



Food Gardens in Schools Program 2012 Guidelines for applicants

Closing Date: 5pm 18 May 2012

Background

The Environmental Trust provides these guidelines for people wishing to apply for a grant under the Food Gardens in Schools Grant Program. This is a sub program of the Trust's Eco Schools Program. The aim of this Program is to give 20 schools the opportunity to involve their community and students in building and working with food gardens in schools over a period of two years. With this new program the Trust is responding to the growing demand from schools for assistance with setting up food gardens. Funding is provided to assist with establishing a school food garden, providing professional learning for teachers and to integrate the use of the food garden across the school and curriculum. The projects can involve the community, students and staff.

The intention of the professional learning funding as part of the grant is to support schools to manage the garden beyond the life of the grant and to ensure that it is used for a variety of learning opportunities. You may commit up to a maximum of \$1,000 of the Trust budget towards professional learning activities.

It is intended that these guidelines will clarify the criteria by which the grants are assessed.

Program objectives

The overall objective of the Food Gardens in Schools Program is to provide learning opportunities for students, teachers and other members of the school community about healthy sustainable living through growing and harvesting food in school gardens. This aligns with the Eco Schools Program's goal to assist schools to be environmentally sustainable. The Program provides funding to establish food gardens in schools and utilise these for teachers' and students' learning across curricula. The term 'healthy sustainable living' acknowledges the connection between a healthy lifestyle and a healthy environment.

The term 'food garden' refers to gardens that grow edible crops such as fruit and vegetables.

The program will fund projects aimed at meeting the following objectives:

Students:

- the development of knowledge, values and behaviour that supports healthy sustainable living
- participation in designing, planting, harvesting and caring for school food gardens.

Teachers:

- assisting teachers to integrate the school's food garden program into curriculum delivery and therefore maximise student learning
- enabling project related professional learning for teachers to gain practical and educational skills and knowledge about food gardens.

Schools:

- supporting a whole of school approach to sustainable management of school food gardens
- extending the range of students' learning experiences by offering food gardens that facilitate student learning
- enabling strong school and local community links.

Environment and health:

- promoting food garden projects that use resources efficiently and improve the quality of the local environment
- enabling schools to address community and government environmental concerns and priorities about healthy sustainable living
- integrating other health and student welfare initiatives in the school.

Eligibility

To be eligible for a Food Gardens in Schools grant:

- The applicant must be a registered NSW school - **Preschools are not eligible to apply.**
- Your school must be registered on the Sustainable Schools NSW website www.sustainableschools.nsw.edu.au
- You must complete all relevant parts of the application form clearly and legibly.
- Your application must be received by the closing date. Late applications will not be accepted and will be returned.

Unless your application satisfies all of the above conditions the Technical Committee may consider it ineligible.

Schools are allowed to submit one application.

Your project

Your project must be aligned with program objectives. The applicant school must commit to the full two years' term of the grant. This funding period allows for building and harvesting a food garden in school, as well as developing teachers' capacities to utilise food gardens for delivery of students' learning outcomes.

The project plan must include a professional learning plan and a plan for curriculum integration of Food Garden use.

Definition

Define your project clearly. This includes what you will do, who you will in your school food garden project, how you will ensure learning opportunities for teachers, students and school community members and how you are planning to utilise food gardens across school curricula.

Feasibility

Consider the feasibility and breadth of your project. Be realistic about what can be achieved over two school years with the funding available. Smaller defined projects often provide more immediate outcomes for the school community. You should also consider the level of community support required to ensure that the project becomes part of ongoing school life once the funding has finished.

Should your school be successful in receiving a grant in both the Food Gardens in Schools and Eco Schools Programs, you will be asked to outline how your school will be able to manage both projects concurrently.

Sustainable use of resources

When planning your project, consider whether the use of the resources is sustainable. The Trust encourages the use of sustainable materials e.g. landscaping materials, energy and water efficient appliances or recycled materials.

