Application Form for grants $20,001 to $100,000*)

- 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.

5. Value for money

(see questions B7 - B16 and Section C of the *Application Form for grants $5,000 to $20,000* OR questions B8 - B17 and Section C of the *Application Form for grants $20,001 to $100,000*)

- 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 amount of program funds sought
- appropriateness of the mix in the total budget for materials and other direct project costs and in-kind contributions to the project
- demonstrated commitment of the applicant to continue to support and achieve the project's outcomes beyond the life of the grant.

PART 3: 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.

There are also a range of other resources on particular issues and organisations that may help you to prepare an application for an Environmental Education project. *Further information sources – Education Program* can be found at environment.nsw.gov.au/grants/education.

Project Planning

Refers to question B6 of the *Application Form for grants $5,000 to $20,000* OR question B7 of the *Application Form for grants $20,001 to $100,000*

Project planning overview

This section will help to plan your project to maximise your chances of gaining funding and delivering your planned outcomes. Good project planning may require more time and effort up front, but will make finalising and delivering your project easier.
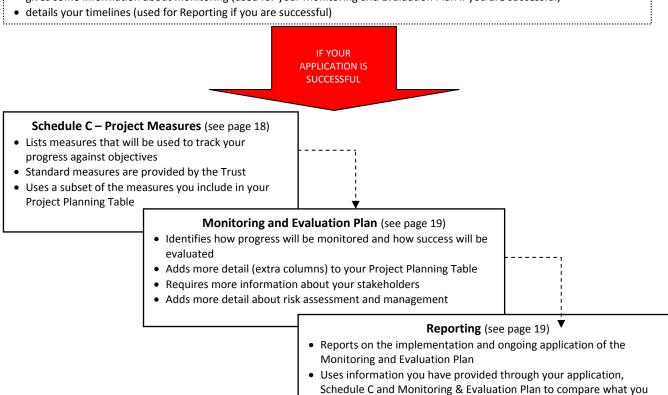
This section will also help to ensure that you are well prepared to provide the information that will be required if your application is successful. The diagram below shows how the different parts of the grant process work together to build a whole picture of your project.

Grant Application

Your application should show the Trust that your project is feasible and relevant. It contains basic information about your project – if you are successful you will need to provide more detail while keeping your plan consistent.

Your application includes the Project Planning Table which:
- details project objectives and activities plus detailed budget allocations
- summarises your project measures (used for Schedule C if you are successful)
- gives some information about monitoring (used for your Monitoring and Evaluation Plan if you are successful)
- details your timelines (used for Reporting if you are successful)

IF YOUR APPLICATION IS SUCCESSFUL

Schedule C – Project Measures (see page 18)
- Lists measures that will be used to track your progress against objectives
- Standard measures are provided by the Trust
- Uses a subset of the measures you include in your Project Planning Table

Monitoring and Evaluation Plan (see page 19)
- Identifies how progress will be monitored and how success will be evaluated
- Adds more detail (extra columns) to your Project Planning Table
- Requires more information about your stakeholders
- Adds more detail about risk assessment and management

Reporting (see page 19)
- Reports on the implementation and ongoing application of the Monitoring and Evaluation Plan
- Uses information you have provided through your application, Schedule C and Monitoring & Evaluation Plan to compare what you said you would achieve to what you are actually achieving

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If you are successful in obtaining a grant, reporting will draw on your detailed project plan. For this reason it makes sense for you to understand the documents required as part of the reporting process when you fill out the project planning table. A brief outline of these documents, which are also referred to in the above diagram, is provided on page 20.

You are also encouraged to visit the Trust website to view the tools and further information available.

Guide to completing your project planning

How many objectives should I have?

If applying for $5,000 to $20,000 you should have a **maximum of three** *objectives
If applying for $20,001 to $100,000 you should have a **maximum of six** *objectives

Most environmental education projects may only have 2 – 3 targeted *objectives*. If you find that the *activities* you are listing are being repeated under several *objectives* then it may be better to combine them. The application form allows for up to seven *activities for each *objective*.

For example:

If you believe your objectives to be:

1. Provide a large statewide audience with practical information on strategies they can use at home to conserve water, save energy, reduce greenhouse emissions, and live in a sustainable fashion

2. Provide a large audience with a greater awareness of the steps they can take to help their community move towards sustainability

3. Provide a large audience with a greater awareness of ways they can save energy and water at work

4. Highlight and promote relevant government and other services people can access to help them save energy and water and live more sustainably

We would suggest that you 'roll' this in to two objectives because the activities to achieve each one are similar and would overlap.

