



Horizons Environmental Education Grant Application Form

Read the guidelines on page two, then fill out this form and email to education@horizons.govt.nz & we will be in touch to let you know if your funding application has been successful.

School Details:

School:

Teacher:

Address:

Phone number:

Email:

District:

- Ruapehu
- Whanganui
- Rangitikei
- Tararua
- Manawatū
- Horowhenua
- Palmerston North

How have you engaged with us in environmental education? *(tick all that apply)*

- Borrowed a kit
- Attended an environmental education session
- Teacher PD
- Other (specify)

Project description: *(tell us a bit about your project)*

Project costs you would like a grant for:

Item	Cost
TOTAL	

Fund Guidelines

This fund supports non Enviroschools/ ECE Centres to take action for the environment as part of learning about biodiversity and biosecurity in the Horizons region. This can include pest plant or animal control, projects that look to improve water quality or habitats such as native planting and those that address pollution.

Who can apply?

Schools or ECE Centres in the Horizons Region who are **NOT** part of the Enviroschools Programme, but have engaged with our Horizons Environmental Education provision within the last 12 months. You may have:

- Borrowed one of our environmental education kits
- Attended an education session, hui or workshop where a Horizons staff members provided an activity
- Attended a teacher professional development event

How much can I apply for?

Schools can apply for up to \$250 (excluding GST), between the 01 July -30 June annually. The funds can be used towards materials or contractors to complete your project.

The action fund is open all year or until all funds have been allocated.

What information do you need for payment?

Once your application has been accepted we will check to see if you are set up in our finance system. If you are not we will send you a new creditor form which you will need to complete and send back to us with proof of your bank account details to accounts@horizons.govt.nz.

We will provide you with a purchase order number so you can get started on your project. You will need to send us your completed invoice and supporting documentation (receipts for purchases) to accounts@horizons.govt.nz for reimbursement.

Please make sure your invoice is made out the Horizons Regional Council and contains the following information:

- PO Number
- GST number
- Breakdown showing the GST portion of your payment separately

Do I need to provide a report?

You need to provide us with an outline of how your project went, what the learnings and or outcomes of your project are and some photos from you that we are able to share on our social media channels and in newsletters.