School food gardens activities

School food garden projects need to be part of the overall school management plan.

This program will fund activities, such as:

- designing and planning a school food garden
- sourcing expert advice and support
- constructing a garden
- purchasing garden maintenance tools and equipment (e.g. student gloves, buckets etc)
- buying materials for garden maintenance (e.g. mulch, soil conditioners)
- establishing vegetable gardens
- building specialist gardens (e.g. bush tucker or herb gardens).

Other activities may also be included, for example:

- producing and using organic waste (composting, worm farming etc) in a food garden
- keeping chickens and associated materials
- building an orchard
- creating harvest celebrations.

As well as garden activities, your project should provide opportunities for student participation and learning, professional learning for teachers and community involvement.

The Environmental Trust will not fund:

- overall project coordination
- activities beyond harvest such as the establishment of kitchens, preparation areas etc.
- capital expenses for items that duplicate school funding on offer from other Commonwealth or State government programs e.g. rainwater tanks.

Funding

Twenty grants of \$3,500 totalling \$70,000 over two years, during 2012 and 2013.

Grant payments

Payments for these grants will be made in two stages:

- \$2,500 at commencement of project
- \$1,000 on acceptance of a satisfactory progress report.

Assessment criteria

The assessment process involves your application being considered first by the Trust's Technical Committee, then by the Trust. Eligible applications will be assessed against the assessment criteria below. Applications will be judged on merit and also in relation to issues of equity and need.

Food Gardens In Schools Program assessment criteria	
<p>Questions in the application form relate to each criterion as shown. Beneath each assessment criterion are points that the Technical Committee will consider in determining how well your application meets that criterion.</p>	
1	<p>There is a proven need and tangible benefits in relation to the Food Gardens in Schools Program Objectives. See Questions C1, C2, C3 and C4 of the application form.</p> <ul style="list-style-type: none"> • clear description of the need for the project and how the project will make a difference • the project has tangible, measurable outcomes • the project clearly aligns to Food Gardens in Schools program objectives.
2	<p>Project activities will ensure student learning through the curriculum. See Question C3 and C6 of the application form.</p> <ul style="list-style-type: none"> • students are involved in learning opportunities for sustainable and healthy living • the project will help deliver curriculum outcomes.
3	<p>The project implements an aspect of the school management plan. See Questions A1 and C7 of the application form.</p> <ul style="list-style-type: none"> • evidence is provided that the school has a current school management plan • the project clearly links to the plan • the school is registered on the Sustainable Schools NSW website <p>Note that if the relevant extract is not included with the application, it will make the project less competitive. No late attachments will be accepted.</p>
4	<p>The project is feasible and its outcomes measurable and demonstrates how you will measure the outcomes. See Questions C1, C2, C3, C5, C10 and Section E of the application form.</p> <ul style="list-style-type: none"> • the scope of the project is clearly described • outcomes can be achieved in a realistic timeframe • there is a method for evaluating success • the project and its activities (including sites) are authorised by the Principal.
5	<p>School Staff have the necessary knowledge and skill to effectively implement the project. See Question C3 and C8 of the application form.</p> <ul style="list-style-type: none"> • the applicant understands what knowledge and skills are needed to implement the project • a professional learning component has been included into project activities, based on assessment of learning needs.
6	<p>The project makes a contribution to a sustainable and healthy school community. See Questions B5 and C9 of the application form.</p> <ul style="list-style-type: none"> • there is an awareness of the project within the school community • appropriate use is made of community expertise and help • there is ownership of the project by the school community.
7	<p>Value for money. See question C11 and D1 of the Application form.</p> <ul style="list-style-type: none"> • the budget is appropriate for the proposed outcomes, particularly if funds are sought for capital expenses • professional learning is included in the project.

