



# ResourceSmart AuSSI Vic Initiative

Metropolitan Melbourne Guidelines

[resourcesmart.vic.gov.au](http://resourcesmart.vic.gov.au)



Australian  
**Sustainable Schools Initiative**  
A Partnership of the Australian Government, the States & Territories

**Sustainability**  
victoria



## What is the ResourceSmart AuSSI Vic Initiative?

Through this grant process, Sustainability Victoria (SV) will engage Education for Sustainability providers to deliver the expansion element of the ResourceSmart AuSSI Vic Initiative (the Initiative). The Initiative will:

- ensure that Education for Sustainability<sup>1</sup> (EfS) is available to students at all education levels
- assist schools to reduce their environmental impacts by reducing energy consumption, water consumption and/or waste production, and increasing biodiversity in school areas
- more effectively integrate school sustainability infrastructure and behaviour change programs.

SV is working in partnership with the Department of Education and Early Childhood Development (DEECD) to deliver the Initiative. The Initiative is open to all Victorian government schools, independent schools and Catholic schools.

**NB: The Initiative as described in these guidelines does not include implementation of the Education Facility Energy Efficiency Grants or the Early Childhood pilot.**

## Why is the Victorian Government funding this?

The Victorian Government has committed \$8.305 million over 4 years to build on the existing ResourceSmart Australian Sustainable Schools Initiative Victoria framework (ResourceSmart AuSSI Vic).

This funding supports two components:

- To extend the current ResourceSmart AuSSI Vic program reach, embedding Education for Sustainability to an additional 400 schools and early childhood centres
- To provide Education Facility Energy Efficiency Grants – Incentive grants of up to \$10,000 for every new school and early childhood centre participating, to undertake energy audits and where able contribute to the purchase of energy efficient or sustainable infrastructure.

ResourceSmart AuSSI Vic brings together school culture, infrastructure, curriculum and school-community partnerships through the application of the established ResourceSmart AuSSI Vic framework.

The Victorian Government recognises the benefits of improving waste management, energy and water efficiency and biodiversity of schools, in reducing costs and providing a practical framework for schools to take sustainability action and engage with sustainability programs. Schools participating in ResourceSmart AuSSI Vic in 2008/9 and 2009/10 reduced their energy use by 22% and water consumption by 29%.

## Initiative objectives

The long-term Initiative objectives include:

- demonstrated measurable improvements in energy, waste, water and biodiversity
- increased participation in, and progression through, 5Star Sustainability Certification<sup>2</sup>
- increased capabilities of school staff and other stakeholders to progress sustainability education within schools (which includes operations, curriculum, culture and school-community partnerships)
- enhanced capacity of local education networks to collaborate and achieve local environmental outcomes
- established proactive networks of support to progress the outcomes of the Initiative beyond 2015
- recognition and rewards for participating schools<sup>3</sup>

More specifically, the Initiative will engage appropriate EfS service providers to support the implementation to:

- increase the number of metropolitan Melbourne ResourceSmart AuSSI Vic schools by 230 by June 2015 (new schools<sup>4</sup>)
- continue to support the existing ResourceSmart AuSSI Vic schools (participating schools<sup>3</sup>) in metropolitan Melbourne.

### Glossary of terms used

**1. Education for Sustainability (EfS):** motivates, equips and involves individuals and organisations in reflecting on how they currently live and work. This assists them in making informed decisions and creating ways to work towards a more sustainable world. Education for sustainability aims to go beyond individual behaviour change or single actions often associated with education for the environment. It seeks to implement systemic change within schools, universities, technical colleges, government, business, industry and society. (Tilbury, *et al*, (2005), *A National Review of Environmental Education and its Contributions to Sustainability in Australia: School Education – Key Findings*. Canberra: Australian Government Department of the Environment and Heritage and Australian Research Institute in Education for Sustainability (ARIES))

**2. 5Star Sustainability Certification:** ResourceSmart AuSSI Vic schools undertake sustainability planning and actions that enable recognition under a 5Star Sustainability Certification process.

**3. Participating school:** Is one that is registered on SETS. Schools use SETS to record their baseline data, and to monitor their resource management. SETS is the state-wide database that tracks progress of participating schools and acknowledges this progress via the 5star Certification process.

