



Food Gardens in Schools Program 2013

Guidelines for applicants

Closing Date: 5pm 17 May 2013

About the Program

The NSW Environmental Trust's Food Gardens in Schools program provides funding for up to 20 schools each year to involve their community and students in building food gardens and learning about healthy sustainable living. Funding is provided over two years to establish or further develop a school food garden, provide professional learning for teachers, and integrate the use of the food garden across the school and curriculum. Food Gardens in Schools is a sub program of the Trust's [Eco Schools](#) program.

Program objectives

The overall aim of the Food Gardens in Schools is to provide learning opportunities for students, teachers and members of the school community about healthy sustainable living through growing and harvesting food in school gardens. This aligns with the Eco Schools Program's goal to assist schools to be environmentally sustainable. The Program provides funding to establish food gardens in schools and to utilise these for teachers' and students' learning across curricula. The term 'healthy sustainable living' acknowledges the connection between a healthy lifestyle and a healthy environment.

The term 'food garden' refers to gardens that grow edible crops such as fruit and vegetables. Food gardens may, in addition to crops, include herbs, bush tucker, and non edible plants.

The program will fund projects aimed at meeting the following objectives:

Environment and health	<ul style="list-style-type: none">• promoting food garden projects that use resources efficiently and improve the quality of the local environment• enabling schools to address community and government environmental concerns and priorities about healthy sustainable living• integrating other health and student welfare initiatives in the school
Students	<ul style="list-style-type: none">• the development of knowledge, values and behaviour that supports healthy sustainable living• participation in designing, planting, harvesting and caring for school food gardens
Teachers	<ul style="list-style-type: none">• assisting teachers to integrate the school's food garden program into curriculum delivery and maximise student learning• enabling project related professional learning for teachers to gain practical and educational skills and knowledge about food gardens
Schools	<ul style="list-style-type: none">• supporting a whole of school approach to sustainable management of school food gardens• extending the range of students' learning experiences by offering food gardens that facilitate student learning• enabling strong school and local community links

Eligibility

To be eligible for a Food Gardens in Schools grant:

- The applicant must be a registered NSW school - **Preschools are not eligible to apply.**
- The applicant's school must not have been funded under the Eco Schools or Food Gardens in Schools programs in the previous year.
- The school must be registered on the [Sustainable Schools NSW](#)
- All relevant parts of the application form must be completed clearly
- The application must be received by the closing date. Late applications will not be accepted.

Schools are allowed to submit **one** application.

School food gardens activities

School food garden projects need to be part of the overall school management plan. This program will fund activities, such as:

- designing, planning, constructing or maintaining a school food garden
- sourcing expert advice and support
- purchasing garden maintenance tools and equipment (e.g. student gloves, buckets etc)
- buying materials for garden maintenance (e.g. mulch, soil conditioners)

Other activities may also be included, for example:

- producing and using organic waste (composting, worm farming etc) in a food garden
- keeping chickens and associated materials
- building an orchard
- creating harvest celebrations

As well as garden activities, your project should provide opportunities for student participation and learning, professional learning for teachers and community involvement.

Ineligible activities

The NSW Environmental Trust will not fund:

- overall project coordination
- activities beyond harvest such as the establishment of kitchens, preparation areas etc.

See a range of best practice examples, tips and resources on the Trust's website.

Planning your project

The applicant school must commit to the full two years' term of the grant. This funding period allows for building and harvesting a food garden in school, as well as developing teachers' capacities to utilise food gardens for delivery of students' learning outcomes. The project plan must include a professional learning plan and a plan for curriculum integration of Food Garden use.

Resources

You will find ideas for your project on the Sustainable Schools website:

www.environment.nsw.gov.au/sustainableschools.

Examples of projects previously funded and other useful resources can be found on the Trust's website:

www.environment.nsw.gov.au/grants/ResourceEFG.htm.

Definition

Your project must be aligned with program objectives (page 1). Define your project clearly. This includes what you will do, who you will involve in your school food garden project, how you will ensure learning opportunities

for teachers, students and school community members and how you are planning to utilise food gardens across school curricula.

Feasibility

Consider the feasibility of your project. Be realistic about what can be achieved over two school years with the funding available. Smaller defined projects often provide more immediate outcomes for the school community. You should also consider the level of community support required to ensure that the project becomes part of ongoing school life once the funding has finished.

Should your school be successful in receiving a grant in both the Food Gardens in Schools and Eco Schools Programs, you will be asked to outline how your school will be able to manage both projects concurrently.

Sustainable use of resources

When planning your project, consider whether the use of the resources is sustainable. The Trust encourages the use of sustainable materials e.g. landscaping materials, energy and water efficient appliances or recycled materials.

Assessment criteria

Eligible applications will be assessed by the Food Gardens In Schools Technical Committee against the assessment criteria below.