The application form

The form is divided into five sections:

Section A	Asks you for general information including location of your project. The Trust is collecting location information to map project locations. You can either identify the latitude and longitude of your project or office using a conventional map or visit www.environment.gov.au/erin/ert to locate your project.
Section B	Asks you for specific information about your school.
Section C	Asks you for specific information about the project.
Section D	Seeks details of the expected project costs.
Section E	Seeks the authorisation of the school principal.

You must:

- download your application from the Trust's web site (Do not submit a handwritten application).
- keep a hardcopy and an e-copy of your application.

Be sure to include all the information that is asked for in the form. Our staff will not chase up information that you have failed to include. Only the information you provide by the closing date will be submitted to the Trust and its Technical Committee.

Schools are allowed to submit one application.

Attachments

We have designed the questions on the application form to avoid the need for you to attach additional information other than the relevant extract from your school management plan or equivalent, and if applicable, a letter from other project partners.

The technical committee will not review more than 2 additional pages.

Goods and services tax (GST)

It is assumed that all schools are registered for GST. Do not include any GST in your budget when you fill in your application. At the beginning of the funding period you must also provide an approved Tax Invoice for \$2,500 (plus GST if applicable) made out to the Environmental Trust before the first Trust funding instalment can be paid. Please also submit a second tax invoice for \$1,000 at the beginning of the second year of the funding period, along with your progress report.

If your school is not registered for GST, please telephone the Trust for advice, on the number below.

Refunds - The GST also applies to refunds of grant monies from registered entities.

Information for successful applicants

Schools receiving a grant will be required to:

- sign a grant agreement
- submit a progress report by 30 September 2013
- submit a final report by 30 September 2014.

Reporting templates are available on the Trust's website: www.environment.nsw.gov.au/grants/eco1.htm. It is recommended that you **read the reporting requirements prior to completing your application** as they detail your obligations at the conclusion of your project.

Schools receiving a grant are also required to acknowledge the Trust's assistance which should include the use of the Trust logo on publicly available material associated with the project.

As this is a program trial you may be asked to participate in program evaluation activities.

Application checklist and submission details

You should use the following checklist to make sure that your application is complete and accurately represents your project.

Grant application check list

<input type="checkbox"/>	Answer all of the questions on the application form.
<input type="checkbox"/>	Type only in the spaces provided. The boxes provided for answers to questions are a set size. Please ensure answers to questions are fully contained within the limits of the text boxes, as the boxes will not expand to accommodate additional text if you continue to type beyond the bottom of the text box. Please keep your application to 8 pages.
<input type="checkbox"/>	Provide the name of the Principal or head teacher who can attest to the accuracy of your application.
<input type="checkbox"/>	Where you have partnered with another school or a community group, provide letters from those organisations confirming the arrangements.
<input type="checkbox"/>	Attach an overview/extract of your whole of school management plan (or equivalent).
<input type="checkbox"/>	DO NOT fax any part of your application.
<input type="checkbox"/>	There is no requirement for the application form to be printed in colour if you are posting or hand delivering your application.
<input type="checkbox"/>	Submit your application by ONE of the methods below (i.e. DO NOT email AND post).
Email to: (Preferred method)	info@environmentaltrust.nsw.gov.au <ul style="list-style-type: none"> If emailing your application, please email the application form as a Word document (DO NOT PDF). Attachments can be email as Word, Excel or PDF documents.
Post to:	The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124 <ul style="list-style-type: none"> Do not bind or staple your application or attachments.
Hand deliver to:	Environmental Trust Level 2, 1 Fitzwilliam St PARRAMATTA NSW 2150 <ul style="list-style-type: none"> Do not bind or staple your application or attachments.

Any application that is late, incomplete or not eligible will not be considered.

What happens next?

Acknowledgement of receipt of applications

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

Note: If you email your 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 October 2012. Applicants will also be notified in writing. **Successful projects could receive funding in December 2012 or early 2013.**

Further information and enquiries

For any inquiries please contact the Environmental Trust on (02) 8837 6093.