

Sustainable Schools Grants Guidelines

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| Applications Open | Friday 1 November 2019 |
| Applications Close | 5pm, Friday 29 November 2019 |
| Announcement of Successful Projects | February 2020 |
| Funds Distributed | March 2020 |
| Project Report Submitted | Successful grant applicants to upload case studies to Google Docs Folder from February 2020 until November 2020 |
| Funds acquittal to be reported by | 30 November 2020 |

Purpose of the guideline

1. These guidelines set out the policy and processes for administration and delivery of the Sustainable Schools Grants (the Grant).
2. The Department of Education reserves the right to amend these guidelines as necessary.
3. These guidelines and other information about the Grant can be found on the School Infrastructure NSW website.

This document sets out:

- eligibility criteria
- how to apply for funding
- how applications for funding will be assessed
- how successful and unsuccessful applicants will be notified
- responsibilities and expectations regarding the Grant

Schools should read this document carefully before completing and submitting an application.

Eligibility criteria

- The Sustainable Schools Grants can total up to \$15,000 excluding GST.
- The Sustainable Schools Grants are open to any Department of Education owned schools: preschools, primary schools, high schools, environmental education centres and schools for specific purposes. (Non-government schools and non-government preschools are ineligible to apply)
- In any year only one application can be submitted per school.
- Applications which meet the eligibility criteria of the SSG Program will be placed into a random draw until all funds are allocated for that year.
- Successful schools are not eligible to reapply for funding during the remaining years of the four year program.
- Unsuccessful schools are eligible to reapply for one of the remaining rounds in future years.
- Projects can be delivered with the assistance of parents, community representatives and suppliers of goods and services. However as the eligibility criteria states, projects must include activities linked to the NSW curriculum, involve hands-on activities for students, and improve the sustainability of the school environment.
- Schools must get a commitment from their Principal/ Pre-school Director to undertake the program. A confirmation email for the receipt of the school's application will be sent to the Principal/ Pre-school Director and Lead Project Manager.

Eligible project activities

Eligible project activities must address the following:

- Provide opportunities for hands-on student activities to learn about sustainability including but not limited to; projects to save water, energy, waste, improving thermal comfort, improving biodiversity and sustainable transport, establishing kitchen gardens.
- Linked to the NSW curriculum.
- Demonstrate how the project will improve sustainability in the local school environment.

Ineligible project activities

Ineligible activities for Sustainable Schools Grant Funding include:

- Projects which do not include hands-on activities for students
- Projects which cannot demonstrate links to the NSW curriculum.
- Projects that do not improve the sustainability of the school's environment.
- Projects which have not carried out risk assessments, or projects assessed to be high risk and unable to be managed by the school, such as the installation of solar photovoltaic systems.
- Projects which have not received permission from the Principal/ Pre-school Director to apply.

Risk assessment considerations

A risk assessment must be completed internally, kept on record and reviewed when necessary.

All projects must be carried out in strict accordance with the Department's policies and procedures, and Local and State planning provisions, regulations and legislation if necessary.

You are expected to consider the following when undertaking your project risk assessment:

- The project undertaken must be at a height less than two (2) metres and not require scaffolding or a scissor lift.
- The project does not involve the removal or disturbance of any hazardous material.
- The project does not involve work being undertaken on, in or near any heritage listed buildings or items.

If any of these hazards are identified, or you are unsure if the project is low risk and able to be managed by the school, you will need to contact your regional Asset Management Unit.

If your project involves school-managed construction works, the school must complete the relevant planning checklist for the specific category of work and notify the Asset Management Unit via 'AMS on the Web'.

Schools should also consider and budget for any ongoing maintenance requirements. Schools can not use Sustainable Schools Grant funding for ongoing maintenance as the grant must be spent in the year it is received.

How to apply

A link to an online application form will be made available from the School Infrastructure website when applications open on 1 November 2019.

Applicants should review the application form before completing it to ensure that they have all the answers and information required. It is recommended that applicants draft their responses in a word document before completing their application and copy and paste their responses into the form when they apply. Applicants are unable to save and return to their application at a later time.

Once applications have been submitted they are unable to be amended. If an application is submitted in error the applicant should contact the School Infrastructure Sustainability Team to withdraw or resubmit their application before the closing time and date.

Notifications of application receipt

School Infrastructure NSW will acknowledge the receipt of your application within three working days. Acknowledgments will be sent to the Principal/ Pre-school Director and Project Leads. Please contact SSG@det.nsw.edu.au if you have any questions regarding this.

Application assessment and funding allocation

Applications must be received via the linked form by 5pm Friday 29 November 2019.

Late applications will not be received. Late applicants will need to apply for one of the next open rounds of the Sustainable Schools Grants.

Applications will be assessed for compliance with the eligibility criteria for the grants by Department of Education officers:

- Hands-on activities for students to learn about sustainability
- Activities linked to the curriculum.
- Project will improve sustainability in the local school environment.

Applications which meet the eligibility criteria of the SSG Program will be placed into a random draw until all funds are allocated for that year.

Implementation of projects

Announcement of grant recipients

All applicants will be informed of the outcomes of the assessment and allocation process in late February by email.

A list of successful recipients will also be made available on the School Infrastructure website.

Payment of funds

Successful schools will be provided account code(s) where funds for the Sustainable Schools Grant can be spent from.

100 per cent of the funds should be spent by 30 November for the school year in which the funds were received.

Any unspent or uncommitted funds must be returned and will be rolled over into the next years Sustainable Schools Grants funding.

Project reporting

Schools/ Preschools which are successful in Sustainable Schools Grant funding will be required to provide at a minimum a two page report including photographs which may be shared as case studies by 30 November each year. Budget acquittal reporting must also be received by 30 November.

Grant recipients are encouraged to report their achievements earlier in the year if projects are completed sooner. You do not need to wait until the end of the year to share your Sustainable Schools Grant stories.

Grant recipients will be provided a link to a Google Folder where examples of student work and engagement activities can be shared. High resolution images and videos, are encouraged.

Any images and videos which show students' faces should only be included if guardians have signed permission to publish forms. Please use the publishing, privacy guidelines and permission to publish forms available here:

<https://education.nsw.gov.au/inside-the-department/communication-and-engagement/services-and-support/planning-your-communication/publishing-and-privacy-guidelines>.

Grant recipients may be contacted by the Project Officer and/ or media representatives for opportunities to share good news stories and to assist future grant recipients with case studies.

Significant variations or cancellation of projects

If a project for which funds have been paid are significantly varied, or cancelled, the Project Officer for the Grant should be contacted in writing as soon as possible.

Contact information

Further information about the Sustainable Schools Grant can be found at:

School Infrastructure Website

Enquiries can be directed to Ssg@det.nsw.edu.au