

SCHOOL PROJECT GRANTS

Application Guidelines

The EnvironmentNT Grants Program 2009-2010

The following information has been compiled to assist applicants to complete the 2009-10 EnvironmentNT Grants application documentation. Application forms are available on-line at www.environmentgrants.nt.gov.au or by contacting the Environment, Heritage and the Arts Division of the Department of Natural Resources, Environment, The Arts and Sport on telephone (08) 8924 4525 or (08) 8924 4020.

About the EnvironmentNT Grant Application Process

Applicants wishing to receive a School Project Grant must complete and submit an application form. Please ensure that you have selected the right Category;

- Sustainable School projects – Projects that may make schools more environmentally sustainable that do not have an educational outcome for students as a primary outcome. For example, creation and installation of compost bins on school grounds for students and staff for deposit green waste but maintained and serviced by maintenance staff or volunteers.
- Environmental Education projects – Projects for general environmental education activities.

Full Application Form

Due 01 May 2009

This document provides all details of your project including key components of your project and the timeframes for delivery.

Section A: Details of Applicant Organisation and Contact Information

Section B: Project Details

Please note:

- **The electronic submission of applications is strongly encouraged.**
- Download the Microsoft Word document to your computer, complete then submit electronically via email, post, hand deliver or fax.
- To complete either, simply tab from one question to the next using your “Tab” key or mouse pointer and enter your text. Tick boxes can be selected using your mouse pointer. See hints in your status bar.
- Applicants must complete **ALL** questions.
- Only one application form can be submitted per project proposal in each funding round.
- **Postal Address: EnvironmentNT Grants Project Officer PO Box 496 Palmerston NT 0831**

CLOSURE: Applications for the 2009-10 Grants close on 01 May 2009

Full Application Form

SECTION A: DETAILS OF APPLICANT ORGANISATION AND CONTACT INFORMATION

Section A contains nine questions that provide the necessary details to identify the eligibility of an applicant organisation applying for a grant under this program and to establish contact details. Failure to provide the information requested on this form may result in your application not being considered. All information is collected and managed in accordance with the Department of Natural Resources, Environment, The Arts and Sport's Privacy Statement and the *Information Act*. This privacy statement can be found at: <http://www.nt.gov.au/nretas/copyright/privacy.html>

TIP: to move from one question to the next in the form use your tab key or mouse pointer.

Q.1 Project Name

Title (ten words or less) should be unique to the program and not in breach of the copyright Act. It should reflect the aims of the project.

Q.2 Name of School

Please provide the entire name of the school. If you are homeland centre administered through a school, please indicate your parent school. If you are a group school, please also identify which group.

Q.3 Education Sector

Please indicate the educational system through which your school is administered.

Q.4 Amount Requested

What is the total amount you are requesting to help deliver your project? A full breakdown of anticipated project costs will be required in Section B of the Application document.

Q.5 ABN (Australian Business Number) or Statement of Supply

The New Tax System requires that suppliers (grant recipients) who are carrying on an enterprise (business) must quote their ABN to the recipient (granting body) before funding can be provided. Under this legislation, if no ABN is provided, 48.5% of the grant must be withheld from the amount dispersed unless evidence is provided that the supply is exempt from this rule. If you are a group school please provide the ABN of your Group School Council.

For more information please view the [ATO Factsheet: Step by Step Guide: Australian Business Number \(ABN\)](#) or contact your Tax Advisor. A blank *Statement by a Supplier Form* is attached to the back of this ATO Factsheet.

Q.6 Postal Address

Provide the postal details for all correspondence related to your project.

Q.7 Good and Services Tax (GST)

Is your school currently registered for GST? Individuals and organisations conducting a business with an annual turnover of more than \$50,000 and non-profit organisations whose turnover exceeds \$100,000 are required by the Commissioner of Taxation to be registered for Goods and Services Tax (GST). EnvironmentNT Grants are not gifts but payments made in exchange for a supply of goods or service (i.e. the obligations outlined in the grant application). In the terminology of the new tax system, this is “making a taxable supply” and the grant recipient is therefore the “supplier”. The grant provider is the “recipient of the supply” as they are making a grant payment in exchange for the supply of the goods or services outlined in the grant application.

Accordingly, individuals and organisations that are registered for GST must pay GST equal to 1/11th of the payment. To ensure that the project’s objectives can be met, the grant amounts will be adjusted or “grossed-up” to cover the GST commitment. If you are not required to be registered for GST, you do not have to pay GST on any supplies you make in exchange for a grant and you cannot claim the “grossed-up” amount. Further information on [Grants and GST](#) can be found at the Australian Tax Office Website or contact your tax adviser.

Q.8 Contact Details for Nominated Accountable Officer and Nominated Project Manager

Accountable Officer: Please provide the contact details for the person who has been nominated as responsible for the financial accountability of your project. The nominated Officer for the grant may be the Principal, Bursar or other party with delegated authority to manage finances on behalf of your school. If you are a group school, the Accountable Officer would be the Finance Manager from your Group School Council. State the position the nominated Accountable Officer holds in your school.

Project Manager: Please provide the contact details for the person who has been nominated as responsible for the implementation of your project, if different to the Accountable Officer identified in question 8. The nominated Manager for the grant may be the responsible teacher, Principal, or other responsible party of your school. State the position the nominated Project Manager holds in your school.

Q.9 Feedback on Communication Processes

Please tell us how you heard about the EnvironmentNT Grants. This information will help us to identify the most effective advertising strategy to ensure that all Territorians have access to the Program.

SECTION B: PROJECT DETAILS

Section B has 13 questions (Questions 10 to 22). All must be completed for an application to be considered. The questions assist in describing your project. They also provide us with the information we will need in order to monitor the outcomes of the Grant program.

