



2019/2020 Application Form

The Small Environmental Projects Fund helps fund projects and environmental education that assists the Shellharbour community to practice sustainable living and/or protect and promote the natural environment. These aims are objectives of Council's *Community Strategic Plan 2013-2023*.

In 2019/2020 as part of the Small Environmental Projects Fund, Council invites child care centres, primary schools and not-for-profit incorporated community groups/organisations to nominate themselves to participate in the following workshops:

Workshop name	Age range of participants
Creepy Creatures	Child care to Year 6
The Butterfly House	Child care to Year 6
Animal Show	Child care to Year 6

A total of \$10,000 is available to fund these workshops. **Applications close 4:30pm Friday 29th November 2019.**

Eligible applicants must:

- Be an educational institution (child care centre or primary school) or not-for-profit incorporated community group/organisation. If groups are not incorporated, an auspice arrangement with an existing incorporated association is also a suitable arrangement.
- Be based within the Shellharbour City Council Local Government Area. All workshops must be delivered in the Shellharbour Local Government Area.
- Have Public Liability Insurance with a minimum coverage of \$20,000,000.
- If successful, be able to participate in nominated workshops between January 2020 and 31 May 2020.

The following are outside of the scope of this fund and will not be considered for funding:

- Workshops undertaken on residential properties containing only a private domestic residence
- Workshops used to generate revenue or funds

Assessment of applications

All applicants are invited to nominate up to 2 of the workshops using the form below. Once returned all applications will initially be assessed by Council. Preference will be given to:

- Groups who successfully demonstrate links with existing programs and ongoing environmental benefits that may be associated with their participation
- Groups that have not been awarded funding or received a workshop as part of the Small Environmental Projects Fund over the past 2 years

In identifying successful applicants, consideration will be given to a range of groups, including applicants operating in areas of disadvantage as identified by [Profile .id](#).

All applicants will be notified in writing of the outcome of their application by 31 December 2019. Successful applicants will be required to participate in their workshops between January 2020 and 31 May 2020.

Reporting and showcasing

Following participation successful applicants will be asked to complete a brief questionnaire which includes:

- Links between workshop and existing programs
- Photographs

To inspire the wider community and demonstrate the positive outcomes of the Small Environmental Projects Fund, Council will use the information provided by successful applicants in a variety of ways including media releases, the Sustainable Shellharbour e-newsletter and case studies on Council's website, Facebook and Instagram.

For further information or to request a hardcopy application form please contact Council's Environment Team on 4221 6111 or email sustainability@shellharbour.nsw.gov.au.

Workshop Details

Creepy Creatures



Child care to Year 6 students

At Butterfly Skye's interactive one hour Creepy Creature workshop students will learn about a range of interesting invertebrates which may include Goliath Stick Insects, Giant Burrowing Cockroaches, Rainforest Millipedes and Scorpions. Successful applicants will also receive an insect Life Cycle Kit. Maximum number of participants = 30 students

The Butterfly House



Child care to Year 6 students

Students will have the opportunity to feed and learn about the life cycle of butterflies at Butterfly Skye's one hour workshop. Following the workshop participants will borrow a temporary indoor enclosure for 5 days to continue to marvel at 6 beautiful butterflies and watch a further 6 butterflies emerging from their chrysalis. A chrysalis enclosure will be provided to keep any butterflies and chrysalis after the 5 days has elapsed. Successful applicants will also receive Shellharbour Council's Butterflies of the Illawarra brochure. Maximum number of participants = 30 students.

Animal Show



Child care to Year 6 students

Shoalhaven Zoo's one hour interactive animal show will showcase a range of native animals. Students will have the opportunity to touch and hold some of the animals and learn about their unique features and habitats. Maximum number of participants =

- Child care = 40 students
- Kindergarten – Year 6 = 2 classes

Applicant Details

- 1. Name of child care centre, primary school or not-for-profit incorporated community groups/organisation**

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If the group/organisation is not incorporated, list the name of the incorporated group you have an auspice agreement with (letter of agreement and support must also be attached).

- 2. Key contact person**

Your nominated key contact person will be the sole point of contact for all future information relating to the Small Environmental Projects Fund and will be responsible for confirming a workshop date and time directly with the facilitator should your application be successful.

Name	
Address	
Phone	
Email	

Please use the table on the following page to express your interest in participating in up to 2 of the following workshops. To assist you, an example of a completed table can be found on page 7.

3. Workshop selection

Please use the table to express your interest in participating in up to 2 workshops. Please complete all columns of the table associated with the workshops you have selected.

Workshop Name	Y/N	Age of participants	Number of workshop participants	Where would you hold the workshop?	How will the workshop relate to other activities undertaken/to be undertaken by your group?
Creepy Creatures		Child care to Year 6 only	(Maximum number = 30)		
The Butterfly House		Child care to Year 6 only	(Maximum number = 30)		
Animal Show		Child care to Year 6 only	(Maximum numbers: *Child care = 40, *Kindergarten/Year 1 = 2 classes)		

Example of completed workshop selection table.

Workshop Name	Y/N	Age of participants	Number of workshop participants	Where would you hold the workshop?	How will the workshop relate to other activities undertaken/to be undertaken by your group?
Creepy Creatures	N	Child care to Year 6 only	(Maximum number = 30)		
The Butterfly House	Y	Child care to Year 6 only Year 2	(Maximum number = 30) 30	School Hall	Participation in the workshop will coincide Year 2's unit of work exploring our living world and our focus on insects and life cycles. Year 2 will also use the information from the workshop to identify plants that may attract local butterflies and establish a butterfly garden.
Animal Show	N	Child care to Year 6 only	(Maximum numbers: *Child care = 40, *Kindergarten/Year 1 = 2 classes)		

Application Checklist:

- I have completed all sections of the application form.
- I have attached a copy of the organisations current public liability insurance (valued to at least \$20,000,000).
- I have confirmed the support of the school principal/centre director/equivalent other before submitting this application (optional).
- I have attached a letter from the auspicing incorporated group confirming the auspice arrangement and support of this proposed project (if applicable).

Declaration (to be completed by school principal/centre director/equivalent)

I declare that the information in this application is complete and correct and understand that if successful, workshops will be carried out in accordance with this information.

Name: _____

Position: _____

Signature: _____

Date: _____

Applications close **4:30pm Friday 29th November 2019** and must be submitted by one of the following ways:

Email: sustainability@shellharbour.nsw.gov.au

Post: Environment Team
Shellharbour City Council
Locked Bag 155
Shellharbour City Centre NSW 2529

In person: Shellharbour City Council Administration Centre
76 Cygnet Ave
Shellharbour City Centre NSW 2529