

Information for Applicants

Fund Purpose

Waikato Regional Council's Enviroschools fund assists Enviroschools with environmental projects. The fund provides one-off payments to projects that directly enhance and/or benefit the environment or provide environmental education.

Guidelines for applicants

How much can you apply for?

Up to \$5,000 for the general grant.

Who can apply?

This fund is available to all Enviroschools within the Waikato region that are actively involved in the programme and receive ongoing support from a facilitator. Applications will be considered individually on their merit and shared equitably across the region. Previous funding received from Waikato Regional Council may influence the outcome.

What types of projects can be funded?

Projects must be in keeping with council's mission, goals and its statutory functions and duties as a regional council. Funding can be provided to specific projects designed to:

- enhance the environment
- promote and/or contribute to sustainable management of the environment
- raise community awareness of environmental issues
- provide environmental education

See the [Enviroschools Fund](#) website for assessment criteria.

All applications must demonstrate clear alignment with Enviroschools Guiding Principles and show there has been a consultation process with an Enviroschools Facilitator.

Enviroschools Principles:

- Empowered Learners
- Learning for Sustainability
- Te Ao Māori
- Respect for Diversity
- Sustainable Communities

More information

If you have any questions about your application, please contact us on 0800 800 401 or email waikatoenviroschools@waikatoregion.govt.nz

Applicant Information

* indicates a required field

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School Details

School Name *

Organisation Name

The name of the school where the project will take place.

School Roll *

Must be a number.

**School (Physical)
Address**

Address

School Postal Address

Address

If your address is a PO Box or Private Bag, click on "Can't find your address?" to enter it manually.

School Phone Number *

The school's primary contact number.

School Email *

Must be an email address.

School Website *

Must be a URL.

School Principal

School Principal Name *

Title

First Name

Last Name

**School Principal Phone
Number ***

School Principal Email *

Please ensure this is the Principal's direct email, not a generic one.

Project Contact

The person who will be leading the project.

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Project Lead Contact *

Title	First Name	Last Name

Project Lead Phone Number *

Project Lead Email *

Must be an email address.

Enviroschools Facilitator

All applications must be reviewed by an Enviroschools Facilitator before they are submitted.

Enviroschools Facilitator *

Title	First Name	Last Name

Enviroschools Facilitator Email *

Must be an email address.

Financial Information

* indicates a required field

School GST Number *

Must be at least 8 characters.

Bank Account Details

All approved funding is paid via internet banking. Please provide your bank account details below and attach confirmation of your account number.

Bank Account *

Account Name

Account Number

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Bank account must be in the name of the applicant.

Please attach confirmation of your bank account *

Attach a file:

Bank account confirmation can be any of the following:

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- Pre-printed bank deposit slip
- Bank statement showing account name and number
- Certified bank details (stamped and signed by bank teller)

Internet banking screenshots are **not** accepted.

Project Details

* indicates a required field

Project Overview

Name of Project *

Must be no more than 20 words.

Short Project Description *

Word count:

Must be no more than 50 words.

Provide a brief description/summary of your project.

How has the need for this project been identified? *

Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address.

What are the planned activities? *

Word count:

Must be no more than 200 words.

Briefly list the specific activities that will take place and where they will take place.

What are the expected outcomes of the project and how will the environment, school and community benefit?

Word count:

Must be no more than 200 words.

Describe what you want the project to achieve in terms of benefits for the environment, school and community.

How will you know if these outcomes have been achieved? *

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Word count:

Must be no more than 150 words.

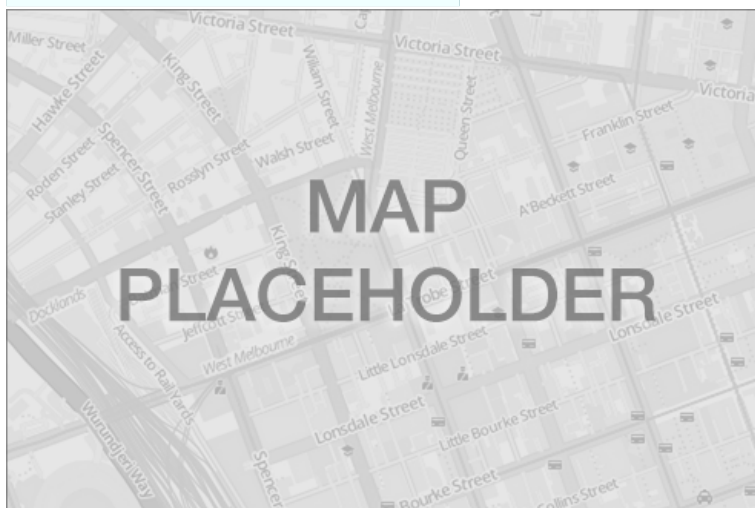
Describe how you will measure the success of your project, and what indicators you will use. Success measures should be Specific, Measureable, Achievable, Realistic, Time-based (SMART).

