



# **NORTH SYDNEY GREEN SCHOOLS GRANT PROGRAM**



## **Application Guide 2024**

**Closing date: 5pm, 12 April 2024**

### **1. BACKGROUND**

North Sydney Council's Green Schools grant program aims to provide local schools with grant funding to develop and implement environmental projects. For schools, this environment may be within the school itself, the immediate school ground or be an area of community concern in which the school can be involved.

All schools including childcare centres and preschools within the North Sydney Local Government Area are eligible to apply for funding. Schools are encouraged to apply for grant funding and Council staff, community groups and local service providers are available to assist schools to develop and implement their projects throughout the year.

Schools can apply for funding for a wide range of projects including both educational activities and on ground works. Projects may include the conservation of natural resources, wildlife monitoring programs, sustainable transport activities such as Ride2School Day, energy management, waste reduction, water management, sustainable transport programs, streamwatch activities, developing and implementing the School Environmental Management Plan (SEMP), setting up environmental clubs, developing teaching resources, or taking part in environmental excursions.

Funding has been made available for this program through North Sydney Council's Environmental Levy.

### **2. ELIGIBILITY**

To be eligible for a Green Schools grant:

- The applicant must be a registered NSW school including preschools and childcare centres, in the North Sydney Council Local Government Area;
- The project must be aligned with one or more of the program objectives;
- You must complete all relevant parts of the application form clearly and legibly; and
- Your application must be received by the closing date.

Note: The applicant's school may have received Green Schools funding in previous years.

### **3. PROGRAM OBJECTIVES**

The objectives of the Green Schools grant program are to:

- Encourage schools to undertake activities which address both local and school environmental sustainability issues;
- Engage students in designing and implementing practical solutions to environmental sustainability issues with tangible and measurable outcomes;
- Integrate environmental improvement and school environmental management projects into the school curriculum;

The ultimate goal of the Green Schools grant program is the development of environmentally sustainable schools in the North Sydney Local Government Area.

#### **4. ASSESSMENT CRITERIA**

Your application will be considered by North Sydney Council against the assessment criteria below.

**1. There is a proven need and tangible benefits in relation to one or more of the Green Schools program objectives (listed above).**

- clear description of the need for the project and how the project will make a difference
- the project clearly relates to Green Schools program objectives
- the project has tangible, measurable outcomes.

**2. Project activities will ensure student learning through the curriculum.**

- students are involved in rich educational tasks and active learning
- the project is part of the schools teaching-learning program.

**3. The project implements the school environmental education / management plan.**

This plan will be a School Environmental Management Plan (SEMP) for government schools, or an equivalent for non-government schools.

- evidence is provided that the school has, or is in the process of forming, a current environmental education / management plan
- the project clearly links to the school environmental education / management plan.

For more information on SEMP's visit [www.sustainableschools.nsw.edu.au](http://www.sustainableschools.nsw.edu.au)

**4. The project makes a contribution to a sustainable school community in the North Sydney Local Government Area.**

- the project shows an innovative approach to increasing environmental awareness within the school and local community
- there is an awareness of the project amongst relevant parts of the school community
- appropriate use is made of community expertise and resources
- the project involves the whole school and where possible the wider community.

**5. It has been demonstrated that the project is able to be implemented and reporting completed in the available timeframe.**

- exhibit a high level of planning
- promote the program and its findings/results to the community
- demonstrate an ongoing commitment to continue and maintain the program in the future.

#### **5. GOODS AND SERVICES TAX**

Grants are subject to Goods and Service Tax (GST). How the GST will affect your grant application depends on whether your organisation is registered for GST or not. North Sydney Council assumes that all schools will be registered for GST.

The GST also applies to refunds of grant monies from schools. Schools returning unspent money will be required to return any unspent funds, including GST. North Sydney Council is then required to remit that money back to the ATO.

## **6. PAYMENT ARRANGEMENTS**

Once a school has been notified of their success in receiving a Green Schools grant, the school must complete and return to Council an approved Tax Invoice (plus GST if applicable) made out to the North Sydney Council as soon as possible to expedite the grant process and get started on your project!

## **7. NEED ASSISTANCE DESIGNING YOUR PROJECT?**

### **PROJECT IDEAS**

We encourage you to contact either Council's Sustainability Education Officer on (02) 9936 8398 or email [jordan.moy@northsydney.nsw.gov.au](mailto:jordan.moy@northsydney.nsw.gov.au) to discuss your ideas and identify service providers who may be able to assist you to deliver your project.

## **8. PROJECT PLANNING**

Before applying for funding, consider the following in your project planning:

- Is your project eligible?
- Have you considered the assessment criteria?
- Have you identified the need for your project?
- Have you identified the objectives of your project (what you want to achieve) and can demonstrate how you will achieve these objectives?  
Eg. the objective is to reduce electricity costs and greenhouse gas emissions while an energy audit will help identify initiatives to achieve this objective.
- How will you measure the effectiveness of the project?  
Eg. comparison of electricity bills before and after implementation of energy saving initiatives. Other measures to show you are reaching objectives include photographic records, number of students participating in activities, data collected from monitoring programs, measured reduction in energy/water use, volume of paper recycled etc.
- Have you consulted relevant stakeholders about your project?
- Have you carefully considered your budget and ensured that your figures are reliable? We strongly encourage you to seek quotes for services to ensure it is logistically and financially viable.
- How will you manage the project and demonstrate how you plan to deliver the project within the project timeline? Note that the Final Report is due by **Monday 3rd March, 2025**.

## **9. WHERE DO I SEND MY APPLICATION?**

Submit your application by **email ONLY**:

Attn: Jordan Moy – Sustainability Education officer

Email: [Jordan.moy@northsydney.nsw.gov.au](mailto:Jordan.moy@northsydney.nsw.gov.au)

### **Acknowledgement of receipt of applications**

Acknowledgement of your application will be sent within one week of the closing date. If you do not receive acknowledgement within one week, please call Council's Sustainability Education Officer on (02) 9936 8398 to ensure that your application has been received.

### **Notification of grant decisions**

North Sydney Council will publicly announce the successful applicants as fast as possible and certainly no later than the start of Term 3. Applicants will also be notified in writing.