



2025 Pick of the Crop Grant Funding Guidelines

Health and Wellbeing Queensland (HWQld) respectfully acknowledges and recognises Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects and acknowledge the important role of Elders, past and present, for they hold the memories of the traditions, cultures and aspirations of Australia's First Nations peoples, and have taken on the responsibility to protect and promote their culture and leave a legacy for future Elders and leaders.

We acknowledge any Sorry Business that may be affecting individuals, families and communities.

We promise to be respectful, take lead from the community and walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to better health.

We recognise that Aboriginal and Torres Strait Islander culture is rich and diverse and that we, as an agency, have a responsibility to facilitate efforts that account for this to ensure equity for all.

We celebrate Aboriginal and Torres Strait Islander history, in particular the strength, resilience and courage which has occurred over time and now inspires current and future generations to create a healthier Queensland.



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1 Snapshot of the Pick of the Crop grant funding

Purpose of the funding	To support Queensland Primary State Schools implement locally-designed Pick of the Crop actions that provide increased opportunities for their students to learn about and eat more vegetables and fruit through a positive food culture.
Available funding	<p>Individual schools can apply for the grant funding up to:</p> <ul style="list-style-type: none"> • \$5,000 (excl. GST) in Year 1 of participation; and • \$2,000 (excl. GST) in Year 2 of participation. <p>Separate applications must be made for Year 1 and Year 2.</p> <p>Although no additional funding is available after a school has received \$7,000 (excl. GST), Pick of the Crop Regional Coordinators may provide ongoing support and guidance.</p>
Who can apply	<p>Health and Wellbeing Queensland (HWQld) provides targeted funding for the following eligible Queensland schools:</p> <ul style="list-style-type: none"> • Primary State Schools (P-6) • P-12 Schools – with actions focused on P-6 • Special Schools – with actions focused on P-6
Application process	<p>A funding application:</p> <ul style="list-style-type: none"> • is made by applying through HWQld online grant application portal (SmartyGrants) at HWQld Grants. • Can be submitted any time in Term 1, 2 or 3 (subject to funding availability); and • must be signed by school leadership (e.g. school principal). <p>Before applying, schools should contact and meet with their local Pick of the Crop Regional Coordinator to learn more about the initiative, check they are in an eligible area, and to access support in developing their application.</p> <p>Each application incorporates a School Action Plan that should be designed by schools in consultation with their school and local community and are based on the five components of Pick of the Crop:</p> <ol style="list-style-type: none"> 1. Food and Grower Connections 2. Teaching and Learning 3. Veggies & Fruit @ Schools 4. Healthy School Environments 5. Family and Community Connections. <p>All submissions must be made online via SmartyGrants, unless an alternate application process is agreed by HWQld.</p>
Use of funding	<p>Schools must deliver actions in their approved application.</p> <p>Any proposed amendments or variations to an approved application should be discussed with the local Pick of the Crop Regional Coordinator before a variation request is progressed to HWQld for approval.</p>
Opening date	Start of Term 1 2025
Closing date	End of Term 3 2025
Delivery period	2025 school year
Assistance	<p>Please contact your Pick of the Crop Regional Coordinator or email pickofthecrop@hw.qld.gov.au.</p>

2 Pick of the Crop

Pick of the Crop is a whole school healthy eating initiative developed by HWQld. It aims to increase opportunities for Queensland primary school students to learn about and eat more vegetables and fruit by promoting a positive food culture.

Since its introduction in 2021, Pick of the Crop has expanded across Queensland with 177 schools participating in 2024 in six of the eight Department of Education regions.

2.1 Pick of the Crop Regional Coordinators

HWQld funds organisations (called Implementation Partners) to support implementation of Pick of the Crop across Queensland. Each Implementation Partner hosts at least one locally based Regional Coordinator, who:

- engage with and recruit schools;
- assist schools in developing School Action Plans (Action Plan) that are incorporated into the Pick of the Crop grant funding applications through SmartyGrants;
- support schools in consulting and engaging with their community to develop locally-designed Action Plan, including highlighting existing programs or ideas that schools may adopt for the Action Plan;
- provide networking opportunities and events to boost awareness and promotion of Pick of the Crop and its messages; and
- provide local knowledge, expertise and assistance during the school year.

Implementation Partners and the areas covered by their Regional Coordinators are shown below:

Department of Education region ¹	Implementation Partner	Comment
North Queensland	Bowen Gumlu Growers Association	1 Regional Coordinator
Central Queensland (Mackay LGA)		
North Coast	Bundaberg Fruit and Vegetable Growers Ltd	2 Regional Coordinators
Darling Downs		1 Regional Coordinator
South East (Logan)	Children's Health Queensland Hospital and Health Service (HHS)	1 Regional Coordinator
Metropolitan South		
South West	South West Hospital and Health Service (HHS)	Regional Coordinator support provided by HHS staff
Far North Queensland (limited to 10 discreet and remote schools) and 8 Cook Shire area schools	Directly supported by HWQld	1 HWQld staff member

¹ It is important that schools contact their local Regional Coordinator to confirm they are able to participate in Pick of the Crop as some regions limit expansion of participation to specific cluster areas.