Food Gardens In Schools Program assessment criteria	
Questions in the application form relate to each criterion as shown. Beneath each assessment criterion are points that the Technical Committee will consider in determining how well your application meets that criterion.	
1	<p>The project has a proven need and tangible outcomes.</p> <ul style="list-style-type: none"> A clear description of the need for the project and how the project will make a difference (C1) The project clearly aligns to Food Gardens in Schools Program objectives.(C2) The project has tangible, measurable outcomes (C2)
2	<p>The project has measurable environmental outcomes.</p> <ul style="list-style-type: none"> Project activities result in benefits for the environment (C1, C2) Addresses community environmental concerns and priorities (C7)
3	<p>The Project ensures measurable student learning.</p> <ul style="list-style-type: none"> Students are involved in learning opportunities about environmental sustainability (C2, C4) The project delivers curriculum outcomes (C4) Teachers are engaged in the project (C6)
4	<p>Project activities utilise existing skills and knowledge within the school community, or there are planned activities to increase knowledge and skills to effectively implement the project.</p> <ul style="list-style-type: none"> Teachers have the knowledge, skills and capacity to integrate the project into student learning. NOTE That up to a maximum of \$1,000 of the Trust budget may be committed to professional learning activities. (C4, C6) Relevant parts of the school community have the knowledge and skills to effectively implement the project. Note: The Trust will not fund overall project co-ordination costs. (C6, C7)
5	<p>The project supports a whole of school approach to environmental outcomes and learning.</p> <ul style="list-style-type: none"> Evidence is provided that the school has a current school management plan, and the project clearly links to the plan (C5). NOTE That if the relevant extract is not included with the application, it will make the project less competitive. No late attachments will be accepted. There is an awareness of and active support for the project within the school community (C7)
6	<p>Value for money.</p> <ul style="list-style-type: none"> The budget is appropriate for the proposed outcomes, particularly if funds are sought for capital expenses. (section D)

Completing the application form

Applications may be completed by a parent or community representative, but must have teacher input to ensure that learning/curriculum outcomes are fully articulated, have been linked to key learning areas, and will be integrated into the school's programming.

Funding and timeframe

Twenty grants of \$3,500 each, over two years, during 2014 and 2015.

Projects will commence 1 February 2014.

A progress report will be required by 30 September 2014, and a final report on completion of the project on 30 September 2015

The application form

Be sure to include all the information that is requested in the form. Our staff will not chase up information that you have failed to include. Only the information you provide by the closing date will be submitted to the Trust and its Technical Committee.

Schools are allowed to submit **one** application. Applications must be approved by the Principal and can be completed by a parent or community representative, with teacher support.

Attachments

We have designed the questions on the application form to avoid the need for you to attach additional information other than the relevant extract from your school management plan or equivalent, and if applicable, a letter from other project partners.

The technical committee will not review more than 2 additional pages.

Budget

GST

It is assumed that all schools are registered for GST. Do not include any GST in your budget when you fill in your application. At the beginning of the funding period you must also provide an approved Tax Invoice for \$2,500 (plus GST if applicable) made out to the Environmental Trust before the first Trust funding instalment can be paid.

Please also submit a second tax invoice for \$1,000 at the beginning of the second year of the funding period, along with your progress report.

If your school is not registered for GST, please telephone the Trust for advice, on the number below.

Successful grantees will be required to report on budget results at the conclusion of their project.

Application checklist and submission details

You should use the following checklist to make sure that your application is complete and accurately represents your project.

Grant application check list

- Answer all of the questions on the application form.
- Type only in the spaces provided. The boxes provided for answers to questions are a set size. Please ensure answers to questions are fully contained within the limits of the text boxes, as the boxes will not expand to accommodate additional text if you continue to type beyond the bottom of the text box. **Please keep your application to 7 pages.**
- Provide the name of the Principal or head teacher who can attest to the accuracy of your application.
- Where you have partnered with another school or a community group, provide letters from those organisations confirming the arrangements.
- Attach an overview/extract of your whole of school management plan (or equivalent).
- There is no requirement for the application form to be printed in colour if you are posting or hand delivering your application.
- Submit your application by **ONE** of the methods below (i.e. DO NOT email AND post). Do not fax your application. Keep paper and electronic copies for your records

Email to: (Preferred method)	info@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> • Please email the application form as a WORD document - DO NOT PDF • Attachments can be emailed as Word, Excel or PDF documents.
Post to:	The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> • Do not bind or staple your application or attachments. • Do not handwrite your application
Hand deliver to:	Environmental Trust Level 2, 1 Fitzwilliam St PARRAMATTA NSW 2150	<ul style="list-style-type: none"> • Do not bind or staple your application or attachments. • Do not handwrite you application

Any application that is late, incomplete or not eligible will not be considered.

What happens next?

Acknowledgement of receipt of applications

If you **email** your application, the Trust will acknowledge receipt of your email within two working days. If you have not received notification of receipt of your email within this time, it is your responsibility to contact the Trust to ensure that your email has been received.

You should expect acknowledgement of your application within three weeks of the closing date. This confirmation will include a unique reference number, which should be used in all correspondence to and from the Trust. If you do not receive acknowledgement within three weeks, please contact the NSW Environmental Trust on (02) 8837 6093.

Notification of grant decisions

The Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur in October 2013. Applicants will also be notified in writing. **Successful projects could receive funding in December 2013 or early 2014.**

Information for successful applicants

Schools receiving a grant will be required to:

- sign a grant agreement
- submit a progress report by 30 September 2014
- submit a final report by 30 September 2015

Reporting templates are available on the Trust's website: environment.nsw.gov.au/grants/eco1.htm. It is recommended that you **read the reporting requirements prior to completing your application** as they detail your obligations at the conclusion of your project.

Grant payments

Payments for these grants will be made in two stages:

- \$2,500 at commencement of project
- \$1,000 on acceptance of a satisfactory progress report.

Further information and enquiries

For any inquiries please contact the Environmental Trust:

Telephone: (02) 8837 6093
Email: info@environmentaltrust.nsw.gov.au