**4. New school means:**

- any school or campus of a multi campus school site that as of December 2011 is not registered as a ResourceSmart AuSSI Vic school according to the SETS database; and/or
- any school or campus of a multi campus school site that has not received funding support from a state, federal or local government source, since the beginning of 2008 to participate in a ResourceSmart AuSSI Vic module.

**5. Victorian Government Agency:** any Victorian government organisation, excluding government departments and Local Government Authorities.

## Who can apply?

SV will consider Applications from organisations that meet the following Eligibility Criteria: Eligible Applicants must:

- be a not-for-profit incorporated entity (for example a company or incorporated association) or a Victorian Government Agency<sup>9</sup> or Local Government Authority and
- have an ABN.

The Applicant may apply for funding in its own right or on behalf of a consortium.

### Consortium applications

Consortium applications will be considered favorably. A consortium must be led by the Applicant (Lead Organisation) who will be responsible for the Initiative delivery and will enter into a funding agreement with SV. Each consortium must also nominate a Deputy Lead Organisation.

### Applicant and Deputy Lead Organisation

The Applicant (Lead Organisation) and Deputy Lead Organisation must meet the Eligibility Criteria.

Organisations that are primarily commercial or established for profit making purposes or a Victorian Government Departments will not be funded directly as a Lead Organisation (and cannot be the Deputy Lead Organisation) but may be a consortium member.

In a consortium application, the Deputy Lead Organisation must be prepared to assume the responsibilities of the Lead Organisation and agree to enter into a funding agreement with SV in the event of a termination of the agreement with the Lead Organisation.

### Other Consortium Members

SV encourages Applications from consortia representing a range of EFS service providers supporting schools in ResourceSmart AuSSI Vic in each region.

Other consortium members must:

- be an incorporated entity (such as a company or incorporated association) or a Victorian Government department, Victorian Government Agency or Local Government Authority
- have an ABN
- demonstrate their support for the consortium including the Lead Organisation and Deputy Lead Organisation by a letter of support
- demonstrate the capacity to support schools in ResourceSmart AuSSI Vic in any or all of the core, water, waste, energy or biodiversity modules.

Any consortium member (including Lead and Deputy Lead Organisations) may be included in multiple Applications submitted for more than one metropolitan region of Melbourne.

## How will Applications be assessed?

Applications will be assessed against the following criteria.

**Eligibility Criteria** – see Section 2 of the Application Form - the Applicant (and the Deputy Lead Organisation in a consortium Application) must:

- be a not for profit incorporated entity (for example a company or incorporated association) or a Victorian Government Agency or Local Government Authority
- have an ABN
- have support from any proposed consortium members or sub-contractors (demonstrated by letters of support).

**Assessment Criteria** – see section below on Assessment Criteria and Section 1 of the Application form. SV will consider the extent to which the Applicant (and in a consortium application, the Deputy Lead Organisation also) demonstrates that it meets the Assessment Criteria, Who, How and Why?

**Commercial Criteria** – see Section 3 of the Application Form. The Applicant (and in a consortium application, the Deputy Lead Organisation also) must have:

- acceptable financial viability (Lead Organisation and Deputy Lead)
- required insurances (Including a minimum \$10 million public liability and \$5 million professional indemnity insurance)
- no unacceptable conflicts of interest and ability to manage conflicts of interest
- no WorkSafe or EPA infringements, or any infringements that have been satisfactorily resolved and, in SV's opinion, are not unacceptable.

## Application process

This is a competitive grants process to engage Education for Sustainability providers to deliver the objectives of the Initiative in the four DEECD Metropolitan Melbourne regions.



## What will be funded?

Applicants can apply for one or more metropolitan regions. Each region will be assessed independently according to the assessment criteria.

The successful Applicant for each region will receive the funding allocation shown in Table 2 below. Funding will be provided to undertake activities to:

- increase the number of schools actively participating in ResourceSmart AuSSI Vic, in line with the targets for each region and
- support existing schools through the modules and 5Star Sustainability Certification process. Participating schools are required to undertake additional modules and attain additional stars under the 5Star Sustainability Certification process.