We would suggest your objectives would be:

1. Develop an enduring educational resource which promotes practical and easy to use information on how individuals, families, businesses and communities can reduce waste to landfill, reduce energy consumption and conserve water.

2. Increase awareness and encourage behavioural change through the dissemination of the educational resource to 1,000 households in Canada Bay, with a target to reduce waste to landfill, reduce energy consumption and conserve water by 25% in participating households.

How much detail is required?

Complete your project planning according to the *objectives of your project. We encourage you to incorporate a similar level of detail as provided in the example below. When completing your project planning please use one table for each *objective* and leave the others blank.

Are your objectives achievable?

It is essential that once you have written your objectives and the activities that will fulfil them that you think about what "successfully" meeting that objective will look like. Once you have an idea of what success looks like, review the activities you have listed to ensure they will actually achieve your stated objective.

Example of project planning

The following tables provide an example of project planning for a hypothetical Education project. The example project is consistent with the broader Environmental Education Program's objectives which are outlined on page 1.

The example provided is a two year project with a commencement date of February 2013 and finishing January 2015 (a progress report would be submitted in November 2013).

OBJECTIVE 1: Develop and pilot a range of education tools and strategies to effectively educate residents, including CALD residents, to recycle correctly, reduce contamination and increase participation by at least 20% within the pilot group					
What would success look like if you achieve this objective? It is important to consider what the overall success (expected outcomes) of this objective would look like and how you will know you have reached it.					
The pilot has tested and identified effective educational tools and strategies. A sound communication strategy to engage residents has been developed.					
Activity*	**Project measures*** (refer to Schedule C – Project Measures (Definitions) for a range of measures that may be suitable for your project)	**Total projected** (this is what you aim to achieve by undertaking the activity e.g number of participants, workshops etc)	**How will you monitor your progress?**	**Year activity will be undertaken?** (i.e Year 1, 2 or 3 [may occur over multiple years] of the project)	**Activity completion date(s)***
Conduct desktop analysis of previous research to frame initial engagement and tools.	Desktop research	1	Desktop research completed Method for engagement and suitable education tools identified	Year 1	28/02/2013
Engage stakeholders directly through face-to-face meetings to research issues around recycling and contamination	Number of stakeholder groups engaged	8	Monitor the number of meetings with various groups	Year 1	31/03/2013
	Number of individuals engaged	40			
	Number of meetings	8			
Develop draft educational tools and strategies to address issues identified by stakeholders and develop a stakeholder survey	Education products developed	5	Successful designs available	Year 1	20/05/2013

Consult various stakeholders and seek, suggestions and endorsement of proposed educational tools and strategy	Number of stakeholder groups engaged	6	Feedback from stakeholders	Year 1	20/05/2013
	Number of individuals engaged	15			
	Number of meetings	2			
	Feedback received from stakeholders	5			
Pilot education tools and strategies with select population within targeted area and amend educational resources as required	Number of tools piloted	5	Monitor the number of responses Monitor the satisfaction levels Monitor pre and post results of bin audits Adjust education strategy based on feedback from pilot	Year 1	31/09/2013
	Number of responses (to participant survey)	40			
	Number of participants engaged	200			
	Bin audits	4			
Develop a communications strategy to engage the broader community to adopt new practices	Communication Strategy developed and endorsed by council and stakeholders	1	Stakeholder and council collaboration and consultation Communication strategy developed and endorsed by council	Year 2	30/10/2013

OBJECTIVE 2:
Increase recycling rates by 25% and reduce recycling contamination rates to less than 10% in identified areas and maintain these levels over 12 months

What would success look like if you achieve this objective? It is important to consider what the overall success (expected outcomes) of this objective would look like and how you will know you have reached it.

Education strategy has been rolled out and infrastructure is in place. Monitoring demonstrates recycling rates have increased (by 25% or more) and that contamination rates have reduced (to less than 10%) in identified areas consistently over a period 12 months. Target population are provided regular feedback and stakeholder relations are strong.

