

**WWF- New Zealand**

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| **ENVIRONMENTAL EDUCATION FUND –**  **APPLICATION GUIDE** |

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**2017**

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| **Purpose** |
| This is a guide for community groups who wish to apply to the Environmental Education Action Fund (EEAF) for financial assistance for projects. It outlines the process for applying to the EEAF, the criteria used to assess applications and WWF New Zealand’s priorities for EEAF projects. |

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| EEAF Background |

Through our EEAF, we give schools and community groups funding for projects where **action for the environment** is part of learning.

At WWF – New Zealand we know that people learn the value of protecting the environment when they take action for themselves. By cleaning up a local stream, or tending plants in an organic garden, people get a first-hand learning experience – one that can inspire a lifetime of sustainable living.

So if you have a bright idea for a project to teach learners – young or old – through taking action for the environment, we want to hear from you.

The EEAF is delivered in partnership with the [Tindall Foundation](http://tindall.org.nz/). The maximum for an individual project funding is $8000. Projects can be funded for up to three consecutive years, but new applications will need to be made for each successive year.

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| Process for applying to the EEAF |

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| **Funding rounds** | The dates of funding rounds will be advertised on the [WWF website](http://www.wwf.org.nz/what_we_do/community_funding/funding_for_schools/).  Applications can be made at any time between the opening and closing dates for each round and must be submitted before 5pm on the closing date.  Applications will not be assessed until after the funding round has closed.  Donations will be made 1-2 months after the closing date. | |
| **How to apply** | | 1. Complete the EEAF application form which can be downloaded from the WWF website: <http://www.wwf.org.nz/what_we_do/community_funding/funding_for_schools/>   In your application you should clearly demonstrate how your project meets the Fund’s criteria.   1. Once completed, email the form and supporting information to [eeaf@wwf.org.nz](mailto:eeaf@wwf.org.nz) 2. Based on the information provided in the form we will make an assessment as to whether your group and project are eligible for funding. We may contact you to seek further clarification before making a decision. | |
| Assessment process | | Your application will be assessed against the following criteria:   * Environmental education significance * Project management * Community support   If you meet the criteria above your application will be assessed by the EEAF panel. The panel consists of WWF-New Zealand staff and independent advisors. You may be asked to supply additional information in support of your application. This may take the form of supporting letters, restoration plans, copies of constitutions, accounts etc.  If the Fund is oversubscribed, we will prioritise applications that best meet EEAF criteria below. This decision is final and there is no right of appeal. If your application is unsuccessful we will notify you in writing. You will be able to reapply to a future funding round. | |
| **Successful applicants** | | Donations offered to successful applicants will be subject to a funding agreement between WWF and the recipient, and may be paid in a number of instalments payable at agreed milestones and dependent on progress. | |

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| EEAF Criteria | |
| **Projects that receive funding are those where learners** | * Participate in an **action based project** * Learn through experience and participation * Decide on why and how to get involved * Make meaningful contributions to improving their local environment * Involve people in their community * Gain skills they can use in everyday life |
| **Secondary Schools: Targeted funding for Education for Sustainability projects** | 25% of the EEAF is targeted to support the project component of NCEA level two and level three Education for Sustainability courses.  You can apply to the EEAF to support the action component of the following achievement standards as part of Education for Sustainability courses.   * Level 2 Achievement Standard 90810 **Plan, implement and evaluate a personal action that will contribute towards a sustainable future** * Level 3 Achievement Standard 90828 **Evaluate a planned personal action that contributes toward a sustainable future** |
| **What costs and activities are Not funded** | * Awareness raising * Landscaping and/or ground maintenance * Eco or envirocentre buildings * Overseas travel * Research projects * Large capital items * Government authorities |
| **Assessment criteria checklist**  ***Does your project fit the following criteria?*** | **Section one: Environmental Education Significance**   * **The project has identified a specific environmental issue that will be addressed through education** * **The project has defined, clear learning outcomes and ways to measure them** * **The project enables people to take action for the environment** * ***Schools only:* the project is part of a whole school approach to environmental education** * ***Education for Sustainability projects only:* The project is part of achievement standards** 90810 or 90828   **Section two: project management**   * **Learners are involved in decision making** * **The budget and timeframes are realistic** * **Measures are in place to secure long term financial sustainability** * **Applicants have shown they have the skills and experience to implement the project**   **Section three: community support**   * **The project has received appropriate endorsement and support from tangata whenua** * **The project has support from the wider community in the form of voluntary labour, donations, effective partnerships, letters of support etc.** |

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| Health and Safety Policy | |
| **We would generally expect your group’s health and safety policy to cover the following** | * ensuring a work environment free from risks to health and safety * safe equipment, structures and systems of work * provision for safe use, handling, and storage of plant (including vehicles and tools), substances and structures * adequate and accessible welfare facilities * provision of relevant information, training, instruction, supervision and monitoring, including appropriate induction procedures competency assessment procedures including provision of all required qualifications * emergency procedures protocols for all workplaces and activities * risk identification and management plans for all workplaces and activities * incident reporting, investigation and response procedures * ongoing monitoring and review process for health and safety systems, worker health and workplace exposures * Policies and procedures for managing contractors and ensuring they meet legal health and safety obligations. |

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| Project-specific Health and Safety Plan | |
| **We would generally expect your group's plan to cover the following (as applicable)** | How you will meet your health and safety responsibilities on this project including (without limitation):   * information about risks associated with this project, and how you will manage them. Including risks associated with working with minors * ongoing processes for risk identification, assessment and management * what safety equipment, structures and systems of work will be used * how you will safely use, handle and store plant (including vehicles and tools), substances and structures on this project * what welfare facilities will be provided * identification of who will be working on this project, assessment of their skills, and any required qualifications and certification needed * what relevant information, training, instruction, supervision and monitoring will apply, including appropriate induction procedures and briefings * what other PCBUs will you be working with and how will you consult, cooperate with and coordinate activities with them * emergency procedures and protocols, including equipment, communication plans, first aid equipment and training, and emergency contact details * Designated roles and responsibilities * Intentions and check in/out procedures * Disclosure of any pre-existing injuries or medical conditions * incident reporting, investigation and response procedures, including notifiable events * how you will monitor and review processes for health and safety systems, worker health and workplace exposures * Any applicable permit to work systems to be used during the course of the work (example could include working at height). |

While WWF will consider the documentation you provide in assessing your application for funding, WWF does not accept responsibility for the content or adequacy of your health and safety systems as documented in the information provided with your application.

If your application is successful, your organisation is responsible for identifying and complying with any applicable legislation, regulations, codes of practice and certifications required to carry out the project.

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| Supporting information | |
| General information | All applications must provide:   * Name and contact details of **two referees** who are familiar with the project and your organisation * Evidence of IRD charitable status (if applicable) * Details of any consents, permits or licences needed for the project * Copy of your group’s health and safety policy * Copies of the health and safety plan including risk identification and management plans relevant to the project activities in your application. * **Schools only**: Planning documents that demonstrate how the project will be integrated with classroom programmes and how it reflects the aims, concepts and dimensions of environmental education as outlined in the *New Zealand Curriculum/ Te Marautanga o Aotearoa* |

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| **For more information:** | **If you have any questions in relation to the EEAF criteria or the application process or wish to discuss a potential application please contact** WWF-New Zealand on:  Phone: 0800 435 7993 or 04 499 2930 |