2.2 Pick of the Crop's five components

Pick of the Crop focuses on five components, that are based on extensive review of evidence, research and consultation on school-based healthy eating programs implemented in Australia and internationally.

Activities and strategies within a School Action Plan should be based on these components.



By undertaking a multi-strategic approach that is **flexible** and **designed by schools**, focusing on their local community needs and school environment, Pick of the Crop can make an impact, achieve results, and support healthy behaviours in Queensland students.

Table 1: Each component is highlighted, with a brief description and actions that could be implemented within the component.

Component	Food and Grower Connections	Teaching and Learning	Veggies & Fruit @ School	Healthy School Environments	Family and Community Connections
Outline	<p>Connect with local farmers and/or producers through incursions or school excursions</p> <p>Integrating paddock to plate messaging during classroom teaching and learning</p>	<p>Embed food, nutrition and agriculture across key learning areas</p> <p>Implement an evidence-based curriculum-aligned food, nutrition and agriculture program(s)</p> <p>Increase teacher food and nutrition knowledge through professional development opportunities</p>	<p>Healthy Snack opportunities increased during the day e.g. promote or start veggie and fruit snacks across the whole school</p> <p>Enhance breakfast clubs with more veggies and fruit</p> <p>Enable Emergency Lunch Programs to include fruit and veggies</p>	<p>Reinforce school-wide positive food culture through connections with school gardens, fundraising and events</p> <p>Consider provision of healthy food and drink options in the school tuckshop</p>	<p>Encourage healthy options at home by communicating and connecting with parents, carers and families</p> <p>Support healthier lunchboxes through education or information sessions</p>
Examples of actions that could be implemented	<ul style="list-style-type: none"> Farm visits Farmer in the classroom Social media supporting local farmers Farmer forums Source other programs that connect students with agriculture Support National Ag Day 	<ul style="list-style-type: none"> Professional development for teachers Implement existing evidence-based programs Fund Teachers Relief Scheme to support professional development or planning days to embed health, food and nutrition into classroom work Network with other teachers or school staff Resources e.g. books, to support teaching in class 	<ul style="list-style-type: none"> Promote whole school brain breaks Ensure all students have veggies or fruit for brain breaks Tuckshop supplies (related to veggies and fruit only) Fruit and veg boxes Connect school garden with breakfast club or source donations for veggies and/or fruit Termly social media posts on veggies or fruit 	<ul style="list-style-type: none"> Undertake classroom cooking and tasting sessions Boost or develop a school garden Review and update the tuckshop menu Review school policies and plans to support healthy eating Participate in Qld Tuckshop Day 	<ul style="list-style-type: none"> Work with pre-prep or playgroups Include messaging in transition to school days Enhance food and nutrition learning in community-led groups Work with parent organisations to support activities Social media and newsletter articles Healthy fundraising

More information is available at www.hw.qld.gov.au/pick-of-the-crop.

3 About Pick of the Crop grant funding

3.1 Purpose of the grant funding

Pick of the Crop grant funding is designed to support schools in providing opportunities for students to learn about and eat more vegetables and fruit by promoting a positive food culture. Grant funding must support the implementation of Action Plans that are incorporated into the Pick of the Crop funding applications. Actions need to be sustainable and relevant to each school's objectives and need.

3.2 Funding details

Pick of the Crop grant funding is available over two years:

- Year 1 – Up to \$5,000 (excl. GST)
- Year 2 – Up to \$2,000 (excl. GST)

A maximum of \$7,000 (excl. GST) grant funding is available for schools to participate in Pick of the Crop during the two-year period. A new application is required for each year of grant funding. An exception is for schools in Far North Queensland, who have access to up to \$8,000 (excl. GST) in a two-year period.

It is not compulsory to make an application in consecutive years for available funding. Applications for the \$2,000 (excl. GST) funding can be made later, subject to grant funding being available from HWQld and any application being successful.

All funding should be expended by the end of each school year. Schools unable to achieve this should seek advice from their Regional Coordinator and a Variation to their application will be required. Subject to HWQld's approval, schools may be able to retain unspent funding for actions in the following year. If unspent funding is over \$3,000 (excl. GST) schools cannot apply for the second year of funding until the amount is reduced.

Although no further funding is available after a school has received the maximum of \$7,000 (excl. GST), Pick of the Crop Regional Coordinators may provide ongoing support and guidance to schools.