A range of activities will be required to achieve the objectives of the ResourceSmart AuSSI Vic Initiative. The Initiative activities included in your Application must achieve the following:

- support for new and existing schools building place-based peer learning networks
- successful engagement of target numbers of new schools outlined for each region
- progression of existing schools through 5Star Sustainability Certification (i.e. schools increasing their rating within the 5Star Sustainability Certification.)
- support for all modules of ResourceSmart AuSSI Vic including coordinated access to accredited facilitators and assessors
- engagement of primary and secondary schools and provision of flexible program methodologies that cater for their different needs
- demonstrated links to curriculum, both VELS and National Curriculum Cross-Curricular perspective of sustainability
- coordinated training and professional development programs
- effective and efficient administration and governance arrangements
- demonstrated methodologies that provide face to face and online support for schools.

Specific activities could include, but are not limited to:

- seminars and forums covering the modules or other aspects of the Initiative
- teacher time release program for professional development
- on-line support (e.g. Community of Practice, advice) for schools
- school mentoring program to enable experienced schools and staff to assist new schools
- one-to-one or one-to-many facilitation (using accredited facilitators) for new schools to complete modules addressing:
  - whole of school engagement to action planning and data collection
  - energy
  - waste
  - water
  - biodiversity
- assessment of progress through ResourceSmart AuSSI Vic modules and support for schools to progress to 5Star Sustainability Certification
- linking schools with local stakeholders and service providers
- peer learning programs for schools
- establishment of new Teacher Educator Networks.

## What won't be funded?

Funding will not be provided for activities that:

- are clearly within the responsibility of another government grants program such as DEECD's Strategic Partnerships Program
- duplicate services already in operation or planned for in the relevant region
- are not located within the relevant region
- are not specifically related to ResourceSmart AuSSI Vic or
- are inconsistent with government policy objectives.

## How will the Initiative work?

The Initiative will be delivered in two phases.

Phase 1: Delivery up to December 2013 with an interim target for each region to be reached by December 2013 as outlined in Table 1 below.

Phase 2: Delivery up to June 2015, which must include program evaluation and final reporting. Phase 2 funding will be determined based on the achievements of Phase 1 interim targets.

In order to achieve the overall Victorian target, SV may need to reallocate funding between regions at the end of phase 1.

Table 1: Interim targets for each region for phase 1 and 2 (to June 2015)

Region	Existing ResourceSmart AuSSI Vic participating schools			New ResourceSmart AuSSI Vic school targets		
	Total Schools	Participating Schools	%	Phase 1 Dec 2013	Phase 2 June 2015	Total New School Targets
Eastern	387	117	30%	38	23	61
Northern	329	92	28%	40	20	60
Southern	442	169	38%	8	27	35
Western	276	52	19%	58	16	74
All Metro	1434	430	NA	144	86	230

Table 2: Budget for phase 1 (to Dec 2013)

Region	Current ResourceSmart AuSSI Vic schools	Phase 1 Target – new schools	Funding		
			Support current ResourceSmart AuSSI Vic schools	Support new schools	Total for Phase 1
Eastern	387	38	\$87,000	\$84,000	\$171,000
Northern	329	40	\$68,000	\$88,000	\$156,000
Southern	442	8	\$125,000	\$17,000	\$142,000
Western	276	58	\$39,000	\$130,000	\$169,000
<b>METRO</b>	<b>430</b>	<b>144</b>			<b>\$638,000</b>

Applicants can apply for one or more metropolitan regions. Each region will be assessed independently according to the assessment criteria.

## Budgeting for Initiative delivery

This project should build on existing programs and develop new programs. It should not replace or duplicate existing programs or funding arrangements, but should build on, leverage and strengthen existing programs.

Applications should clearly demonstrate in the budget template provided how it leverages other project contributions which can be a mix of cash or in-kind. Any fees for service are applied to school support activities they must be outlined in the budget. The maximum fee that will be applied to the activity for the life of the funding agreement must be provided. The budget should include the SV funding contribution for the relevant region as shown in Table 2.

## How will Applications be assessed?

Applications that satisfy the Eligibility and Commercial Criteria, will be assessed against the following Assessment Criteria

When completing the Application Form you should consider the prompts that have been provided to assist your response. Priority will be given to Applications that strongly align with the Assessment Criteria.

