



GRANTS PROGRAM – GUIDELINES NATURE-BASED LEARNING GRANT

OVERVIEW

Intent/Purpose

Council's Nature-Based Learning Grant provides up to \$2,000 for school excursions that connect children with nature in a way that results in a greater awareness and appreciation of sustainable living and the natural world.

Maximum Amount: \$2,000 per School

Submission Period: details available online: www.cairns.qld.gov.au/grants

Applicable Period: excursions are to be completed within twelve months of the approval date

Assessment Criteria

- Completeness and quality of the application, including supporting documentation (70%)
- Demonstrated need for financial support to deliver the proposed activity (30%)
- Council reserves the right to allocate grant funding on a needs basis

Grant Assessment & Approval

- The application will be assessed by Council Officers; and
- The delegation for all funding decisions will be the full Council.

ELIGIBILITY

Eligible Applicants must:

- be for a school based within the boundaries of the Cairns Regional Council area;
- describe the activity and number of students;
- list the school's financial contribution;
- provide evidence of adhering to the school's risk management procedures; and
- provide evidence of activity costs, including quotes.

Applications must not be for:

- be for a school with outstanding Council grants that have not been acquitted satisfactorily;
- be for a school with overdue outstanding payments to Council;
- request funding retrospectively for an activity that has already occurred; or
- request support for general operating costs, catering or staff wages.

Examples of Eligible Excursions:

- National Parks / Marine Parks / Great Barrier Reef
- Sustainable Agriculture farms / Community Gardens
- Wildlife Parks / Environmental Education Centres
- Habitat restoration sites
- Waste / Recycling and Water / Wastewater facilities
- Bus hire for nature-based excursions

APPLICATION APPROVAL PROCESS

1. Contact the Strategic Planning & Sustainability Unit on 40443253 or email: sustainability@cairns.qld.gov.au to discuss proposed application prior to submission.
2. Submit the application and supporting documents to the Council Grants email address (grants@cairns.qld.gov.au) before the closing date listed on the Community Grants webpage.
3. Applications will be reviewed by the Grants Team for completeness and to ensure eligibility as per the Community Grants Policy.
4. The application will be assessed by the Strategic Planning and Sustainability Unit. These recommendations will be submitted to Councillors for consideration. This process may take up to two months to complete, so please factor that in to your project timeline.
5. The Grants Team will inform you of the final decision made by Council.

CONDITIONS

Successful grant recipients will be required to:

- Sign a Funding Agreement;

- submit an invoice for the agreed amount or agree to a Recipient Created Tax Invoice (RCTI);
- complete the project within 12 months of the approval date;
- notify Council in writing of any changes to the approved activity that will alter the level of Nature-Based Learning outcomes to that declared in the application;
- submit the grant acquittal documents within two months of activity completion date to demonstrate that the grant has been used for its intended purpose;
- reimburse Council with any unspent Grant funding; and
- acknowledge the support of Cairns Regional Council in the preparation of all publicity material prepared in relation to the activity. Each use of Council's logo in marketing and communications materials relating to the program must comply with Council's brand standards and be endorsed by Council's Marketing and Communications unit:
marketing@cairns.qld.gov.au

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the grant funding received within two months of the activity completion date and will be required to provide:

- evidence that the activity took place (e.g. group photo while on excursion); and
- Council may request evidence of grant funding expenditure (e.g. copy of receipts).

APPLICATION SUBMISSION

Send the completed application form and supporting documents (as an attachment) to email address:

Grants@cairns.qld.gov.au

ENQUIRIES

Enquiries contact the Strategic Planning & Sustainability Unit

Phone: (07) 4044 3253

Email: Sustainability@cairns.qld.gov.au

For further information on Council grants please visit the Community Grants page on the Council website
www.cairns.qld.gov.au/grants



GRANTS PROGRAM – APPLICATION FORM NATURE-BASED LEARNING GRANT

SECTION 1 APPLICANT DETAILS

SCHOOL DETAILS			
School Name			
Street Address			
GST registered		ABN	
<i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation. See https://www.ato.gov.au/Business/GST/</i>			
Payment information	Bank Name		
	Account Name		
	BSB Number		
	Account Number		
Which Officer did you discuss your application with at Cairns Regional Council?			
APPLICANT DETAILS			
First Name			
Last Name			
Position in organisation			
Postal Address			
Email Address			
<i>(Providing your email address, provides Council your consent to send all correspondence in relation to your grant electronically)</i>			
Contact Phone Number			

SECTION 2 THE EXCURSION

EXCURSION DETAILS			
Name and Location of Excursion			
Start Date		Completion Date	
Number of Students		Year Level / Grade	
Class Subject			
Grant Funds to be used for <i>(e.g. bus hire, entry fees)</i>			
Has a Risk Management Plan for the excursion been approved by the School Principal	Yes	No	
Description of activities to be undertaken on the excursion			

CURRICULUM OUTCOMES		
Organising Ideas for the Cross-Curriculum - Sustainability		
Systems		
	OI.1	The biosphere is a dynamic system providing conditions that sustain life on Earth.
	OI.2	All life forms, including human life, are connected through ecosystems on which they depend for their wellbeing and survival.
	OI.3	Sustainable patterns of living rely on the interdependence of healthy social, economic and ecological systems.
World Views		
	OI.4	World views that recognise the dependence of living things on healthy ecosystems, and value diversity and social justice, are essential for achieving sustainability.
	OI.5	World views are formed by experiences at personal, local, national and global levels, and are linked to individual and community actions for sustainability.
Futures		
	OI.6	The sustainability of ecological, social and economic systems is achieved through informed individual and community action that values local and global equity and fairness across generations into the future.
	OI.7	Actions for a more sustainable future reflect values of care, respect and responsibility, and require us to explore and understand environments.
	OI.8	Designing action for sustainability requires an evaluation of past practices, the assessment of scientific and technological developments, and balanced judgements based on projected future economic, social and environmental impacts.
	OI.9	Sustainable futures result from actions designed to preserve and/or restore the quality and uniqueness of environments.

SECTION 3 FINANCIALS & SUPPORTING INFORMATION

EXCURSION FINANCIALS				
Income Source	Description of what funds will be used for	Amount (ex GST)	GST	Total
Cairns Regional Council				
Parent / School contribution				
Total income				
Expenditure				Total
Total Expenditure				
Profit/Loss				

ESSENTIAL SUPPORTING DOCUMENTATION	
The following documents must be submitted with the application in order for the application to be assessed.	
	Letter of support (Principal or P&F) clearly demonstrating the need for financial support
	Quotation(s) for supply of services to be grant funded
DESIRABLE SUPPORTING DOCUMENTATION	
The following documents may be submitted with the application to assist with assessment of the application.	
	Student worksheets
	Other (please list)

RECIPIENT CREATED TAX INVOICE (RCTI) – ONLY ORGANISATIONS REGISTERED FOR GST ARE ELIGIBLE

I agree to an RCTI:

The recipient and the supplier declare that this agreement relates to the above supplies. The recipient will issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement as outlines in GSTR 2000/10. The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement.

SECTION 4 DECLARATION

DECLARATION/ AUTHORISATION

I/We, as the undersigned, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.

I certify that I am authorised by the organisation to prepare and submit this application.

I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct.

I have disclosed full and accurate information of income and expenditure for the project proposed.

I agree to provide Council with any additional information required to assess this application.

I will acknowledge the support of Council in all relevant promotional and printed material.

Name

Signature

Position

Date

Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.