3.3 Eligible expenditure

All expenditure should align with the five Pick of the Crop components, and support student learning and intake of vegetables and fruit. Eligible expenditure examples are highlighted in table 1, under each component.

Limits to eligible expenditure includes:

- Up to \$3,000 for Year 1 and \$1,500 in Year 2 for boosting established school vegetable and/or fruit gardens or establishing new school vegetable and/or fruit garden.
- Up to \$2,000 (excl. GST) can be allocated to one external program for implementation.
- Up to \$1,000 (excl. GST) can be allocated to transport costs for excursions.
- Up to 2 days of Teacher Relief Scheme to support planning or professional development (maximum \$650 per day).
- Maximum of \$500 for trialling or piloting the provision or supply of vegetables and fruit.

3.4 Ineligible expenditure

Ineligible expenses include:

- Staff salaries or wages (apart from up to 2 days under the Teacher Relief Scheme).
- Routine supply of vegetables or fruit (apart from a maximum of \$500 for taste testing or boosting supply until school garden produces adequate supplies).
- Kitchen and garden equipment not essential for the provision or cooking of vegetables and fruit (such as toasters, Thermomix, electric mixers, ovens, dishwashers, cookers, etc.).
- Actions or excursions not related to vegetables or fruit.
- Chickens and chicken-related infrastructure (such as pens and fencing).

3.5 Other funding opportunities

HWQld encourages schools to apply for other funding opportunities to complement and support Pick of the Crop delivery and actions in the school. These must not 'double dip' for actions or activities that are already funded.

Schools can include these funding opportunities in their application if they relate to food and nutrition to:

- a) demonstrate a whole school approach to improving their students' knowledge, skills and experience around healthy eating;
- b) demonstrate how they are boosting or amplifying the funding provided through Pick of the Crop; and
- c) support a collaborative and connected approach within the school.

3.6 Conditions of funding

It is a condition of funding that a successful school enters a Short Form Agreement (Agreement) with HWQld. The Agreement, which will be sent to the school on approval of their application, comprises:

- Particulars (including application); and
- [Short Form Terms and Conditions.](#)

Schools are not required to sign the Agreement. The school's provision of an invoice to HWQld indicates acceptance of funds and formalisation of the Agreement in line with the Terms and Conditions.

3.7 Notification of application outcomes

Schools and Regional Coordinators will be notified of the application outcome within 10 business days of the Application Date.

3.8 Funding evaluation and monitoring

HWQld is committed to continuous improvement of Pick of the Crop as part of HWQld's grants program.

Reporting will be collected from schools in Term 4 through an online Review Survey. This will gather information on the implementation of a School's application and school action plan, and gain school feedback on Pick of the Crop.

4 Eligibility Criteria

HWQld will only consider Pick of the Crop grant funding applications that meet the following mandatory eligibility criteria:

Essential Criteria	Comment
<ul style="list-style-type: none"> Queensland primary state school OR Queensland P-12 (focused on P-6 years) OR Queensland special school (focused on P-6 years). 	Independent, catholic and secondary schools are not eligible to apply.
Application is signed by School leadership.	This should be the School Principal.
<p>The school is located in one of the following Department of Education regions:</p> <ul style="list-style-type: none"> South East (Logan) Metropolitan South (Ipswich and Redlands) Darling Downs and South West North Coast Central Queensland (Mackay LGA region) North Queensland Far North Queensland (Cook Shire Council and remote/discrete communities) 	<p>As Pick of the Crop continues to expand, more regions and catchments may become available.</p> <p>Please check eligibility with the local Pick of the Crop Regional Coordinator before starting an application.</p>
Application includes at least one action in the Teaching and Learning Pick of the Crop component.	
Application includes actions in at least 3 of the 5 Pick of the Crop components.	See Table 1.
Application highlight opportunities for students to see, taste and learn about vegetables and fruit through a multi-strategic approach.	Each action in the SAP in the application must link to a relevant Pick of the Crop component.
School has not previously received the maximum of \$7,000 (excl GST) funding over two school years.	

5 School Action Plans (Action Plans)

Action Plans are integral to the grant funding applications made by schools via SmartyGrants (see next section for information on SmartyGrants). All submitted applications require the school principal's signature, with date, to acknowledge their acceptance of Pick of the Crop grant funding to increase Queensland children's vegetable and fruit intake.

5.1 Action Plan design

Action Plans have been used by more than 240 schools, with enhancements made to ensure it is easy to use, supports implementation and evaluation of Pick of the Crop and complies with Queensland Government guidelines. In 2025, the Action Plan is incorporated into the Pick of the Crop grant funding application and requires the School Principal to accept the grant funding in accordance with a Short Form Agreement.