### Assessment criteria

Who?	Applicants will outline:	Weighting: 40 %
Does the Applicant have the capability and capacity to implement the program successfully?	<ul style="list-style-type: none"> <li>• who the Applicant (nominate the Lead Organisation for consortium applications) is</li> <li>• who is involved, including the role of each Consortium Member where relevant</li> <li>• who the Deputy Lead Organisation is (for consortium applications)</li> <li>• Consortium Members</li> <li>• collaborative working arrangements and relationships</li> <li>• experience, qualifications and expertise of all Consortium Members to support schools in ResourceSmart AuSSI Vic</li> <li>• the proposed governance structure, including consortium agreement/s and how they will be enacted, function and monitored to meet Initiative outcomes.</li> <li>• capacity of the Applicant, or if applicable the consortium as a whole, to represent the range of EfS services supporting schools in ResourceSmart AuSSI Vic in the nominated region. (NB:Although this list of criteria are for Lead Organisations and Deputy Lead Organisations, this criterion relates to the consortium).</li> <li>• experience in managing complex projects and stakeholder relationships</li> <li>• capacity to lead the delivery of and take ultimate responsibility for the stated objectives of the Initiative in the nominated region</li> <li>• an understanding of the local values, vision and needs of schools in the nominated region as they relate to ResourceSmart AuSSI Vic</li> <li>• Letters of support from each consortium member must be attached to the Application Form.</li> </ul>	
How?	Applicants need to demonstrate how they will:	Weighting: 50 %
Is the methodology comprehensive and effective?	<ul style="list-style-type: none"> <li>• address the targets, budgets and timelines</li> <li>• manage the project and achieve objectives</li> <li>• meet and address potential challenges</li> <li>• communicate effectively to all stakeholders including schools</li> <li>• incorporate/leverage existing programs/projects/materials</li> <li>• progress existing schools through modules in 5Star Sustainability Certification (ie schools increasing their rating within the 5Star Sustainable Certification process</li> <li>• support schools to effectively use SETS</li> <li>• meet the needs of schools in their region</li> <li>• engage and recruit schools</li> <li>• measure and evaluate progress and outcomes</li> <li>• ensure participating schools are supported beyond the period of funding</li> <li>• build their own capacity through professional learning/training to better meet the needs of schools</li> <li>• innovate to best meet the needs of schools to progress through the 5star Sustainability Certification</li> </ul>	
Why?	Applicants must demonstrate what outcomes they will achieve by delivering the Initiative.	Weighting: 10 %

## What conditions of funding will apply to successful Applicants?

Grants offered to successful Applicants will be subject to the following conditions:

- Grant recipients must enter into a funding agreement with SV that will be based on the standard SV Funding agreement available at [www.resourcesmart.vic.gov.au](http://www.resourcesmart.vic.gov.au). Applicants should read this carefully as they are required to agree to enter into such an agreement as part of their Application.
- Grant recipients will be required to develop detailed project plans that also include a monitoring and evaluation plan, communications plan, implementation plan, risk management plan and plan for continuation of school support beyond the life of the funding period.
- Grant recipients must ensure that appropriate consortium and project governance arrangements will be in place for the life of the funding period (Phase 1 and Phase 2 (if funding is continued)).
- Funding will not be provided for activities that take place prior to the funding agreement being signed.
- Grant recipients must ensure that all personnel that may have regular, direct contact with children undertake and maintain a "Working with Children" check and receive a satisfactory result.
- Initiative activities must be completed within the agreed timeframes, following signing of the funding agreement.
- Grant recipients must be solvent and financially viable to the satisfaction of SV in order to receive funding.

## What are the conditions of submitting an Application?

By submitting an Application, you agree:

- that you are bound by these Conditions
- that you will complete and sign the Application Form and provide the information requested by SV including all attachments
- that you will lodge your Application using the Application Form, by the closing time in accordance with one of the Lodgement Methods
- that these Conditions, together with the Guidelines and the Application Form and any other documents so declared by SV form part of the grant
- to submit all documents as required by the Application Guidelines and Application Form
- that the Application documents become SV's property upon lodgement
- to license SV to use and reproduce the whole or any portion of the Application Documents for evaluation and audit and promotional purposes
- that you have declared all actual or potential conflicts of interest in your Application and
- that you will direct all communications through [grants.enquiries@sustainability.vic.gov.au](mailto:grants.enquiries@sustainability.vic.gov.au)

SV will:

- advise the outcome of the Application process in May 2012 (or such revised date as advised by SV)
- send a formal email message confirming electronic receipt of Applications
- not be liable for any deficiency within the Guidelines and Application Form and
- not warrant the accuracy of the Guidelines and Application Form.

