

Green Schools Application form

Form Preview

Introduction and instructions

Introduction

Welcome to the application form for North Sydney Council's Green Schools Grant Program.

This grant program provides financial contributions to North Sydney based, public, private and independent schools, including preschools, daycare centres, primary and high schools that create and implement environmental and sustainable green projects.

These projects can focus on plastic waste, energy, water, climate change, biodiversity... the possibilities are endless!

Funding amounts are available up to \$3,000 excluding GST.

When applying for this program you need to answer these questions:

- Why are you doing this project?
- How will you deliver it?
- Who will benefit?

Please read [Community Grants and Subsidies Policy](#) for further information.

Note that the supporting documents, budget requirements and venue requests are listed towards the end of the application form so please familiarise yourself before beginning. The Green School Grant Program is a competitive program and funds are limited. Submission of an application does not guarantee you will be approved or that you will receive the funding requested.

Instructions

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the [Community Grants and Subsidies Policy](#)

Incomplete applications and/or applications received after the closing date will not be considered.

If you have any questions please contact **Sustainability Education Officer at 2 9936 8398**.

If you do contact us throughout the application process, please quote the application number below.

Application Number

This field is read only.

Confirmation of Eligibility

Green Schools Application form

Form Preview

Before proceeding, please confirm the following:

- you are able to demonstrate alignment between your project and the aims of this program
- your organisation is a preschool, childcare centres, primary or high school
- your organisation is located in (and/or supplies services to) North Sydney Local Government Area
- your organisation does not owe any reports or money to North Sydney Council as a result of previous funding or grants
- your organisation has the appropriate type and level of insurance for the activities that are the subject of this grant.

You must confirm that all statements above are true and correct. *

☐ Yes

Contact Details

* indicates a required field

Privacy Statement

North Sydney Council is collecting your personal information for the purposes of processing an application. The supply of personal information is entirely voluntary. If you select not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of *Privacy and Personal Information Protection Act 1998*, *Government Information (Public Access) Act 2009* and *North Sydney Council's Privacy Management Plan*.

Application Conditions

☐ Yes

I have read and understood the Privacy Statement. By ticking this box, I acknowledge New South Wales State Laws will accept this communication as containing my signature within the meaning of the Electronic Transactions (NSW) Act 2000.

Applicant Details

School name *

Organisation Name

Make sure you provide the same name that is listed in official documentation.

Number of students in your School *

Must be a number.

School address

Green Schools Application form

Form Preview

Address

School primary phone number *

Must be an Australian phone number.

School email address *

Must be an email address.

School website

Must be a URL.

Primary Contact Details

Primary contact *

First Name

Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

e.g., Manager, Director or Fundraising Coordinator.

Do you currently have support from the school principal to apply for this grant? Please provide details and include their name, email address and contact phone number. *

Primary contact primary phone number *

Must be an Australian phone number.

Primary contact office phone number

Must be an Australian phone number.

Primary contact email address *

This is the address we will use to correspond with you about this grant.

Does the person filling out the form identify as a person with disability?

Green Schools Application form

Form Preview

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others."

Does the person filling out the form identify as a person from a culturally and linguistically diverse background?

Diversity Council Australia defines cultural diversity as: "Having a mix of people from different cultural backgrounds - it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion, heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background."

Secondary Contact Details

School secondary contact name

Organisation Name

Secondary Contact Position

Secondary Contact Primary Phone Number

Must be an Australian phone number.

Secondary Contact Primary Email

Must be an email address.

Organisation Details

* indicates a required field

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	

Green Schools Application form

Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

About your project

* indicates a required field

Project title *

Word count:

Must be no more than 10 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date *

Must be a date not earlier than 01/04/2025

Anticipated end date *

Must be a date before 09/03/2026

Is your school a government or non-government school?

- ☐ Government
☐ Non-government

Select your category

The location of your project

Where specifically is your project or event taking place?, If not in the school grounds please specify where and who owns the land? *

E.g. an address, street, suburb or area that is appropriate to your project

Project Description *

Green Schools Application form

Form Preview

What is the need and how will the project make a difference? What activities will take place? Please note that this description will be used in promotional material relating to the grant, eg media, website etc

Do you have a student environmental committee or group that could help implement your grant proposal at your school? If so, how many students are in your committee or environmental group? *

What are the expected outcomes of the project?

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

How do your outcomes contribute to specific Green School Grant objectives?

See page 1 of the Application Guide

Does your school have an Environmental Management Plan? This will be a School Environmental Management Plan (SEMP) for government schools, or an equivalent for non-government schools.

What stage is your school in the design and/or implementation of your plan?

How will this project be integrated and implemented into your school curriculum and/or your School Environmental Management Plan?

Project Evaluation

How will you evaluate the progress and overall outcome of your project? How you will measure the success of the project (eg. surveys, number of participants, measurable reduction in energy use, etc)?

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Green Schools Application form

Form Preview

How will this project be integrated and implemented into your school curriculum and/or your School Environmental Management Plan?

How will students be involved in this project?

Please upload any photos of your proposed project including your site and any other relevant pictures.

Attach a file:

Does this initiative have community support?

☐ Yes ☐ No ☐ Don't know ☐ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

Please upload letters of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached

Project Budget

* indicates a required field

What is the total cash amount (ex GST) requested from North Sydney Council? *

\$

Must be a dollar amount and no more than 2000.
What is the total financial support you are requesting in this application?

Total Project/Program Cost *

\$

What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.

Use the 'Notes' column for any additional information you think we should be aware of.

Green Schools Application form

Form Preview

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount	Notes
			\$	
			\$	
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount	Notes
		\$	
		\$	
		\$	

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Green Schools Application form

Form Preview

Must be a senior staff member, trustee or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process. *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. *