



GRANT PROGRAM- GUIDELINES

SCHOOLS' ENVIRONMENTAL GRANTS PROGRAM

OVERVIEW

Intent/Purpose

The Coffs Harbour Protection of the Environment Trust was awarded funding from Youth Directions Coffs Harbour in 2017. The conditions upon receiving these funds were that they be used to deliver a program over the course of three years, that would create opportunities for young people and link to the current school curriculum.

The Schools' Environmental Grants Program was developed to deliver these outcomes. The grant offers \$1,000 to individual Primary Schools to support environmental projects that strengthen students and the wider school community's environmental learning experience.

Grant Pool: \$10,000 (over three years)

Maximum Amount: \$1,000 per school (per year)

Submission times: 10th August 2020 – 31st October 2020

1st March 2021 – 31st May 2021

1st March 2022 – 31st May 2022

Who can apply: Primary Schools in the Coffs Harbour local government area.

Completion Period: Activities are to be completed within 12 months of the approval date.

Assessment Criteria

- Demonstrated need for financial support (20%).
- Project clearly demonstrates links to the current school curriculum (20%).
- Completed application with letter of support from the School Principal (60%).

Assessment & Approval Responsibilities

- The application will be assessed by the Coffs Harbour Protection of the Environment Trust Advisory Committee.
- The provision of funding will be confirmed by the Prosper Coffs Harbour Board of Directors.

ELIGIBILITY

Eligible Applications must:

- Be for a primary school in the Coffs Harbour local government area.
- Deliver a project that enhances environmental learning within the school.
- Describe the activity and number of students.
- List the school's financial contribution.
- Provide evidence of project costs.

Applications will not be considered:

- Where the project and grant guidelines are not met.
- When the project shows no linkages to the current school curriculum.

Examples of Eligible Projects:

- Healthy food gardens
- Sensory gardens
- Native bee hives
- Rainwater tanks
- Beach and surf safety education programs
- Healthy ocean, clean beaches education programs
- Solar education programs
- Plastic pollution education program

APPLICATION APPROVAL PROCESS

- The application must be completed using the appropriate form. By signing the application form, applicants will be agreeing to the funding agreement terms and conditions.
- Applications must be lodged prior to the commencement of the project date and allow time for the approval process.
- The application must be submitted via email to admin@prospercoffs.org.au.
- Following submission of the application, the Coffs Harbour Protection of the Environment Trust will acknowledge receipt of your application.
- Applications will be reviewed by the Coffs Harbour Protection of the Environment Trust Advisory Committee for their eligibility.
- Recommendations for funding applications will be sent to the Prosper Coffs Harbour Board of Directors for approval or rejection.
- Coffs Harbour Protection of the Environment Trust will complete arrangements with successful applicants.

GRANT AQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the funds received within 12 months of the commencement of the activity and will be required to provide:

- Evidence of expenditure.
- Evidence that the project took place (e.g. group photos and feedback from students).

CONDITIONS

Successful recipients will be required to:

- Submit an invoice to Coffs Harbour Protection of the Environment Trust for the agreed amount.
- Invite the Coffs Harbour Protection of the Environment Trust Advisory Committee members to the launch day of the project. Please send the invitation at least two weeks prior to admin@prospercoffs.org.au.

- Complete the project within 12 months of the approval date.
- Notify the Coffs Harbour Protection of the Environment Trust of any changes to the approved project that was initially declared in the application.
- Submit the agreed grant acquittal documents within two months to demonstrate that the grant has been utilised for its intended purpose.
- Reimburse any unspent grant funding back to the Coffs Harbour Protection of the Environment Trust account. Coffs Harbour Protection of the Environment Trust will issue an invoice to your organisation if applicable at the time the acquittal report is due.
- Acknowledge the support of the Coffs Harbour Protection of the Environment Trust in all publicity material in relation to the project.

APPLICATION SUBMISSION

| | |
|---|---------------------------|
| Send application form and supporting documents (as an attachment) to the following email address: | admin@prospercoffs.org.au |
|---|---------------------------|

ENQUIRIES

| | |
|--|---|
| Please contact Coffs Harbour Protection of the Environment Trust | Phone: 0437 767 451 Email: admin@prospercoffs.org.au |
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Coffs Harbour
Environmental Trust

GRANT APPLICATION FORM

SCHOOLS' ENVIRONMENTAL GRANTS PROGRAM

SECTION 1 - THE APPLICANTS

SCHOOL DETAILS

| | | |
|---------------------|-----------------|--|
| School Name: | | |
| Street Address: | | |
| GST registered | Yes/No: | |
| ABN: | | |
| Payment Information | Bank Name: | |
| | Account Name: | |
| | BSB Number: | |
| | Account Number: | |