SV may:

- change any details in the Guidelines and Application Form
- extend the closing time
- reject Applications received after the closing time and date
- seek clarification or additional information from any Applicant
- allow any errors or omissions in an Application to be corrected
- reject any unacceptable Application
- contact other clients of Applicants or any other relevant person to obtain additional information
- negotiate with one or more Applicants to change any aspect of their Application and
- accept the whole or any part of your Application.

## How can I apply?

- Check to see if your organisation is eligible to be an Applicant.
- If you wish to form a consortium, establish appropriate governance arrangements.
- Complete the Application Form, addressing all the questions. Make sure you have responded to all information requirements, provided all the necessary attachments and signed the Application Form.
- Submit your Application before the closing time (3pm, 7 March 2012) by the following Lodgement Methods:
- By email: (preferred method) to: [grants.applications@sustainability.vic.gov.au](mailto:grants.applications@sustainability.vic.gov.au)
- The email subject line should read "ResourceSmart AuSSI Vic Initiative Metro Expansion".
- Documents should be submitted in Microsoft Word format.
- Emails must not be greater than 10MB in size.
- SV will return a formal email message confirming electronic receipt of Applications.

By alternative submission process: if you are unable to submit your Application electronically via email, contact SV to arrange an alternative method for submission. Alternative arrangements must be made at least one week prior to the close of the application period.

## Enquiries

Please address any enquiries to [grants.enquiries@sustainability.vic.gov.au](mailto:grants.enquiries@sustainability.vic.gov.au).

## Assessment process indicative timelines\*

Assessment Activity	Indicative timelines
Applications are submitted to SV.	3 pm AEDT Wednesday 7 March, 2012
Applications are assessed against the criteria outlined in the Guidelines. Applicants contacted to provide further evidence or information if their applications are unclear or additional information is required.	End of March 2012
Applications are approved by SV and successful Applicants notified.	End of April 2012
Funding agreements established according to standard SV Terms and Conditions.	End of May 2012
Unsuccessful Applicants notified.	

\* (Indicative timelines – SV reserves the right to change timelines if required)

## Further information

The following documents are provided as additional reference material on [www.resourcesmart.vic.gov.au](http://www.resourcesmart.vic.gov.au) to assist you to prepare your application:

- EfS Capability statements for service providers (a statement of what you need to know, value and do to build the appropriate EfS capabilities in schools)
- EfS Capability statements for schools (a statement about the capabilities you will be developing in schools: what they need to know, value and do to be successful)
- A summary of key findings of the regional network pilots in Gippsland and Ballarat

# Metropolitan Melbourne Application Form ResourceSmart AuSSI Vic Initiative

Please note: This form is completely editable to provide Applicants with the functionality of a regular Word document (e.g. tracked changes, word count etc). Please ensure that all fields are completed and that the questions are not deleted or amended, as all of the information we request is required as part of the grant assessment process.

## Section 1 – Applicant contact information

Please complete the following tables. If the Applicant is applying in its own right you only need to complete Applicant details.

Applicant (Lead Organisation)

Organisation name \_\_\_\_\_ ABN: \_\_\_\_\_

Incorporation number (ACN or registration/organisation Number) if applicable \_\_\_\_\_

Street address Street address line 1: \_\_\_\_\_

Street address line 2: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

State: \_\_\_\_\_

Postal address (if different from above) Title: \_\_\_\_\_

Authorised person (the person authorised by the organisation to make the application on its behalf). First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Is the Applicant  Yes  No

- a not-for-profit incorporated entity (for example a company or incorporated association) or
- a Victorian Government Agency or
- a Local Government Authority?

Please indicate which:

\_\_\_\_\_

Does the Applicant have support from consortium members demonstrated by letters of support? (Consortium applications only)  Yes  No

Please attach letters of support.