Please contact the Environment Grant Project Officer on (08) 8924 4020 if you require assistance or advice.

Q.10 Regional Location of Project

The program is to be implemented throughout the Territory and projects for each region will be selected on merit. Please identify the region where your program will be undertaken. There are 2 key areas to choose from;

Council Boundaries - Includes most, built up city areas, main towns, outstations and rural areas that are not defined under a Shire under Local Housing Government Reform.

Shires – Includes communities defined under Shires under Local Housing Government Reform, see link to http://www.localgovernment.nt.gov.au/new/prospective_shire_councils if unsure.

Q.11 Key Educational Outcomes

Key Educational Outcomes are the benefits to be achieved by the project. For example, if your project delivers training in environmental monitoring, the outcome should be an improvement in knowledge, values and skills whereas a project that focuses on in-school recycling would also aim to change behaviour.

Q.12 Categories

There are 2 categories to choose from;

- Sustainable Schools project – projects that contribute to environmental sustainability in schools that do not have an educational outcome for students as a primary objective; and
- Environmental Education projects – Projects for general environmental education activities.

There are also sub categories under each of the Sustainable Schools and Environmental Education project categories. Your project may fall within one or more of the identified sub categories;

1. Re-thinking Waste projects

Example: Projects focusing on resource efficiency (recycling) and disposal behaviour in schools - Link to an example of a past project by Pularumpi School;

<http://www.nt.gov.au/nreta/environment/grants/200708/schools.html#anu>

2. Water Conservation projects

Examples: To Establishing water efficiency programs or grey water re-use (water).

Link to an example of a past project by Anula Primary School;

<http://www.nt.gov.au/nreta/environment/grants/200708/schools.html#anu>

3. Environmental Management / Stewardship projects

Examples: To develop and document environmental management projects that can be used to demonstrate best practice approaches in schools.

Link to an example of a past project by Anzac Hill High School;

<http://www.nt.gov.au/nreta/environment/grants/200607/schools.html#laj>

4. Environmental Education / Capacity Building projects

Examples: To deliver awareness-raising, skill building and training activities to schools/students.

Link to an example of a past project by Red Sand Hill Homeland Centre;

<http://www.nt.gov.au/nreta/environment/grants/200607/schools.html#laj>

5. Wildlife Conservation

Examples: Threatened species protection, management programs or rehabilitation of natural areas.

Link to an example of a past project by Pularumpi School;

<http://www.nt.gov.au/nreta/environment/grants/200607/schools.html>

Q.13 Project Timeframe

Please identify the date your project will commence and when you expect you will complete it. Projects undertaken with these grants must be completed within twelve months of their starting date.

Q.14 Project Partners

Partnerships are a good indicator of the level of community support. Please list those organisations, such as community groups, Aboriginal Community Councils, Local Government bodies or Northern Territory Government Agencies, industry bodies or other entities that have agreed to assist and support your project. A letter of support from these partners should be attached to the completed Application Form when it is submitted.

Q.15 Project Details

Please provide a brief description of your project. Include in the description the following information:

- What do you intend to do, where and when?
- Who will be involved and what each project partner will do to assist?
- Why is this project necessary, and why have you chosen this approach?
- What changes do you hope to see at the conclusion of the project?

- Are there any opportunities to build on the achievements of your project in the future?
- How do you intend to show that your project has made a difference?

Q.16 Key objectives of the Project

Please identify the key objectives of your project in order of priority. What do you hope to achieve?

Q.17 How are you going to Achieve each Objective

Please list all project deliverables or the outputs that your project will produce. This process will provide a better understanding of the scope of your project. These could include:

- any product or service to be developed through your project (e.g. photographic records of major tasks and activities, programs such as water/air quality monitoring, newsletters, online/offline publications such as class books describing training activities, reports, videos etc); or
- changes in internal school processes (e.g. whole school curriculum focus on the Constructive 4 EsseNTial Learnings, the development and adoption of a school environmental management plan, or commitment to WaterWise garden policies etc).

Q.18 Measuring Success - Key Performance Indicators (KPI's)

Please list how you intend to demonstrate the success of your project. Performance indicators can be either qualitative or quantitative measurements that demonstrate that meaningful steps are being taken to achieve a target and allow external assessment of performance (e.g. photographic records, number of children participating in activities, data collected from monitoring programs, measured reduction in energy/water use, volume of paper recycled etc).

Q.19 Does this project address a priority issue identified in a formal Plan of Management or Strategy?

It is not a requirement of these grants that your project addresses an issue identified in a formal plan or strategy but it is an indicator of your schools' commitment to environmental education. If your project does aim to address an identified issue as described in a formal plan of management or strategy (including drafts), please identify this document in the box provided.

Q.20 Other funding sources

Please advise if you are intending to apply for funding or have applied for funding for this project from other funding sources, if so please advise which source you have received your additional funding from.

Q.21 Project Milestones

List the key milestones of your project and identify the role of students and other members of the school community.

Q.22 Budget and Work Plan

Please provide an overview of the major components of your project. Identify the expected costs of these key components and relevant dates (e.g. date of purchase of any

equipment or when an activity will start and when each element will be completed). Identify which agency or group will undertake the responsibility for each activity. In-kind contributions are not a condition of these grants; however, as more ambitious projects may be undertaken where the proponents or their partners contribute either funding or in-kind contributions, applicants are strongly encouraged to identify their proposed contributions and to develop partnerships with other sectors and organisations. In-kind contributions can include the costs of labour provided through CDEP or volunteers (e.g. parent groups) etc. They may also be the costs of expert advice or information services, etc. provided through Government agencies, industry or other partners