Project Location

Start typing an address into the field below and select from the list. Your location will be displayed on the map. You can re-position the pin on the map if required.

Where is the project located?

Address



Which territorial authority is your project located in? *

- | | |
|---|--|
| ☐ Hamilton City | ☐ Taupō |
| ☐ Hauraki | ☐ Thames-Coromandel |
| ☐ Otorohanga | ☐ Waikato |
| ☐ Matamata-Piako | ☐ Waipa |
| ☐ Rotorua | ☐ Waitomo |
| ☐ South Waikato | ☐ Region-wide (all districts) |

Please select all options that apply to your project.

Alignment with Guiding Principles

Please describe how your project aligns with the Enviroschools guiding principles (listed in the guidelines). *

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Word count:

Must be between 50 and 500 words.

Refer to the [Enviroschools webpage](#) for details on the five guiding principles.

What research have you carried out in preparation for this project (including any consultation with your facilitator)? *

Word count:

Must be no more than 200 words.

All applications must show evidence of consultation with an Enviroschools Facilitator.

Describe the initial and ongoing involvement of the learners (Empowered Learners) *

Word count:

Must be no more than 200 words.

For example: Use of Action Learning Cycle

Please provide evidence of contributions made by the learners to the project *

Attach a file:

Please include photos, drawings, project plans and any other information that will support your application.

Attach a file:

Project Schedule

Project Start Date *

Project End Date *

Please outline the project milestones *

Word count:

Must be no more than 200 words.

Project Management and Sustainability

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All applications must demonstrate:

- Clearly assigned responsibility for the ongoing promotion or viability of the project
- Fit with existing curriculum and ongoing education opportunities
- Ongoing involvement of students
- Ability for the project to become self supporting

Who will be responsible for the management of the project? *

How will you manage the ongoing sustainability of the project? *

Word count:

Must be no more than 150 words.

The Enviroschools Fund is not intended to be an ongoing source of funding. Please provide details on how you will ensure the project can become self supporting.

Project Budget

Please itemise the funding requested below.

All costs must be listed GST exclusive

Each school may apply for up to **\$5,000**. Attach quotes for all items that you are requesting funds for. You can add more rows if you need them.

If your application is successful, please keep any invoices or receipts as these will be needed for proof of expenditure in your Project Accountability report.

Materials

Materials	Quantity	\$ / Unit	Funding Requested	Quote(s)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
List materials. For example, plants, building materials.	Must be a number.	Must be a dollar amount.	Automatically calculated. Must be GST Exclusive	Quotes must be attached. Suppliers should be able to provide a quote on request. Accepts common file formats such as: .pdf, .jpg, gif, word

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Contracted Services

Up to 20% of awarded funds may be used for contracted services, to a maximum of \$1,000.

Contracted Services	Serv Hours	\$ / Hour	Funding Requested	Quote(s)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
List contracted services. For example labour	Expected hours required by contractor	Must be a dollar amount.	Automatically calculated. Must be GST Exclusive	Quotes must be attached. Suppliers should be able to provide a quote on request. Accepts common file formats such as: .pdf, .jpg, gif, word

Total material costs

\$

Automatically calculated.

Total contracted services

\$

Maximum \$1,000. Automatically calculated.

Total requested funds

\$

Maximum \$5,000. Automatically calculated.

Declaration

* indicates a required field

I confirm that to the best of my knowledge the information contained in this application is true and correct. *

☐ Yes

Terms and conditions

- Waikato Regional Council may discuss my application with other persons or organisations as part of the evaluation process.
- Applicant names and brief details about the project may be released to the media or appear in publicity material.
- Waikato Regional Council staff will determine funding allocations and their decisions will be final. Approval may be subject to conditions.
- Successful applicants will be required to sign a Letter of Agreement with Waikato Regional Council outlining how funds will be spent.
- Projects must be started within six months of funds being paid. Should the project not proceed within six months of payment, funding approval will become null and void (with

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funds being returned to Council) unless other provisions are arranged between the applicant and the Council.

- Any successful applicant can only receive funding once per financial year (1 July – 30 June).
- Enviroschools Fund payments are one-off contributions. A successful application does not guarantee funding in subsequent years.
- Within 12 months of the receipt of the Approved funds the Successful applicant must provide Council with a Project Accountability report via SmartyGrants.

I have read and agree to the above Terms and Conditions *

☐ Yes

I agree that if successful, my project can be profiled by Waikato Regional Council for promotional purposes *

☐ Yes

☐ No

Name *

Date *

Must be a date.

Privacy

Any information you provide with your application is official information. Your information is held and administered by the Waikato Regional Council in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. This means that your information may be disclosed to other people who request it in accordance with the terms of these Acts. It is therefore important you let us know if your application includes trade secrets, commercially sensitive materials or any other information you consider should not be disclosed. Under the Privacy Act 1993 you have right of access to personal information held by the Waikato Regional Council.

When your application is submitted, Smartygrants will email you to confirm receipt. If you do not receive confirmation please check your 'spam' filter.