Deputy Lead Organisation (in a consortium application)

Name \_\_\_\_\_ ABN: \_\_\_\_\_

Incorporation number (ACN or registration/organisation Number) if applicable \_\_\_\_\_

Street address \_\_\_\_\_  
Street address line 1: \_\_\_\_\_  
Street address line 2: \_\_\_\_\_  
Suburb/Town: \_\_\_\_\_  
State: \_\_\_\_\_

Postal address (if different from above) \_\_\_\_\_  
Title: \_\_\_\_\_  
Authorised person (the person authorised by the organisation to make the application on its behalf).  
First name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Is the Deputy Lead Organisation  
• a not-for-profit incorporated entity (for example a company or incorporated association) or  
• a Victorian Government Agency or  
• a Local Government Authority?  
 Yes  No  
Please indicate which:  
\_\_\_\_\_

Does the Deputy Lead Organisation have support from consortium members demonstrated by letters of support?  
 Yes  No  
Please attach letters of support.  
\_\_\_\_\_

Is the Deputy Lead Organisation prepared to assume the responsibilities of the Lead Organisation and does it agree to enter into a funding agreement with SV in the event of a termination of the agreement with the Lead Organisation?  
 Yes  No  
Please attach letter from Deputy Lead Organisation confirming this.

Please repeat the following table for each of the other consortium members:

Consortium member

Name \_\_\_\_\_ ABN: \_\_\_\_\_

Incorporation number (ACN or registration/organisation Number) if applicable \_\_\_\_\_

Street address Street address line 1: \_\_\_\_\_

Street address line 2: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

State: \_\_\_\_\_

Postal address (if different from above) Title: \_\_\_\_\_

Authorised person (the person authorised by the organisation to make the application on its behalf). First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Is this consortium member  Yes  No

- an incorporated entity (for example a company or incorporated association) or
- a Victorian Government Agency or
- a Victorian Government department or
- a Local Government Authority?

Please indicate which:  
\_\_\_\_\_

Does this consortium member support both the Lead Organisation and Deputy Lead Organisation as demonstrated by letter/s of support?  Yes  No

Would this consortium member support schools in ResourceSmart AuSSI Vic in any or all of the core, water, waste, energy or biodiversity modules?  Yes  No

If yes, which module/s?  
\_\_\_\_\_

## Section 2 – Submission overview

Write a brief overview of what your program of Education for Sustainability support for new and participating ResourceSmart AuSSI Vic schools will achieve. You should give your project submission a name and write a descriptive summary of approximately 100 words that can be used in SV public documents.

Project name:

Project summary

Please indicate the region to which this Application relates:  
You may submit more than one Application but each Application can be for one region only.

DEECD Region	Tick ( ✓ )
Northern	
Eastern	
Southern	
Western	

If you are submitting an Application for more than one region, please indicate any benefits you consider would result from you being successful in more than one region:

## Section 3 – Application details that address the assessment criteria

Please indicate how your Application addresses the following assessment criteria: Why? (10%), How? (50%), Who? (40%) Refer to the Initiative Guidelines to help you answer the questions. Responses to each question should be no more than 500 words. Responses to this section should be included as a separate attachment.

### Why? (10%)

You are required to demonstrate what you will achieve by delivering the Initiative.

### Who will be involved (40%)

You are required to demonstrate your capability and capacity to deliver the Initiative, including whether the team/consortium represents a suitable range of services required to engage schools and deliver the initiative, whether the team/consortium is adequately “local” and whether the consortium arrangements are appropriate.

You should outline:

- who the Applicant is
- who is involved, including the role of each organisation or key person in your team or consortium
- who the Deputy Lead Organisation is (for consortium applications)
- collaborative working arrangements and relationships
- experience, qualifications and expertise of all team members (subcontractors and key personnel for non-consortium applications) or consortium members (for consortium applications) to support schools in ResourceSmart AuSSI Vic

- the proposed governance structure, including consortium agreement/s and how they will be enacted, function and monitored to meet Initiative outcomes.
- capacity of the Applicant, or if applicable the consortium as a whole, to represent the range of EfS services supporting schools in ResourceSmart AuSSI Vic in the nominated region (NB: Although this list of criteria are for Lead Organisations and Deputy Lead Organisations, this criterion relates to the consortium)
- experience in managing complex projects and stakeholder relationships
- capacity to lead the delivery of and take ultimate responsibility for the stated objectives of the Initiative in the nominated region
- an understanding of the local values, vision and needs of schools in the nominated region as they relate to ResourceSmart AuSSI Vic

### How will you carry out/deliver the Initiative (50%)

You are required to articulate your methodology for delivering the Initiative.