5.2 Objectives of Action Plans

- To support schools to design appropriate actions to increase opportunities for their students to learn about and eat more vegetables and fruit based on evidence.
- To document actions to be implemented in a school year and identify funding required to achieve outcomes.
- To identify potential enablers, barriers and challenges to enable appropriate support and resources to be developed and delivered as part of the Pick of the Crop initiative.

5.3 How to develop an Action Plan

The important first steps in developing an Action Plan that addresses the school and its community needs include:

1. connect (and stay connected) with your **Pick of the Crop Regional Coordinator**. It is encouraged that schools meet with their local Regional Coordinator to gain a full overview of Pick of the Crop, existing resources and programs available, provide feedback on proposed ideas and discuss other opportunities that may be available.
2. **consult within the school and school community**. This may include consulting with students, families and carers, parent organisations, teachers, heads of curriculum or department, grounds staff, community members, local businesses, chaplains and others.
3. with guidance and support from Regional Coordinators, schools should identify **locally driven actions** that develop or extend current practices, actions or strategies, as well as supporting new actions, including through connection with other programs, resources, or services. These will be included in the Action Plan.

An Action Plan template is available in Appendix 2 to help schools in their planning. This is also available at: <https://hw.qld.gov.au/pick-of-the-crop/getting-started/>.


You can preview the online application form by visiting: [2025 Pick of the Crop - Health and Wellbeing Queensland](#).

5.4 Action Plan checklist

- ☐ Have you contacted your local Pick of the Crop Regional Coordinator and discussed the initiative and opportunities for your school to participate and receive grant funding?
- ☐ Have you reviewed the Pick of the Crop grant funding application template (in Appendix 2) and gathered all the required information to submit an application?
- ☐ Have you consulted with your school community, including staff, students, families and carers, parent organisation and local community?
- ☐ Have you drafted and discussed an Action Plan with your Regional Coordinator?
- ☐ Have you obtained support from the School Principal?
- ☐ Is the budget in line with the Pick of the Crop purpose? Does the budget reflect the criteria of the grant funding?

Examples of how the application form looks is shown below:

2025 Pick of the Crop



This is a preview of the 2025 Pick of the Crop - School Action Plan form. When you're ready to apply, click [Fill Out Now](#) to begin.

Close
Next Page >

Eligibility

* indicates a required field.

Confirmation of Eligibility

Before completing this online School Action Plan, please ensure you have read the [Pick of the Crop Grant Funding Guidelines](#) (Guidelines).

School Action Plans should be completed and submitted before the end of Term 3.

Mandatory sections are highlighted with a red *

This section is designed to help you, and us, understand if you are eligible for Pick of the Crop grant funding.

If you have any questions about the eligibility criteria or submitting the School Action Plan, please contact your Pick of the Crop Regional Coordinator or email pickofthecrop@hw.qld.gov.au.

Remember to 'save' as you progress through the application.

If you contact us throughout the application process, please quote the application number below.

Before proceeding, please confirm the following:

- You have read and understood the Guidelines
- Your school is:
 - a Queensland state (primary) school OR a special school OR P-12 school focusing on P-6 years.
 - located in one of the following Queensland Department of Education regions: Far North Queensland (agreed areas); North Queensland; North Coast; Darling Downs and South West; Central Queensland (agreed area); Metropolitan South; and South East (agreed areas)

Form Navigation

1. Eligibility
2. Contact Details
3. School Action Plan Development
4. School Action Plan
5. Certification and Feedback

School details

School Name *

Make sure you provide the same name that is listed in official documentation.

School ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Australian Business Register Information

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Address *

Enter a location

Postal address *
☐ Same as above (Address)

Enter a location

School phone number *

Must be an Australian phone number. Add 07 at the start.

School email address *

Must be an email address.

Enrolment number *

Must be a number.

ICSEA: *

<https://www.myschool.edu.au/>

LGA *

<https://schoolsdirectory.eq.edu.au/>

2025 Pick of the Crop



**Fill Out
Now**

This is a preview of the 2025 Pick of the Crop - School Action Plan form. When you're ready to apply, click [Fill Out Now](#) to begin.

< Previous Page

Close

Next Page >

School Action Plan

* indicates a required field.

Your Action Plan should consider the five Pick of the Crop components

1. Food and Grower Connections
2. Teaching and Learning
3. Vegetables and Fruit @ School
4. Healthy School Environments
5. Family and Community Connections

Your Action Plan should include actions in at least three of the above components, and must include action(s) in the Teaching and Learning component.

- If you have more than 1 action for a component, please add an additional row.
- If no action is planned for a component, please leave the section blank.
- Include all actions related to Pick of the Crop, even if no budget is required.

Your Action Plan Budget should demonstrate a breakdown of the cost for each item in the Action.

