



## Australian Government

### Department of the Environment, Water, Heritage and the Arts

## Education for Sustainability (EfS) Grants Program 2008-2009 Application Form

Applications to be submitted by email to [jenny.tomkins@environment.gov.au](mailto:jenny.tomkins@environment.gov.au)  
by 6:00pm, Monday 23 February 2009.

**Notes:** Those unable to submit an electronic application by email to [jenny.tomkins@environment.gov.au](mailto:jenny.tomkins@environment.gov.au) should phone 6274 2720.

Before submitting an application, please read the program guidelines carefully, including eligibility criteria and applicant requirements.

Individual pre-schools, primary schools and secondary schools, commercial enterprises and individuals are **not eligible for funding under this program**. Support for individual schools is provided through states and territories under the [Australian Sustainable Schools Initiative](#) (AuSSI).

Please answer all questions carefully. **All answers should be written in 9pt Arial font and word limits must be observed.** Dot points should be used where appropriate.

- Is the organisation undertaking the project in receipt of any un-acquitted grants from the Department of the Environment, Water, Heritage and the Arts? If yes, please contact 02 6274 2720 before filling in the remainder of the form.  
 Yes       No (*To select, double click on correct box and change default value to 'checked'*)
- Can the organisation undertaking the project enter into a contract and meet the requirements stated in the sample funding agreement included in the Education for Sustainability Grants Program Guidelines? If the answer is no, please contact 02 6274 2720 before filling in the remainder of the form.  
 Yes       No

### A. PROJECT TITLE

#### 1. Title of Project (12 word maximum)

### B. FUNDING

**2. Amount requested. (Note: Matching funding or in-kind contributions may benefit your application in the assessment process, but are not necessary). Funding requests should exclude GST.**

Funding requested from the EFS Grants Program:

Cash contribution from applicant:

Value of in-kind contribution from applicant:

Other funding support or sponsorship (please name the contributor and the amount they are contributing, e.g. Salvation Army: \$40,000).

Contributor	Amount

**3. Has your organisation received an Environmental Education / Education for Sustainability Grant in previous financial years? If yes, please state which year(s) and the title of the funded project.**

Yes       No

Year	Project Title

### C. APPLICANT'S DETAILS

**4. Legal name of applicant (organisation applying for funding):**

**5. Trading name of applicant (if different to legal name):**

**6. Australian Business Number (ABN) of applicant:**

**7. Type of organisation:** (to select, double click on correct box and change default value to 'checked')

- Not for profit
- Unincorporated non-government organisation
- Incorporated non-government organisation
- Local government
- State or territory government
- Contractor / Consultant
- General trader
- Primary, Secondary or Tertiary Education
- Trust
- Sole Trader
- Statutory Authority
- Other (please specify):

**8. Is the applicant GST registered?**

Yes

No

**9. Address of the organisation**

**Postal Address:**

<i>[PO Box or Street Number &amp; Name]</i>
<i>[Town/Suburb]</i>
<i>[State/Territory]</i>
<i>[Postcode]</i>

**Street Address (if different to postal address)**

<i>[Street Number &amp; Name]</i>
<i>[Town/Suburb]</i>
<i>[State/Territory]</i>
<i>[Postcode]</i>

**10. Purpose, objective or mission statement of applicant organisation (less than 40 words)**

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**11. Main contact person for the project**

Title, first name & surname:	
Position in organisation:	
Email address:	
Phone (work):	
Phone (mobile):	
Phone (after hours – optional):	
Fax:	

**12. Finance contact person for the project (if different from main contact person)**

Title, first name & surname:	
Position in organisation:	
Email address:	
Phone (work):	
Phone (mobile):	
Phone (after hours – optional):	
Fax:	

## **D. PROJECT DETAILS**

**13. Anticipated length of project:**

*Note that project must be completed in a 12 month period.*

**14. Describe your project in detail, specifically:**

- i) the aim and overall objectives of the project (less than 100 words);**
  
- ii) the project methodology, including all the tasks that will be undertaken to achieve the projects aims and objectives (less than 300 words – use dot points where possible)**

iii) complete timeline indicating the project's major milestones corresponding to the above tasks. (eg. Develop stakeholder engagement strategy, Weeks 1-2)

Activity	Timing

15. How will your project contribute to the objectives of the Education for Sustainability Grants Program? (less than 150 words)

16. Based on the selection criteria in the guidelines, please outline details of the target audience for the project: (less than 100 words)

**17. Please explain how your project is national in focus with clear benefits to the Australian community. If your project is not national in focus, explain how your project could be used to achieve systemic change eg. provides models or solutions that have national application: (less than 200 words)**

**18. How and with whom does your project involve collaboration and partnerships? (less than 100 words)**

**19. Identify the research, or other supporting evidence such as regional or local plans relating to sustainability, which identifies that there is a need for your project: (less than 100 words)**

**20a. Have you checked that your project does not duplicate current or previous activities / programs?**

Yes       No

**20b. Explain any new or innovative features of your project (less than 100 words)**

**20c. If your project is linked to other projects or programs, please provide details.**

**21. How will you know if your project has succeeded? List the major expected outcomes and how you will measure their success, including how you will review the progress at appropriate milestones in the project: (less than 200 words)**

**20. If your project will continue beyond the funding period, how will the project be maintained? (less than 100 words)**

## E. WORK PLAN AND BUDGET

### 21. Work Plan and Budget (GST exclusive)

Activity to be funded	Quantity and cost per unit (Number / time @ \$ per unit eg. 6 seminars @ \$1000 per seminar, 2 staff @ \$50 / hour for 10 hours)	Education for Sustainability Grants Program funding sought	Organisation's contributions
		\$	\$
	<b>Total costs</b>	<b>\$</b>	<b>\$</b>



## **F. OTHER INFORMATION**

**22. Please outline your communications strategy. This may include how the project is to be promoted to the target audience, key messages and delivery mechanisms and marketing and distribution strategies: (less than 200 words)**

**23. Qualifications and experience of personnel. Provide information on the qualifications and experience of personnel involved in the project and their job descriptions relevant to the project. Please provide a one page CV for each person listed in Word format as an email attachment to this application.**

<b>Name</b>	<b>Job Title</b>	<b>Job description / tasks relevant to the project</b>

**24. Provide any other necessary information in support of your application below. (Must be no more than 1 page, in 9pt Arial font).**