You should include how you will:

- address the targets, budgets and timelines
- manage the project and achieve outcomes
- meet and address potential challenges
- communicate effectively to all stakeholders including schools
- incorporate/leverage existing programs/projects/materials
- progress existing schools through modules to 5Star Sustainability Certification
- support schools to effectively use SETS
- meet the needs of schools in their region
- engage and recruit schools
- measure and evaluate progress and outcomes
- ensure participating schools are supported beyond the period of funding
- build their own capacity through professional learning/training to better meet the needs of schools
- innovate to best meet the needs of schools to progress through 5Star Sustainability Certification

## Section 4 – Project budget

Please provide details of the income (cash and in-kind) and expenditure to deliver the Initiative, excluding GST. Note that the total income must equal total expenditure. Please include the funding amount relevant to the applicable region from Table 2 in the Application Guidelines.

You are required to submit your budget using the categories provided in the budget template (although not all categories will be relevant to your project – in this instance leave the amount as zero). Please provide a summary here and the details in the budget template using the same categories.

If any fees for service are applied to school support activities they must be outlined in the budget. The maximum fee that will be applied to the activity for the life of the funding agreement must be provided.

The budget should include the SV funding contribution for the relevant region as shown in Table 2.

Section 5 – Commercial information and declaration

Insurance: Does the Lead Organisation have a minimum \$10 million public liability and \$5 million professional indemnity insurance? (Note that successful Applicants will be required to provide evidence)

Yes No

Conflict of Interest: Please check the appropriate box below (in relation to the Lead Organisation and all consortium members)

no current or potential conflict of interest exists
we disclose the following conflict/s of interest and indicate below how we propose to manage it/them.

How will the Applicant manage conflicts of interest (including any conflicts that may involve any team members or consortium member)?

Infringement notices

Does your organisation (or any consortium member) have any current investigations, prosecutions or other enforcement action (such as a notice advising of a breach requiring action by the organisation) that is yet to be complied with or any findings of guilt, fines or other penalties imposed by a court or by the regulators (Environment Protection Authority, WorkSafe, others) in the last 10 years? (Note that Sustainability Victoria reserves the right to confirm your response with the relevant regulators).

Yes No

If you answered Yes, please provide details:

Blank lines for providing details.

Declaration by Lead Organisation:

- I state that the information in this application and attachments is to the best of my knowledge true and correct and agree to the conditions of funding.
I will notify SV of any changes to this information and any circumstances that may affect this application.
I acknowledge that SV may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative funding opportunities.
I understand that SV is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, SV will consult with the Applicant before any decision is made to release the application or supporting documentation.
I understand that this is an application only and may not necessarily result in funding approval.

- I have read and confirm that the Applicant agrees to the terms and conditions of the proposed funding agreement available at www.resourcesmart.vic.gov.au
If the application is successful, we agree to provide SV all such information as reasonably required to assess our financial viability and also agree to SV undertaking an independent third party financial viability check if deemed necessary by SV.

Signature:

Blank line for signature.

Date:

Print name:

Position:

Blank line for position.

(To be signed by a person with delegated authority to apply - i.e. chairperson, secretary, public officer or treasurer of the Applicant organisation)

Privacy statement

Sustainability Victoria collects uses and discloses your personal information for the purposes of this grants program and in accordance with our Privacy Statement. Sustainability Victoria's Privacy Statement is available from www.sustainability.vic.gov.au. Sustainability Victoria may provide your information to other government departments or agencies for the purposes of assessing your application, reporting, policy development, advice comment or for discussions regarding alternative or collaborative grant funding opportunities. If you wish to be removed from our mailing list, have any questions relating to the Privacy Statement or wish to seek access to the personal information which Sustainability Victoria holds about you, please contact us in writing addressed to: privacy@sustainability.vic.gov.au

The closing time and date for enquiries is 3pm Friday 2 March 2012.

The closing time and date for submitting applications is 3pm on Wednesday 7 March 2012 AEDT

Information in this document is current as at December 2011.

While all professional care has been taken in preparing this document, SV accepts no liability for loss or damage incurred as a result of reliance placed upon its content.

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