- **Expenditure Budget Item** - List the name, for example excursion cost, seedlings, Teacher Relief Scheme (TRS), soil or irrigation.
- **HWQld funding amount** - How much Pick of the Crop grant funding is being spent on this item?
- **Unspent HWQld funding from previous years** - How much funding is unspent from previous years and is being allocated to this item?
- **Other funding amount** - How much other funding (including in-kind, donations, fundraising etc.) is being spent on this item? If you are unsure, add \$0.
- **Total Amount** - This is the combined calculation of all the funding (e.g. this year's HWQld funding + unspent HWQld funding + Other funding) for this Item.

Please see the Guidelines for examples of how to complete this section.

Form Navigation

1. Eligibility

2. Contact Details

3. School Action Plan
Development

4. School Action Plan

5. Certification and
Feedback

6 SmartyGrants

Pick of the Crop grant funding applications are made through SmartyGrants unless otherwise agreed by HWQld. SmartyGrants is an easy-to-use cloud-based grant management system, with data held in secure data centres in Sydney and complies with all Australian and New Zealand privacy and data security laws. For more details, visit: <https://www.smartygrants.com.au/>.

6.1 How to apply through SmartyGrants

To apply for Pick of the Crop grant funding, a SmartyGrants application (incorporating an Action Plan) must be submitted.

Schools need to register and complete the online process via the SmartyGrants online portal. The link is available at www.hwqld.gov.au/grants.

The following help guides will assist schools create a SmartyGrants account and apply for the Pick of the Crop grant funding:

[Step 1 - View and navigate the application form](#)

[Step 2 - Apply and register](#)

[Step 3 - Fill out the application form](#)

[Step 4 - Review and Submit](#)

[Step 5 - Confirmation](#)

Top tips:

- You can draft your application using the template in Appendix 2 before commencing the online application process.
- Schools can authorise their regional coordinator to commence the online application process before a request is made to Health and Wellbeing Queensland for a 'change of user'. Once granted, schools can finalise the application and submit to Health and Wellbeing Queensland.
- Ensure you save your online application as you go or move to the next page.
- Add details under 'item' for each Action Budget Expenditure and full details on funding required to complete this action, any unspent funding from previous years and in-kind funding. Your budget will be auto-populated later in the application. Ensure income and expected expenditure is accurate and total amount of unspent funding from previous years is aligned. The SmartyGrants section will look like this:

Budget		
Income	Expected expenditure	Total income - Total Expense
HWQld funding request amount *	Total amount HWQld funding	
<input type="text"/>	<input type="text"/>	
Unspent funding from previous year/s *	Total amount unspent from previous years	
<input type="text"/>	<input type="text"/>	
Funding from other sources *	Total Amount other funding (Including In-kind)	
<input type="text"/>	<input type="text"/>	
Total income amount	Total Expenditure Amount	
<input type="text"/>	<input type="text"/>	

- Before submitting, ensure you download the online application form and have the school principal sign it. Then scan and upload before submitting your application. The PDF application will look like this:

2025 Pick of the Crop - School Action Plan
 Form Preview

** indicates a required field*

Education Region

Select the Department of Education region where your school is located *

☐ Far North Queensland ☐ Metropolitan North ☐ North Coast
☐ North Queensland ☐ Metropolitan South ☐ South East
☐ Central Queensland ☐ Darling Downs South West

Select the regional area where your school is situated *

☐ Cape York Peninsula ☐ Torres Strait Region ☐ Lower Gulf Region ☐ Far North
☐ Other:

Select the regional area where your school is situated *

☐ Darling Downs ☐ South West

School details

School Name *

Organisation Name

Make sure you provide the same name that is listed in official documentation.

School ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Certification and Feedback

** indicates a required field*

Certification

Your School Principal must sign this Certification to confirm the School Action Plan is accurate, and that funding will be managed in accordance with funding Particulars and [Terms and Conditions](#). The School Action Plan needs to be **printed IN FULL, signed in the relevant section and uploaded in PDF format in the section below**.

To do this:

- Complete the information below (Leave the signature blank).
- Click 'Save progress' and click 'Next Page' to **'review and submit'** where you can download your completed application via the 'Download PDF button'.
- Please Note:** You will **not** have completed the mandatory upload question below at this time.
- Review and complete any incomplete/incorrect fields.
- Once complete, download the School Action Plan for the Principal to sign and upload where required below.
- Once the signed copy is uploaded, you can progress to the next page **'review and submit'** to submit.

By accepting funding on behalf of my school, I undertake to:

- ensure all proposed expenditure aligns with the Pick of the Crop aim 'to increase opportunities for Queensland students to learn about and eat more vegetable and fruit'.
- communicate with the Pick of the Crop Regional Coordinator at least once a term to provide updates and feedback on the implementation of the School Action Plan. These may be delegated to your school champion or lead.
- support the Regional Coordinator to attend school meetings or professional development opportunities to present Pick of the Crop to all staff; and to attend network meetings, where possible.
- complete a Review Survey in Term 4 to provide feedback on actions and confirm use of funding.
- participate in any evaluation of Pick of the Crop, as required.
- acknowledge HWQld funding of Pick of the Crop in media activities or communication. This includes using the phrase 'Pick of the Crop is funded by the Queensland Government through Health and Wellbeing Queensland' and including #PickoftheCrop and @healthandwellbeingqld on social media (Facebook and Instagram).
- ensure HWQld media consent forms are completed, as required.

