

Environmental Education for Schools Grant Application Form

Form Preview

ELIGIBILITY

* indicates a required field

Important Information

Before applying, please:

- Read the [Environmental Education for Schools Grant Guidelines](#);
- Preview the Application Form, so you can gather all information needed;

For all enquiries, please contact the Environmental Education Officer on **(08) 9411 3444** during business hours or email **environmentaleducation@cockburn.wa.gov.au**.

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

The following questions MUST be completed by the Applicant Organisation. This page of the form is designed to help you, and us, understand if you are eligible for an Environmental Education for Schools Grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

Environmental Education Guidelines

Did you read the Environmental Education for Schools Guidelines? *

☐ YES ☐ NO

Eligibility Questions

Is your organisation a Primary, Secondary or K-12 school within the City of Cockburn? *

☐ YES ☐ NO

If NO, you are not eligible for an Environmental Education for Schools Grant.

Do you have a teacher or group of teachers as a point of contact to be responsible for coordination of activities? *

☐ YES ☐ NO

If NO, you are not eligible for an Environmental Education for Schools Grant .

Can you demonstrate your school's commitment to environmental education for sustainability? *

☐ YES ☐ NO

If you answered NO to any of the above Eligibility Questions, you may not be eligible for funding and should contact the Environmental Education Officer on (08) 9411 3444 before proceeding with this application.

Previous Funding

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Has your organisation previously received funding from the City of Cockburn? *

☐ YES, this financial year ☐ YES, in previous years ☐ NO

If you have received funding in this financial year, please contact the Environmental Education Officer on (08) 9411 3556 to confirm your eligibility before proceeding with this application.

If you have received previous funding from the City of Cockburn, please provide details of your most recent successful application

Please include approximate date, category of funding, project title and amount.

Does your organisation have any outstanding City of Cockburn acquittal reports?

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☐ YES ☐ NO ☐ Unsure ☐ Not applicable

Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted. Acquitted means you have provided a detailed report of how the funding was used, including providing receipts and evidence such as photos or media, using the relevant Acquittal Form.

APPLICANT DETAILS

* indicates a required field

Applicant Organisation Details

School Name *

Organisation Name

Who does your school cater for?

☐ Primary ☐ Secondary ☐ K - 12

Street Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Postal Address (if different from street address)

Address

Suburb State Postcode

Must be an Australian postcode.

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Organisation Phone Number *

Must be an Australian phone number.
Must include area code.

Organisation Primary Email *

Must be an email address.

Organisation Website

Must be a valid URL.

Applicant Organisation Contact Person

Contact Person Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held in organisation *

Contact Person Phone Number *

Must be an Australian phone number.
Must include area code.

Contact Person Email *

Must be an email address.

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

ABN Status

Does your school have an ABN? *

☐ YES

☐ NO

If you do not have an ABN, Please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant to be withheld.

Applicant Organisation 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

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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Statement by a Supplier

Please upload your completed Statement by a Supplier Form

Attach a file:

[Download the form here](#)

Bank Account Details

If your application is successful, funds will be provided via electronic funds transfer (EFT), and we will require the following information.

Name of School *

Organisation Name

Name of Bank or financial institution *

Branch Location *

Account Name *

Branch Code/BSB number *

Account Number *

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SELECTION CRITERIA

* indicates a required field

Coordination

Name of teacher / group of teachers who will be responsible for coordinating incursions/excursions being delivered *

Note: City of Cockburn will provide assistance.

Commitment to Environmental Education for Sustainability

Demonstrate your commitment to environmental education for sustainability. Provide a summary of programs, strategies and plans your school is involved in (e.g. school initiatives, local, state and federal) *

Word count:

Must be no more than 250 words.

School and Community Benefits

Describe how your school will benefit from this grant *

Word count:

Must be no more than 150 words.

ACTIVITY

* indicates a required field

Educators

Please indicate preferred educator/s below. Please indicate any alternative educator/s next to "Other".

Do not feel that this list is binding, just merely suggestions of groups that operate within the City of Cockburn.

Activities: *

☐ Incursion - Bush Wisdom - Reptiles/Bush Survival

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- ☐ Incursion - Educated by Nature - Nature-based activities
- ☐ Incursion - Natsync Environmental - Microbats
- ☐ Incursion - Spineless Wonders - Insects and Spiders
- ☐ Incursion - Captain Cleanup - Waste Education
- ☐ Incursion - REMIDA - Working Recycled Materials
- ☐ Incursion - Indigenous Education Program
- ☐ Incursion - Science Alive - Science demonstrations
- ☐ Incursion - Millennium Kids - Climate change education
- ☐ Excursion/Incursion - Native Animal Rehabilitation Centre (ARC)
- ☐ Excursion - The Wetlands Centre, Cockburn
- ☐ Incursion - Eco Action - Up close environmental encounters
- ☐ Other:

At least 1 choice and no more than 3 choices may be selected.

If you wish to nominate more than one alternate option, please contact the Environmental Education Officer on (08) 9411 3444

Promotion and Acknowledgement

How will the City of Cockburn's support be recognised? (e.g. photos/logos in school newsletter, blog or website) *

Word count:

Must be no more than 150 words.

Describe the ways support received will be acknowledged.

CERTIFICATION AND SUBMISSION

*** indicates a required field**

This **MUST** be completed by an appropriately authorised person (e.g. office bearer such as School Principal, Head of Department, Organising Teacher, or individual who is appointed by the school) on behalf of the applicant organisation. This person may be different to the contact person listed earlier in the application.

Certification

- I am authorised by my organisation to complete and submit this application form.
- I certify that to the best of my knowledge all of the information supplied in this application and attachments is true and correct.
- I will notify the City of Cockburn of any change to the information supplied and any other information or circumstances arising that may affect this application.
- I understand that this is an application only and may not necessarily result in funding approval.

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- I give permission for the City of Cockburn to contact any person or organisation required during the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

I understand that if the City of Cockburn approves a grant:

- I will be bound by the contents of this application to carry out the activities as described in this application, which will form part of the contractual agreement with the City of Cockburn.
- I will not use any amount awarded for the provisions of resources or consumables.
- I will be required to accept the conditions of funding of the grant in accordance with City of Cockburn requirements.

If successful:

- The activities delivered will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- City of Cockburn does not accept any liability or responsibility for the activities.
- I will ensure that acquittal requirements are met by 31 December in the year the grant was awarded (unless an extension has been approved).

Please fill in your details below as your endorsement of this application and the statements above.

I have read and agree to the above certification statements *

☐ Yes

Authorised Person Name *

Title First Name Last Name

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Position *

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Phone Number *

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Must be an Australian phone number.
Must include area code.

Date *

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Privacy Notice

The City of Cockburn will use any information provided for the purpose of processing your application and for remaining in contact with you.

Please note the information provided in your application and any related documentation/discussions may be provided to members of the assessment panel in order to assist the City of Cockburn in processing your application.

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By submitting an application you consent to the City of Cockburn publishing the applicant's name, project description and amount funded in promotional material used for promoting the Cockburn Community Fund.

The City of Cockburn values the privacy of its customers and stakeholders. Please [click here](#) for further information on our privacy statement.

Feedback

You are now coming to the end of the application process. Before you **REVIEW** and click the **SUBMIT** button please take a minute to provide some feedback. This will help us to continually improve the funding application process for our customers.

Please indicate how you found the online application process

☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

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

Please estimate in minutes e.g. 1 hour = 60 minutes

Please suggest any improvements we should consider

Word count:

Must be no more than 100 words.

Thank you for your application and your feedback.