

The Cairns Regional Council Nature-based Learning Grant supports environmentally-focused school excursions to grow student awareness and engagement in sustainable living and the natural world.

Only schools located in the **Cairns local government area** are eligible to apply.

The maximum grant amount is **\$2,000 per school**.

There is **one grant round per year** with applications open 1 June – 31 July annually.

Eligible costs include bus hire, boat transfers, entry fees to eligible destinations (see below)

If you have any questions regarding the Nature-based Learning Grant, please email sustainability@cairns.qld.gov.au.

Eligibility criteria

To be eligible to apply for this grant, applicants must:

- Be a school based within the boundaries of the Cairns Regional Council.
- List the parents / school's financial contribution toward excursion costs.
- Provide evidence of activity costs, including quotes.
- Provide evidence of adhering to the school's risk management procedures.

Examples of eligible destinations:

- National Parks / Marine Parks / Great Barrier Reef.
- Sustainable Agriculture farms / Community Gardens.
- Wildlife Parks / Environmental Education Centres.
- Habitat restoration / tree planting sites.
- Waste / Recycling and Water / Wastewater facilities.
- Bus hire for nature-based excursions.

Ineligible application types that will not be considered include:

- Applications from a school that has not previously acquitted a Council grant satisfactorily.
- A school with overdue payments to Council.
- A retrospective funding request.
- a request for support for general operating costs or staff wages.

Assessment criteria

Each grant application is assessed on the following:

- Completeness and quality of the application, including supporting documentation (70%).
- Demonstrated need for financial support to deliver the proposed activity (30%).
- Please note, Council reserves the right to allocate grant funding on a needs basis.

Grant submission and assessment

1. (Optional) Contact Council's Sustainability Team to discuss your proposed application prior to submission. **Email:** sustainability@ Cairns.qld.gov.au
2. Complete and submit your application via Council's online portal prior to midnight 31 July.
3. Following the closing date, applications will be reviewed for completeness and eligibility before being assessed by panel and submitted to the Chief Executive Officer for decision making.

This process may take up to six weeks to complete, so please factor that into your project timeline.

4. The Grants Team will inform successful and unsuccessful grant applicants via email.
5. The Grants Team will communicate with successful grant applicants to finalise their funding agreement and distribution of funds – refer to Terms and Conditions.

Terms and conditions

Grant recipients are required to:

- Sign a Funding Agreement.
- Submit an invoice for the agreed amount.
- Complete the project within 12 months of the approval date.
- Notify Council in writing of any changes to the approved activity that will alter the level of Nature-Based Learning outcomes to that declared in the application.
- Submit the grant acquittal within two months of activity completion date.
- Reimburse Council with any unspent Grant funding.
- Acknowledge the support of Cairns Regional Council in any public communications regarding the excursion. Use of Council's logo in marketing and communications materials relating to the program must comply with Council's brand standards and be endorsed by Council's Marketing and Communications unit.

Grant acquittal

Grant recipients are required to acquit (i.e. close-out / finalise) the grant funding within two months of the activity completion date via Council's on-line grants portal.

Your Acquittal Report must include:

- Evidence that the excursion took place (e.g., excursion photos).
- Evidence of grant funding expenditure (e.g., copy of paid receipts).
- The number of students who participated in the excursion.
- How the financial support from the grant was communicated to the school community.