I agree

☐ Yes

Principal Name

Title First Name Last Name

Signature

Date

6.2 Sources of help for SmartyGrants

SmartyGrants has help-guides that schools may find useful:

- [Optional - Submitting multiple applications](#)
- [Optional - Viewing / Saving / Printing applications](#)
- [Optional - Update your account details or password](#)
- [Optional - Delete & Archive Submissions](#)
- [FAQ's](#)

Further general information is available from your Pick of the Crop Regional Coordinator or by emailing pickofthecrop@hw.qld.gov.au.

Alternatively, you may seek technical SmartyGrants support by phone (03) 9320 6888 or email service@smartygrants.com.au.

6.3 Assessment process and timeframes

Once an application is lodged via SmartyGrants, you are unable to make changes. Please check it carefully before the information is uploaded.

Following the submission of an application, Health and Wellbeing Queensland will assess it and advise the outcome as soon as possible within 10 business days. Assessments will consider the application against the eligibility criteria. If the assessors require clarification or further information regarding an application, they will liaise with the local Regional Coordinator.

Schools will be notified by email. Your Regional Coordinator will also be informed of the outcome.

Submissions should be made by the end of Term 3, 2025 with implementation of actions in the school year.

6.4 Changes to an approved application (known as variations)

Once a Pick of the Crop application has been submitted, applications cannot be updated. Following approval, any proposed changes to the approved application (and the Action Plan) must be:

Step 1: Discussed with the local Regional Coordinator. This may include discussions on why changes are needed; impact on timeframes; budget changes; impact on outcomes.

Step 2: A Variation to the approved application / action plan must be requested by email to pickofthecrop@hw.qld.gov.au. Details of the changes should include:

- Application Number
- School name
- Principal name
- Change (s) being requested, the corresponding Pick of the Crop components and why changes are required

Step 3: Once the Variation Request is lodged, Health and Wellbeing Queensland will assess the request and respond as soon as possible by emailing the school and the Regional Coordinator.

7 Successful applications

7.1 Agreement with Health and Wellbeing Queensland (HWQld) and Tax Invoice

It is a condition of funding that a successful school enters a Short Form Agreement (Agreement) with HWQld. The Agreement, which HWQld will send to the school following approval of their application, comprises of:

- Particulars (including Attachment – approved application/Action Plan); and
- [Short Form Terms and Conditions](#).

Schools are not required to sign the Agreement. The school's provision of an invoice to HWQld indicates acceptance of funds and formalisation of the Agreement in line with the Terms and Conditions. Once an invoice has been raised with HWQld and approved, the one-off payment will be made into the school's nominated bank account.

Once an application is approved, schools will receive the following from their Regional Coordinator:

- **Merchandise** to support promotion and implementation of Pick of the Crop in the school. This may include school signs, a Pick of the Crop hat and bag, gardening folder, seeds, recipe cards, and a certificate of participation.
- **Invitation to join the Pick of the Crop Closed Facebook Group:** The Pick of the Crop Regional Coordinator will provide the link. The group provides an opportunity to network, share resources and ideas, and showcase outcomes with other schools.
- **Access to a locked Pick of the Crop webpage** that provides extra resources and information.
- **Continued connections with the Regional Coordinator**, including individual school catch-ups, network events, newsletters, promotions and others. This is subject to availability of the Regional Coordinator.

7.2 End of year reporting

At the end of the 2025 school year, a 'Principal's Certification' form (see Appendix 3) will need to be completed and submitted to pickofthecrop@hw.qld.gov.au. This is available at: <https://hw.qld.gov.au/pick-of-the-crop/getting-started/> or from your Regional Coordinator.

Furthermore, schools need to complete a Term 4 review survey to assist with the evaluation of their implementation of actions for Pick of the Crop and use of grant funding. The details for this survey will be provided by your Regional Coordinator in Term 4, who will also assist you complete the survey.

8 Branding and Communications

8.1 Funding acknowledgement

Once schools begin implementing their Pick of the Crop actions, they must:

- include the following acknowledgement when communicating activities about Pick of the Crop, including newsletters or social media articles: *Pick of the Crop is funded by Queensland Government through Health and Wellbeing Queensland.*
- facilitate completion of Pick of the Crop media consent forms with parents or guardians (where necessary) to enable HWQld to use student images to promote Pick of the Crop. A copy of the media consent forms is available from your local Regional Coordinator.