APPLICANTS DETAILS

| | |
|---------------------------|--|
| First Name: | |
| Last name: | |
| Position in Organisation: | |
| Email Address: | |
| Contact Phone Number: | |

SECTION 2 – PROJECT DETAILS

PROJECT DETAILS

| | |
|---|--|
| Name of Project: | |
| Start/completion date: | |
| Number of students involved: | |
| Year Level of students: | |
| Has the project been approved by the School Principal and a risk management completed? | |
| Description of project | |
| Curriculum Outcomes Please list the curriculum outcomes for your project. | |

SECTION THREE – FINANCIALS AND REPORTING INFORMATION

PROJECT FINANCIALS

| Income source | Description- how you will use the funds | Amount (inclusive of GST) |
|---------------------|---|---------------------------|
| | | \$ |
| | | \$ |
| | | \$ |
| Total Income | | \$ |

| Expenditure | Description- what is the expense? | Amount (inclusive of GST) |
|--------------------------|-----------------------------------|---------------------------|
| | | \$ |
| | | \$ |
| | | \$ |
| Total expenditure | | \$ |

ESSENTIAL SUPPORTING DOCUMENTATION

The following document must be submitted with the application in order for the application to be assessed.

| | |
|--|--|
| | Letter of support (Principal or Assistant Principal) clearly demonstrating the need for financial support. |
|--|--|

SECTION FOUR – FUNDING AGREEMENT TERMS AND CONDITIONS

- The recipient must use the funding towards the operation of the activity and in the specific manner set out in section three of this agreement.
- The recipient must notify Coffs Harbour Protection of the Environment Trust of any variations to the project or activity that may differ from the original proposal.
- The recipient must acknowledge the support of Coffs Harbour Protection of the Environment Trust in all relevant promotional and printed material.
- The recipient must submit an acquittal report within two months of completion of the project, detailing financials relating to the activity or project.
- Coffs Harbour Protection of the Environment Trust reserves the right to query the expenditure of any funding itemised on the acquittal report to ensure appropriate usage and can request reimbursement of any unspent or misused funding.
- The recipient must reimburse Coffs Harbour Protection of the Environment Trust with any unspent grant funding. Coffs Harbour Protection of the Environment Trust will issue an invoice to your organisation if applicable at the time of acquittal report assessment.
- The recipient must use funds within 12 months of the approval date.

DECLARATION AND AUTHORISATION

I/We have read the funding agreement terms and conditions and understand that if a financial incentive is approved, I/we are agreeing to the funding agreement outlined in this form. I/We understand that the approved funding may differ from the original request and in this case will notify Coffs Harbour Protection of the Environment Trust of any variations. I/we acknowledge that if the approved amount is no longer required, I/we will notify Coffs Harbour Protection of the Environment Trust.

I/We understand that:

- Submission of a signed application does not guarantee financial incentive approval for either all or part of the incentive being sought.
- Project costs incurred prior to the date the final signed application form is lodged with Coffs Harbour Protection of the Environment Trust are not eligible for reimbursement and are incurred at the applicant's own risk.

I/We, as the undersigned, authorise Coffs Harbour Protection of the Environment Trust to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Coffs Harbour Protection of the Environment's confidentiality and privacy statement.

I certify that I am authorised by the organisation to prepare and submit this application. I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct. I have disclosed full and accurate information of income and expenditure for the project proposed. I agree to provide Coffs Harbour Protection of the Environment Trust with any additional information required to assess this application.

I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies.

I will acknowledge the support of Coffs Harbour Protection of the Environment Trust in all relevant promotional and printed material.

Name:

Signature:

Position:

Date:

Coffs Harbour Protection of the Environment Trust is collecting your personal information for the purpose of processing your grant application. The collection of this information is bound by the Privacy Act 1988 (The Privacy Act) which contains the thirteen Australian Privacy Principles (APPs) and the Privacy and Personal Information Protection Act 1998 (NSW) (PIIA Act).

Your personal information will not be disclosed to any other person or agency unless you have given your permission. By providing personal information to us, you consent to our collection, use and disclosure of that personal information on the terms of this privacy policy and any other contractual or other arrangements that apply between us (if any).

OFFICE USE ONLY

SIGNED for and on behalf of **Coffs Harbour Protection of the Environment Trust** by its authorised representative.

Name:

Signature:

Position:

Date: