

Trust Admin Use Only:	Invited	Y / N	Attachments	Y / N
	Objectives	Y / N	Budget	Y / N

NSW ENVIRONMENTAL TRUST
Environmental Education Program application form for grants \$5,000 to \$20,000
Closing Date: 5pm Friday 10 August 2012

General information

- a) Applications are **by invitation only**, based on expression of interest (EOI). You will need to read the Environmental Trust's *Guidelines for applicants*. See www.environmentaltrust.nsw.gov.au or phone (02) 8837 6093.
- b) **Please answer every question.** Where a question does not apply to your application, write 'not applicable' or preferably briefly explain why.
- c) Grants available: **\$5,000 - \$20,000**

Section A – registration and administration

Name of organisation

A1 Insert your reference number

2012 / E /

What program are you applying to?

State or Local Government **OR** Community

A2 Project title

(maximum of 68 characters including spaces)

Is this project title the same as your EOI project title?

Yes or No

A3 Time frame - your project timeline and reporting to the Environmental Trust

Proposed start date		<ul style="list-style-type: none"> Your project cannot start before 1 February 2013 but must start before 30 June 2013 One progress report should be submitted for each year of the project Grants can be a maximum of 3 years duration
Submit progress report 1		
Submit progress report 2		
Submit final report		

A4 Budget - amount you are seeking from the Environmental Trust

Year 1	\$	<ul style="list-style-type: none"> Note: if your project is more than a year in length, not all Trust funding can be received in year 1
Year 2	\$	
Year 3	\$	
Total amount requested	\$	<ul style="list-style-type: none"> Grants must be between \$5,000 and \$20,000 These amounts must equal the amounts in section C1

A5 Geographic reach (either specify particular LGA/s, CMA areas and state electorates or write 'statewide' if your project has a statewide benefit).

Main Local Government area/s	
CMA area/s	
State Electorate/s	

A6 Has your organisation previously received Environmental Trust funding? Yes or No

If YES, please provide project reference number or name of project(s)	

Applicant details

A7 Are the contact details the same as the contact details in your EOI? (If yes, skip to A11 if applicable) Yes or No

A8 Organisation's details

Name of organisation					
What is your ABN?		Registered for GST Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Postal address					
Suburb		State		Postcode	

A9 Contact for correspondence - If University; provide Administration office contact

Title		First Name		Surname	
Position				Daytime phone	(0)
Fax	(0)	Email			

A10 Contact details for Project Manager

(if same as the contact for correspondence, write 'as above' in one of the cells below).

Title		First Name		Surname	
Position				Daytime phone	(0)
Fax	(0)	Email			

Administrator details (if applicable)

A11 Administrator

Name of organisation					
Administrators' ABN?		Registered for GST Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Postal address					
Suburb		State		Postcode	

A12 Contact details for Administrator

Title		First Name		Surname	
Position				Daytime phone	(0)
Fax	(0)	Email			

A13 Nominate one primary contact for correspondence

Applicant <input type="checkbox"/>	Administrator <input type="checkbox"/>
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Section B – details of project

Questions B1 – B4 provide important background to the proposal (relevant to assessment criterion 1 – ‘Tangible environmental benefits’)

B1 Project description

Please describe your environmental education project in **100 words or less**. (Please note this summary will be used for all promotional material relating to the grant, i.e. media, web site etc.)

Empty text box for project description.

B2 Why is your project needed? i.e. describe gaps in current awareness, knowledge, skills and/or behaviours.

Empty text box for why the project is needed.

B3 List your project objectives (These are what you want to achieve with your project, not a list of activities and should demonstrate what tangible environmental benefits will be achieved). You should have a maximum of 3 objectives. You will be asked how you plan to achieve these objectives for question B6(a).

Empty text box for project objectives.

B4(a) Are there similar programs/resources to the project you are proposing? If yes, please list and/or describe them and explain how your project is different to these programs/resources?

Yes or No

B4(b) How does this project build on or link to other environmental initiatives or related activities in your community?

Question B5 project objectives (relevant to assessment criterion 2 – ‘Demonstrated contributions to one or more of the program objectives’)

B5 Describe how your project contributes to the Trust’s Education Program objectives as listed below.

- to facilitate changes in behaviour of individuals and groups that affect specific environmental problems
- to develop and promote education projects that improve the environment

Questions B6 project management plan (relevant to assessment criteria 3 and 4 – ‘Efficiency and effectiveness’ and ‘Demonstrated ability to deliver the project to a high standard’)

Project planning

B6(a) This part of the application is designed to help you plan out your project (refer to page 6 in the Guidelines for further information and examples).

Please list a **maximum of 3 objectives** for your project (you will have already listed your objectives in B3). The objectives should clearly identify what the program is intending to achieve in a measurable form. You should complete what activities are to occur to meet the objective and how and when you will measure success.

B6(b) What are some of the potential risks that could hinder progress of the project and how will you manage them?

Risk factor	How risk will be managed

Questions B7 – B16 project methodology (relevant to assessment criteria 4 and 5 – ‘Demonstrated ability to deliver the project to a high standard’ and ‘Value for money’)

B7 What elements of originality or innovation does your project have?

B8 Describe your target audience and what educational/community engagement methods you are going to use to engage / reach them?

B9 Describe the research and consultation you have undertaken in developing your project. Please refer to any baseline data you have found about your target audience and the results of consultation with relevant organisations.

B10 Have you applied to another organisation for additional funding for this project? If yes, please describe the likely impact on the nature or scale of your project if that application is unsuccessful, and how you intend to deal with that.

Yes or No

B11 Please declare any actual, potential or perceived conflict of interest that you are aware of. This can relate to land ownership, salary and/or contractor payments. (refer to page 11 of the guidelines)

Project team

Note: The Trust will fund the salaries of only those people specifically employed to work on this project who are not current full-time employees of your organisation. (CVs 2-page maximum.)

B12(a) Paid project manager(s) and other project employees

Name	Job/function	Paid by whom?	Job brief/ CV attached?

B12(b) Paid participating professionals/consultants/subcontractors

Name	Job/function	Paid by whom?	Job brief/ CV attached?

B12(c) If relevant, please explain why the Trust is being asked to fund an already-existing employee (refer to page 3 and C3.1 (a) of guidelines).

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B13 Describe the role and responsibilities of any project partners.

Name	Role/responsibility

B14 What in-kind contributions (e.g. equipment, labour or advice free of charge) are being made to this project, either by your own organisation or by another?

Name and organisation	Job/function	\$ Value if applicable

B15 How will you promote and disseminate your project?

[Empty response box]

B16 What strategies will you use to continue to maintain support and to achieve the outcomes of this project after Trust funding ceases?

[Empty response box]

B17 If applicable, please list each specific issue from the EOI process that you were asked to address in your application and detail how you have addressed them. Any such issues are set out in your successful EOI letter. Please write down both the question asked, and your answer.

[Empty response box]

B18

It is a condition of your grant that you have adequate insurance cover including public liability insurance of \$20million, workers compensation and volunteer insurance. Please provide details of your insurance(s) below.

Company	
Policy No/s	
Coverage	
Currency (expiry date)	

Section C – financial information

This part of the Application Form is a separate Excel document and can be downloaded from our website.

See 'Application Form Excel – Financial Section' www.environmentaltrust.nsw.gov.au

Please **complete the Excel document and attach it to the back of this Application Form.**

Section D – referees

We require two referees whom we can talk to about you and your project, if necessary.

Referees should be external to your organisation, not be actively involved in the project, and be able to attest to your organisation's capability to undertake the project and the merits of the project.

Referee 1	
Organisation:	
Name:	
Phone no:	(0)
E-mail:	
Title/position:	
Fax no:	(0)

Referee 2	
Organisation:	
Name:	
Phone no:	(0)
E-mail:	
Title/position:	
Fax no:	(0)

Section E – authorisations (names and positions only - no signatures required)

APPLICANT

Community: Include the names of two office-bearers in your organisation (e.g. Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to attest to the accuracy of the information within the application.

Government: Include the name of your General Manager or Chief Executive Officer who can attest to the accuracy of the information within the application.

Organisation	
Name	
Position	
Date	

Organisation	
Name	
Position	
Date	

ADMINISTRATOR (only necessary if the grant is being administered by another organisation)

Please provide the name of a senior manager within the administering organisation who can confirm that the organisation is prepared to act as administrator should the application be successful.

Organisation	
Name	
Position	
Date	

Organisation	
Name	
Position	
Date	

Section F – inquiries

For any inquiries please contact:

Street Address:	The Program Administrator Environmental Trust Level 2, 1 Fitzwilliam St, PARRAMATTA NSW 2150
Phone:	02) 8837 6093
Email:	info@environmentaltrust.nsw.gov.au

Section G – submission details

Use the following checklist to make sure that your application is complete and accurately represents your project. You should read the *Guidelines for Applicants*, particularly those sections covering the objectives of the Trust and the program, eligibility, assessment criteria and GST.

Grant application check list

<input type="checkbox"/>	Answer all the questions in the application.
<input type="checkbox"/>	The boxes provided for answers to questions are a set size; the boxes will not expand to accommodate additional text if you continue to type beyond the bottom of the text box. Please ensure answers to questions are fully contained within the limits of the text boxes. This does not apply to Question B9(a).
<input type="checkbox"/>	Complete and attach Section C – Financial Information – to this document.
<input type="checkbox"/>	Have your application authorised by the appropriately delegated person.
<input type="checkbox"/>	Attach all required supporting information: CVs (maximum 2 page summary), briefs and job descriptions, letter(s) confirming other funding. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant page/s.
<input type="checkbox"/>	DO NOT fax any part of your application.
<input type="checkbox"/>	Submit your application by the closing date – 5pm 10 August 2012
<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 entire application by ONE of the methods below. (i.e. DO NOT email AND post)
Email to: (Preferred method)	<p>info@environmentaltrust.nsw.gov.au</p> <ul style="list-style-type: none"> • If emailing your application, ensure you email your entire application, including all attachments, e.g. maps; CVs. 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. • NB: Emailed applications must not be larger than 10MB including all attachments. • Please email the application form as a Word document and the budget spreadsheet as an Excel document (DO NOT PDF). Attachments can be emailed as Word, Excel or PDF documents.
Post to:	<p>The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124</p> <ul style="list-style-type: none"> • Do not bind or staple your application or attachments.
Hand deliver to:	<p>Environmental Trust Level 2, 1 Fitzwilliam St PARRAMATTA NSW 2150</p> <ul style="list-style-type: none"> • Do not bind or staple your application or attachments.

Any Application that is late, incomplete or ineligible will not be considered.