8.2 Pick of the Crop branding

Pick of the Crop branding is available for schools for use on posters, newsletters, social media or other promotional material. Schools should contact your local Regional Coordinator for more information.

9 Confidentiality, privacy and use of information

HWQld is committed to protecting the privacy of individuals and organisations through the protection of the personal information it holds. HWQld collects, stores, uses and discloses personal information responsibly and transparently to conduct business. HWQld is required to comply with the [Information Privacy Act 2009](#).

HWQld collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Any application information will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. When personal details are included within applications, you must ensure you advise them that HWQld is being supplied with this information.

We may share information with other State entities, Queensland Government Ministers and their staff or Members of Parliament for purposes including government administration, research or service delivery, or as otherwise authorised or required by law.

9.1 Complaints

An application **decision** is final and may not be appealed. If, however, the applicant has any concerns in relation to the application or assessment **process**, you may raise your concerns in writing by email grants@hw.qld.gov.au.

Any enquires can be directed to the HWQld Grants Team:

Email: grants@hw.qld.gov.au

Phone: (07) 3234 9917

Post: Grants Team

Health and Wellbeing Queensland

PO Box 1419

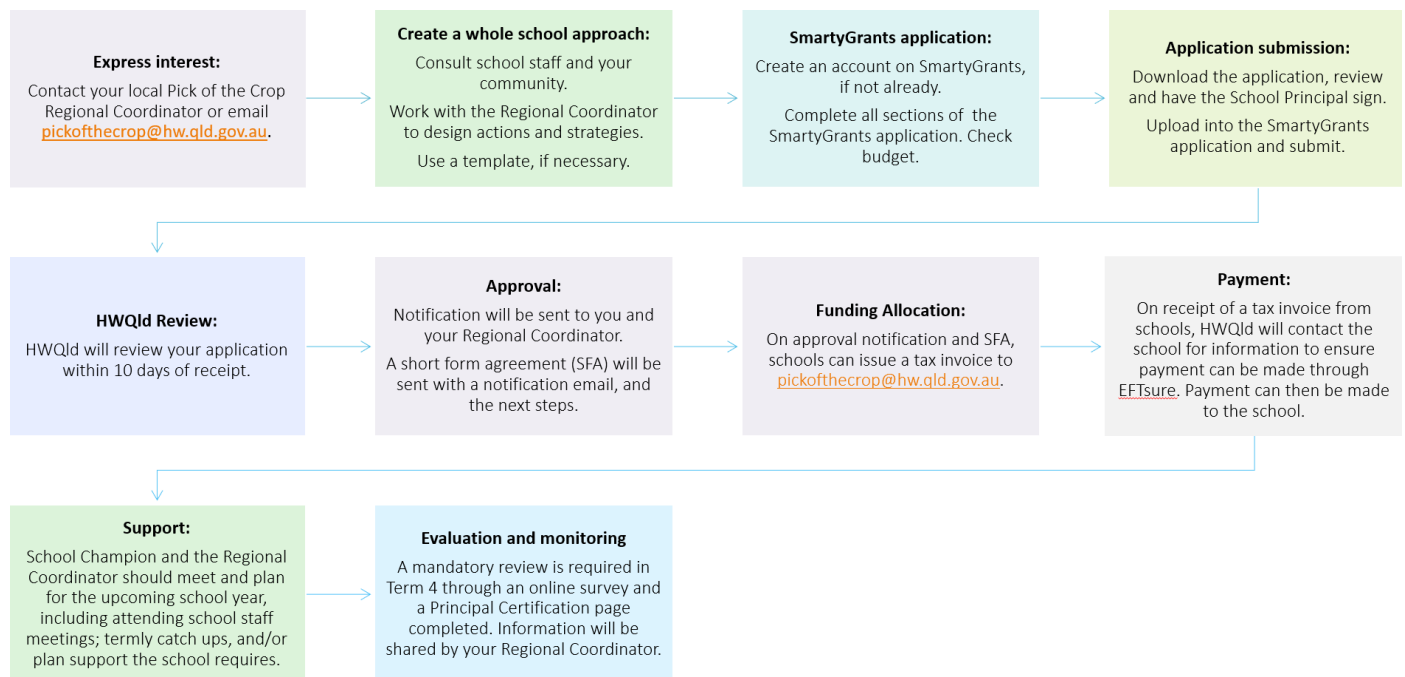
MILTON QLD 4064

10 Further information

For assistance, in the first instance, contact the Pick of the Crop regional coordinator for your region.

Further information is available at: www.hw.qld.gov.au/pick-of-the-crop or you can contact HWQld by emailing pickofthecrop@hw.qld.gov.au.