Activity*	Project measures* (refer to Schedule C – Project Measures (Definitions) for a range of measures that may be suitable for your project)	Total projected (this is what you aim to achieve by undertaking the activity)	How will you monitor your progress? (i.e record the number of people trained, transects to assess vegetation species present etc)	Year activity will be undertaken? (i.e Year 1, 2 or 3 [may occur over multiple years] of the project)	Activity completion date(s)*
Roll out education strategy across targetted areas in the local government area and hold workshops for the targetted population	Media releases	10	Monitor the number of responses Monitor satisfaction levels Monitor and adjust education strategy based on ongoing feedback from residents	Year 1	30/10/2013
	Number of responses (to participant survey)	150			
	Number of participants engaged	1000			
	Number of individuals potentially reached	25,000			
	Training sessions conducted	7			

Provide infrastructure as per the education strategy i.e. locked bin lids, larger recycling facilities for multi unit dwellings	Number of bins	200	Infrastructure in place Relationships maintained with Strata Management for multi unit dwellings. Observation and feedback from general community Monitor pre and post results of bin audits	Year 1 Year 2	Ongoing
	Infrastructure maintained quarterly and used appropriately	4			
	Bin audits	20			
	Contamination rates reduced	Below 10%			
	Recycling rates increased	Increase 25%			
Provide regular feedback (as per the communications strategy) to the targetted population and wider community in the LGA	Number of individuals potentially reached	25,000	Record number of opportunities provided to residents to receive feedback Response from community to feedback	Year 2	Quarterly 30/01/2014 30/04/2014 30/07/2014 30/10/2014
	Number of participants engaged	1,000			
		20			
Provide infrastructure as per the education strategy i.e. additional service:larger recycling bin, additional recycling bin; improve access to recycling bins etc	Number of additional bins	50	Infrastructure in place Relationships maintained with Strata Management on infrastructure and success Observation and feedback from Strata, tenants and residents	Year 1 Year 2	Ongoing

B9 (b) What are some of the potential difficulties and risks that could hinder progress on the project and how will you manage them?

Risk factor	How risk will be managed
1. Lack of participation in initial survey	1. Use incentives to encourage participation. Use local networks, ensure survey is simple and straighforward and easy to complete.
2. Activities not being completed on time	2. Regularly monitor progress and revisit monitoring and evaluation plan.
3. Project going over-budget	3. Regularly monitor expenditure against budgeted funds.
4. Participation in kerbside recycling does not increase	4. Regularly monitor and evaluate the education and communications strategy, seek feedback from the community, maintain communication with stakeholders, provide incentives and feedback to the community, adjust infrastructure provision as required.
5. Contamination rates in recycling do not significantly decrease	5. Regularly monitor and evaluate the education and communication strategy. Be flexible with these and modify if required. Use feedback from the community and recycling contractors to monitor the project and adapt as needed.
6. Unable to contract community educators with required skills	6. Identify a number of potential sources for community educators with required skills.

Conflict of interest

Refers to question B11 of the *Application Form for grants $5,000 to $20,000* OR question B12 of the *Application Form for grants $20,001 to $100,000*)

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 and the governance arrangements in place to managed potential/ perceived conflicts

Partnerships

Refers to question B13 of the *Application Form for grants $5,000 to $20,000* OR question B14 of the *Application Form for grants $20,001 to $100,000*)

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 must provide evidence of your project *partners' support when submitting your application.

Section C – Financial Information

Overview

Section C of the Application Form – Financial Information – is an Excel document and is separate from the main Application Form.

When you complete Section C electronically (i.e. in MS Excel), the figures you enter will be totalled automatically. Do not cut and paste data into this document as it alters the formatting and may cause errors.

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.

It is recommended that you fill in Section C – Financial Information by doing the subsections in the order of C3, C2 and then C1. You must complete all sections before the 'total' fields will automatically total.

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 B16. Where possible, please give a value to these contributions. **Do not include in-kind contributions in any part of Section C.**

Taxation - good and services tax (GST)

Before completing Section A 'General Information' 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 (02) 8837 6093.

Breakdown of Section C – Financial Information

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 objectives and associated 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 A3).

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. It is recommended that you fill in Section C1 after completing 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 pending 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 C1. It is important that you show as much detail as possible, particularly for line item costs of $10,000 or more. For example:

The example below shows an incorrectly complete budget breakdown compared with a complete budget breakdown that has been filled in correctly

INCORRECT: C3 Description / Details

1(a) Salaries	Trust	Other	Total
Project officer	25,920		25,920
1(b) Salary On-Costs			
	6,739		
1(c) Consultancy / Contractor Costs			
ABC Graphic Design	35,000		35,000
1(d) Materials incl. educational materials			
Education packs	5,000		5,000

CORRECT: C3 Description / Details

1(a) Salaries	Trust	Other	Total
Project officer @ $27/hr x 20 hrs/wk x 48 weeks	25,920		25,920
1(b) Salary On-Costs			
Superannuation / leave loading @ 26%	6,739		6,739
1(c) Consultancy / Contractor Costs			
ABC Graphic Design – design and production of education materials (see attached brief and breakdown of costing)	35,000		35,000
1(d) Materials incl. educational materials			
Education packs @ 500 x $5 each	2,500		2,500

These totals need to be broken down by stage/year in section 1.

C3.1 (a) Salaries

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

As noted on page 3 of the Guidelines, the Trust will not pay for staff already employed by your organisation that 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).

Salaries are expected to 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 also 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 two 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 per cent of salaries. 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, particularly where the value of the contract or consultancy 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 C.V. (maximum two page summary).

For all consultants/contractor fees totalling $10,000 or more 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 (f) 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 (g) 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), the costs of documenting your project findings and undertaking your monitoring and evaluation. These costs **cannot exceed 10 per cent** 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.

PART 4: Application and submission process

Application process

Applying for an Environmental Education grant will be in two stages:

> **Stage 1:** Expression of Interest (EOI) (by advertisement).
> **Closing date: 5pm Friday 20 April 2012 – please refer to the Expression of interest guidelines for information on completing your EOI.**

> **Stage 2**: Detailed project application (by invitation, based on EOI).
> **Closing date: 5pm Friday 10 August 2012.**

Stage 2: Application form

There are two application forms depending on the level of funding you require. Each one requires different levels of detail:
- One for projects requesting between $5,000 and $20,000
- One for projects requesting between $20,001 and $100,000

The Application Form consists of **two parts**:
1. *Grant Application Form: Education* - this is a Word Document
2. *Section C – Financial Information* – this is an Excel document.

Both documents can be downloaded from the Trust's website environmentaltrust.nsw.gov.au or can be obtained in hard copy from the Trust on (02) 8837 6093. For further information on *Section C- Financial Information* and how to complete it, refer to pages 13-17.

Note: The application form is locked. This means that the size of the text boxes will not expand, so ensure your answer fits in the space provided. Do not continue to type beyond the bottom of the text box. The only exception is **question B6** of the *Application Form for grants $5,000 to $20,000* OR **question B7** of the *Application Form for grants $20,001 to $100,000* where tables will expand to accommodate your answers.

Letters of support

If letters of support are submitted with your application they must be signed by a senior manager or senior officer bearer of the organisation providing them.

Attachments

Any additional material submitted with your application must be kept to a minimum. Please limit the number and size of attachments, as large attachments will not be forwarded to the Technical Committee for consideration.

Submitting your application form

- If emailing your application, ensure you email your entire application, including attachments. 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. Emails cannot be larger than 10MB including attachments.
- If using post or hand delivery do not bind or staple your application or attachments.

You application must be received by the Trust by:

Closing date EOI: 5pm Friday 20 April 2012
Closing date application (by invitation only): 5pm Friday 10 August 2012

Where to send your completed EOI/Application Form

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

E-mail to: (preferred method)		Post to:		Hand deliver to:
info@environmentaltrust.nsw.gov.au **DO NOT FAX**	**OR**	The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124	**OR**	Environmental Trust Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150

PART 5: Assessment and notification

Acknowledgement of receipt of EOI or applications

You should expect acknowledgement of your EOI/Application Form within two weeks of the closing date(s). Confirmation(s) will include **one** unique reference number, which should be used in all correspondence to and from the Trust. If you do not receive acknowledgement within two 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.

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 2012 or January 2013.

Applicants will also be notified in writing. Successful projects will receive funding in early 2013. **Note that you should plan to begin your project after 1 February 2013.**

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 email at: info@environmentaltrust.nsw.gov.au

Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is eligible and complete for assessment purposes. 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 principles 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 on page 5 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. A copy of the standard Grant Agreement can be accessed at environment.nsw.gov.au/grants/grantsprocess

Unsuccessful applicants can request feedback on their applications by contacting the Trust Administration staff.

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

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 *Government Information (Public Access) Act 2009* or other lawful requirement. The Trust may also disclose information you supply to us for the purpose of evaluating its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

PART 6: 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 from any project *partners who are contributing funds to the project
- confirm a final schedule of payment and reporting dates relative to project *activities
- sign a Grant Agreement that sets out terms and conditions associated with the grant. Copies of the Trust's Grant Agreements for specific programs are available at environment.nsw.gov.au/grantsprocess.htm
- develop and submit a Monitoring and Evaluation Plan for the project (see below). Grants awarded between $5,000 and $20,000 will not be required to complete a Monitoring and Evaluation Plan.
- complete *Schedule C – Project Measures* (see below)
- 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, plus GST if applicable
- seek prior approval to alter proposed *outputs, *objectives, timeframe or budget changes greater than 10%
- comply with all conditions contained in the Grant Agreement
- provide progress report(s) where requested and a final report in accordance with the Trust's reporting guidelines, including an independently certified financial statement of expenditure (where applicable), to enable the Trust to assess the project's outcomes. This should also include a report on *project measures (see below).
- 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.
- be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust.

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

Monitoring, evaluation and reporting

Successful applicants will be required to submit the following documents throughout the life of the project:

Schedule C - Project Measures

Project measures are a standardised list of indicators that are used to judge the impact of a project. They are used to determine whether your objectives are being met during the life of your project. Project measures may be **quantitative** (numerical – how much did we do?) **and/or qualitative** (descriptive – how well did we do it?).

Schedule C – Project Measures (excel spreadsheet) enables successful applicants (grantees) to identify expected *project *measures* on a year-by-year basis.

As the project progresses grantees then report actual *project measures against projected measures annually. This enables grantees to more effectively monitor progress towards achieving their objectives and apply flexible management if and where necessary.

A copy of *Schedule C - Project Measures* is available on the Trust website.

Monitoring and Evaluation Plan

The Monitoring and Evaluation (M&E) Plan is the final step in the project planning stage for grantees. Monitoring and evaluating your project enables you to determine whether you achieved what you set out to do by identifying how, when and who is responsible for monitoring your project's progress.

Grants awarded between $5,000 and $20,000 will not be required to complete a Monitoring and Evaluation Plan. However, you may be required to provide additional detail relating your project planning section (question Bxx) after being awarded a grant.

The M&E Plan provides for risk management assessment to identify, assess and prioritise risks that may impact on the successful delivery of a project. It also helps you develop a basic communication strategy to assist you in getting your targeted messages out to your appropriate audience.

A template of the M&E Plan is available on the Trust website.

Reporting and evaluation

Grantees are required to periodically provide the Trust with progress report(s) and a final report as detailed in the Grant Agreement. Each report allows grantees to provide details on *activities and achieved *project measures. It also provides the opportunity to reflect on the implementation and application of the M&E Plan and project evaluation.

Project evaluation enables you to determine whether you achieved what you set out to do. Evaluation should start from the moment you begin to design your project and run through the project's life cycle.

Grantees are also required to submit an updated *Schedule C – Project Measures* with each progress and final report.

A reporting template is available on the Trust website.

Additional evaluation resources

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

This booklet provides guidance to people who are planning and delivering education programs on how get started on evaluation and build evaluation into your education program.

Glossary

Activities

Are significant steps or actions that are needed to produce the identified projected outputs. They map out the key steps for the project and set dates for ensuring the project's objectives are met.

Aims

A statement of what the project is hoping to achieve in the longer term.

Effectiveness

The extent to which the project outcomes are achieved by the planning, implementation and evaluation of the project.

Efficiency

The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.

Evaluation

An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From evaluation we can determine whether there might be more efficient ways of achieving results.

Objectives

Objectives are specific statements that define what you want to achieve. They focus on project outcomes and allow you to measure success. For information on what makes a good objective visit environment.nsw.gov.au/resources/grants/11846MEgoodob.pdf.

Outcomes

The outcome is the actual change in the environment or behaviour as a result of the project activities.

Outputs

Outputs are activities or products that result from the project. Outputs should be able to be measured to determine success. They lead to achievement of objectives. Outputs include progress and final reports.

Partners

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.

Project measures

Project measures are a standardised list of indicators that are used to judge the impact of a project. They are used to determine whether your objectives are being met during the life of your project.

Project measures may be **quantitative** (numerical – how much did we do?) **or qualitative** (descriptive – how well did we do it?). Refer to *Schedule C – Project Measures* for more information.

Risk factors

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.

Stakeholders

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.

Tangible

Real or actual