



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.

Grant Pool: \$20,000 per financial year
 Maximum Amount: \$2,000 per school
 Submission Times: 1 June - 31 July annually
 Applicable Period: Activities 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

Assessment & Approval Responsibilities

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

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. The application will be prepared by the applicant using the appropriate Application Form whilst liaising with Council's Strategic Planning and Sustainability Unit. By signing the application, applicants will be agreeing to the Funding Agreement terms and conditions in line with the Community Grants Policy and nature Based Learning Grant Policy. Application's must be lodged prior to the excursion date and allow time for the approval process.
2. The completed application will be submitted by the applicant to the Council Grants email address.
3. Applications will be received and collated by the Business Support Team. After the application is received, the Business Support Team will acknowledge receipt of application.
4. Applications will be reviewed by the Business Support Team to determine eligibility as per the Community Grants Policy.
5. The application will be submitted for assessment to the Strategic Planning and Sustainability Unit. Recommendations will be submitted to nominated Councillors for approval or rejection.
6. The Business Support Team will inform applicant of the approval or rejection of their application once final decision has been made.
7. The Business Support Team will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the assistance received within two months of the activity and will be required to provide:

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

CONDITIONS

Successful grant recipients will be required to:

- 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 agreed grant acquittal documents within two months (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose;
- any unspent Grant funding will be required to be reimbursed back to Council. Council will issue an invoice to your organisation if applicable at the time of acquittal report assessment.; and
- acknowledge the support of Cairns Regional Council in all publicity material prepared in relation to the activity.

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 of available Council grants please visit the Community Grants page on the Council website www.cairns.qld.gov.au/online/grants



GRANTS PROGRAM – APPLICATION FORM NATURE-BASED LEARNING GRANT

SECTION 1 THE APPLICANT

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		
Who is your contact person at Cairns Regional Council?			
APPLICANT DETAILS			
First Name			
Last Name			
Position in organisation			
Postal Address			
Email Address <small>(providing your email address, provides Council your consent to send all correspondence in relation to your grant electronically)</small>			
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 <small>(e.g. bus hire, entry fees)</small>			
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		
Ol.1	The biosphere is a dynamic system providing conditions that sustain life on Earth.	
Ol.2	All life forms, including human life, are connected through ecosystems on which they depend for their wellbeing and survival.	
Ol.3	Sustainable patterns of living rely on the interdependence of healthy social, economic and ecological systems.	
World Views		
Ol.4	World views that recognise the dependence of living things on healthy ecosystems, and value diversity and social justice, are essential for achieving sustainability.	
Ol.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		
Ol.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.	
Ol.7	Actions for a more sustainable future reflect values of care, respect and responsibility, and require us to explore and understand environments.	
Ol.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.	
Ol.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 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)

CERTIFICATION

FUNDING AGREEMENT

Agree to the Grant Funding Agreement of the Nature-based Learning Grant. This grant is subject to the following Terms and Conditions and any additional schedules listed specific to this grant stream.

- Council will provide Funding to the Recipient, and in consideration, the Recipient will comply with the all Terms and Conditions imposed by Council.
- the Recipient must only use the Funding towards the operation of the Activity and in the specific manner set out in section three of this Agreement.
- the Recipient must notify Council of any variations to the Project or Activity that may differ from the original proposal.
- the Recipient must acknowledge the support of Council in all relevant promotional and printed material.
- the Recipient must submit an Acquittal Report within two months of completion of the project using Councils Grant Funding Acquittal template, detailing financials relating to the Activity.
- Council reserves the right to query the expenditure of any funding itemised on the Acquittal Report to ensure appropriate usage and can request reimbursement of any unspent or misused funding.
- the Recipient must reimburse Council with any unspent Grant funding. Council will issue an invoice to your organisation if applicable at the time of acquittal report assessment; and
- the Recipient must use funds within 12 months of the approval date.

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.

DECLARATION/ AUTHORISATION

I/We have read the Funding Agreement Terms and Conditions and understand that if a financial incentive is approved, I/we are agreeing to the funding agreement outlined in this form. I/We understand that the approved funding may differ from the original request and in this case will be notified by Council of any variations. I/we acknowledge that if the approved amount is no longer required, I/we will notify Council.

I/We understand that:

- submission of a signed application does not guarantee financial incentive approval for either all or part of the incentive being sought; and
- project costs incurred prior to the date the final signed application form is lodged with the Council are not eligible for reimbursement and are incurred at the applicants own risk.

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 agree to comply with all requirements of the grant funding stream and will return any unspent grant monies.

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.

OFFICE USE ONLY:

SIGNED for and on behalf of **CAIRNS REGIONAL COUNCIL** by its duly authorised representative,

Name

Position

Signature:

Date