

Sustainable Education Grant Guidelines

Criteria:

1. The Sustainable Education Grant applications will open 9 July 2025 and close 9am on 11 August 2025. To obtain an application form contact Council's Sustainability Unit.
2. Grant applications will be considered from incorporated community groups, registered charities, childcare centres, and educational facilities with facilities in the Muswellbrook Shire Local Government Area.
3. Grants are for any project with education on the topic of sustainability as the major objective. Funds can be used to purchase equipment, hire a bus, hire a consultant, or guest speaker etc.
4. Applications will be assessed by:
 - a. the level of awareness raising and education the initiative is likely to have. This can be measured by the number of people likely to be impacted by the project.
 - b. the impact they are likely to have on the environment. E.g., the amount of waste reduction that is likely to occur due to the project. This can be measured by the weight of the waste likely to be diverted from landfill.
 - c. The ongoing nature of the project. NB: The above requested information can be accurate estimates.
5. Grants are available on a matched funding (dollar for dollar) basis. In-kind support contributions (teacher's time, donated goods, services, or volunteer work to support the project) will be considered.
6. Grants are not available to organisations that have overdue accounts with Council i.e., owe Council money.
7. Grants are not available to organisations that have not completed previous grant acquittals that are due for completion.
8. Applicants must provide a current copy of their Certificate of Currency as evidence of public liability cover of at least \$20m.
9. Projects need to comply with all legislative requirements including the POEO Act and Regulations. This may mean the applicant will need to seek advice from EPA if 'unique' uses of wastes are being considered, e.g., applying waste to land. The application must address how these requirements will be met.
10. Applications may not be submitted for work that has already taken place or for products already purchased.

Application:

11. Organisations will need to calculate a dollar value for in-kind support - calculate volunteer general labour at \$40 per hour; calculate volunteer specialist labour (for example, teacher or teacher's aide) at \$60 per hour; calculate donated goods at the price you would pay for them if they were not donated.
12. Accurate cost estimates/quotes must be submitted as part of an application. For products this can be in the form of a screenshot of prices taken from a reputable source.

Assessment:

13. The grants will be assessed using criteria listed in point 4 of these guidelines.
14. Council's Grants Review Committee will determine all applications.
15. Council's Grants Review Committee will determine applications following consideration of advice from Council staff and reference to the Guidelines.
16. Each organisation can apply for up to \$4000 ex GST per application. Joint applications between more than one organisation will be considered. For example, two organisations could apply for up to \$8000 Ex GST.
17. The number of grants given in any funding period is subject to the total funding pool of \$20000 Ex GST.
18. Council may approve grants of less than the amount being sought by the applicant organisations.

Notification and invoicing:

19. All applicants will be notified of the funding round outcome within 15 working days of determination and grants will be payable to successful applicants on the provision of an invoice.
20. Successful applicants will be required to sign a funding agreement.

Project management:

21. Funded projects must start within 3 months of signing the agreement.
22. The grant may only be used for the purpose specified in the funding agreement. Any change must be approved in writing by Council before undertaking.
23. Council reserves the right to publicise approved projects in any form of media.
24. Applicants will be required to acknowledge the funding provided by Council in a manner approved by Council staff in any communication about the project.
25. The successful applicant will be responsible for project management and all project costs, with all works undertaken being required to comply with Council policies, including but not limited to the Awarding of Sponsorship, Grants and Contributions Policy, Workplace Health and Safety, Volunteer and Procurement Policies. Works will be subject to inspection and verification.
26. Funded projects must be completed by 21 August 2025.

Post Project:

27. Successful applicants must submit an acquittal report to Council's General Manager by 21 September 2026. The report should provide evidence of how the grant funds were spent and include photos (before, during and after) that showcase the outcomes of the project.

**Contact Council's Sustainability Unit for
more information on: (02) 6549 3700**

Sustainable Education Grant Application

Use this form to apply for a Sustainable Education Grant.

Applications are only accepted during the specified application round and application dates are advertised on Council's website.

Applications must include a completed [Sponsorship, Grant and Contributions Application and Agreement Form](#).

Please ensure your application meets the requirements of the Sustainable Education Grant Guidelines and the [Awarding of Sponsorship, Grants and Contributions Policy](#).

Applicant details

Name of organisation _____

Contact name _____

Your position _____

Email address _____

Phone number _____

Application details (Please attach supporting documentation (e.g. cost estimates/quotes, letters of support, photos))

How many people will benefit from this project? eg. number of students, teachers, parents etc.

What are the expected sustainability outcomes of this project? e.g. Estimate the amount of waste in terms of weight your project is expected to divert from landfill. For example 1 x 10 litre bucket of food scraps per week x 40 weeks = 400 litres. Or bus trip to a wetland will allow students to gain knowledge needed for their studies.

What are the expected outcomes of this project in terms of education, social and health benefits? How will your project achieve these outcomes? e.g. The project could include education through presentations to 100 students and teachers about reducing waste. This could also impact on 200 family members.

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is voluntary. However, if you cannot provide

or do not wish to provide the information sought, the Council may be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning privacy matters to the Public Officer.