

ADDENDUM

GREEN VOUCHERS FOR SCHOOLS GUIDELINES

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PROGRAM OVERVIEW

Part 2.3 Program Duration (page 3): [This replaces original Part 2.3]

The program was announced on 17 July 2007.

Schools are able to claim funding if they have spent funds or entered into a contract for eligible works under the Green Vouchers for Schools Guidelines (and associated Addendums) after 17 July 2007 and before 1 July 2008.

Projects which commenced prior to 17 July 2007 may be claimed against your Green Voucher if you have a receipt for payment dated after that date.

LODGING YOUR CLAIM Part 7 (page 8): [This replaces original Part 7]

To claim your Green Voucher, please download your Claim Form from the Green Vouchers website at www.environment.gov.au/greenvouchers. Complete and email to us at greenvouchers@nrm.gov.au.

Schools will be able to claim funding if they have spent funds or entered into a contract for eligible works under the Green Vouchers for Schools Guidelines (and associated Addendums) after 17 July 2007 and before 1 July 2008.

To make a claim, you will need to provide:

- details of an accepted quoted or quotes that cover all the relevant items and activities – this will be the amount of requested funding (you can provide details via email, you do not need to send quotes to us);
- details of items and activities for which you are requesting funding – check the table of eligible items and activities in Part 6 as these are the only times and activities we will fund;
- delivery timeline – the expected start date should be within 8 to 12 weeks of lodging your claim and the project should be finished six months after receiving funding to avoid cost overruns;
- authorised person's details – the person who can sign a funding agreement on behalf of your school;
- a declaration that, to the best of your knowledge, your school is not listed for closure in the following 12 months.

When we have determined that you are spending the funding on eligible items and activities, we will email your Funding Agreement. The Funding Agreement will cover the conditions of funding, including final reporting and acquittal requirements.

You will need to print **two** copies of the Funding Agreement. A person authorised to sign on behalf of your school must sign them and have their signature witnessed on both copies. You must post both signed copies to us. We will sign both copies, post one copy back to you for your records and deposit the funds into your nominated bank account.