Appendix 1: Pick of the Crop grant funding process



Appendix 2: Example application to assist planning in schools

Confirmation of Eligibility

Before completing this School Action Plan application, please ensure you have read the Pick of the Crop [grant funding guidelines](#). School Action Plans should be completed and submitted before the end of Term 3. Mandatory sections are highlighted with a *.

This section is designed to help you, and us, understand if you are eligible for this grant.

If you have any questions about the eligibility criteria or submitting the School Action Plan application, please contact your Pick of the Crop Regional Coordinator or email pickofthecrop@hw.qld.gov.au.

Before proceeding, please confirm the following:

- You have read and understood the grant funding guidelines.
- Your school is:
 - a Queensland state (primary) school or a special school or P-12 school focusing on P-6 years.
 - located in the following Queensland Department of Education regions: Far North Qld (agreed areas); North Queensland; North Coast; Darling Downs and South West; Central Queensland (agreed area); Metropolitan South; and South East (agreed areas).
- You can demonstrate alignment between actions in your School Action Plan and the provision of opportunities for students to see, taste and learn about vegetables and fruit at school.
- You agree to participate in a review at the end of the school year.

You must confirm that all statements above are true and correct:

I agree ☒ Yes

EDUCATION REGION

Select the Department of Education region where your school is located*:

- ☐ North Qld ☒ North Coast ☐ Central Queensland ☐ South East ☐ Metro South ☐ Metro North
☐ Darling Downs South West - Please specify: ☐ Darling Downs ☐ South West
☐ Far North Qld - Please specify: ☐ Cape York Peninsula ☐ Torres Strait ☐ Lower Gulf Region ☐ Far North

SCHOOL DETAILS

School Name*:	Example State School
School ABN*:	XX XXX XXX XXX
Address*:	1 Good Street, Anywhere, Queensland
Postal address (if different from above) *:	As above
School phone number*:	(07) XXXX XXXX
School email address*:	XXX@eq.edu.au
Enrolment number*:	207
ICSEA (https://www.myschool.edu.au/) :	987
LGA (https://schoolsdirectory.eq.edu.au/):	Bundaberg

PRINCIPAL'S CONTACT DETAILS

Principal name (Title, First Name, Last Name) *:	My Name
Principal phone number*:	(07) xxxx xxxx
Principal email address*:	xxxx@eq.edu.au

PICK OF THE CROP REGIONAL COORDINATOR

Who is your Pick of the Crop Regional Coordinator*? xxx xxxxxxxx

PICK OF THE CROP SCHOOL CHAMPION AND TEAM DETAILS

	Name (s)	Job title	Email	Phone No
School Champion(s) *	Their name	HOC	<u>xxx@eq.edu.au</u>	XXXX XXXX
Team Member	Their name	Chappie		XXXX XXXX
Team Member	n/a			

INVOLVEMENT IN PICK OF THE CROP

Have you previously received Pick of the Crop funding?*	Yes
What was the amount of funding (excl GST) you received?*	\$5,000
Do you have any unspent funding?*	Yes
How much is the unspent funding?*	\$2000
What is the amount of Pick of the Crop funding you are requesting this year?*	\$2000

SCHOOL ACTION PLAN DEVELOPMENT

Who was consulted in the development of your School Action Plan?*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Teaching staff | <input checked="" type="checkbox"/> P&C or parent organisation |
| <input checked="" type="checkbox"/> School administration staff | <input checked="" type="checkbox"/> Chaplaincy |
| <input type="checkbox"/> School grounds staff | <input type="checkbox"/> Community members e.g. local elders |
| <input type="checkbox"/> Students | <input type="checkbox"/> Other e.g. _____ |
| <input type="checkbox"/> Student Council | |

Why does your school want to be involved in Pick of the Crop?*

Sustainability. To encourage paddock to plate understandings and establish and maintain a school garden precinct. To encourage students to try a variety of fruit and veggies, and enhance student health and wellbeing as well as create a safe place for students to be able to reset and self-regulate.

What are your three main goals for Pick of the Crop?*

1. Improve student wellbeing by providing a safe and purposeful space for students to go
2. Support healthy eating in the school through breaky club and opportunities to try garden produce
3. Increase student awareness of paddock to plate processors

ENABLERS, BARRIERS AND CHALLENGES

Can you identify **any potential enablers** that could influence your school's participation in Pick of the Crop? *****
Please tick all that apply.

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Supportive and keen staff | <input type="checkbox"/> Support from Pick of the Crop regional coordinators | <input type="checkbox"/> Ability to link with the curriculum |
| <input checked="" type="checkbox"/> Supportive and keen students | <input checked="" type="checkbox"/> Community connections | <input type="checkbox"/> Links with other programs e.g. Breakfast club; OzHarvest FEAST; QCWA; QAST; etc |
| <input type="checkbox"/> Supportive parent organisation (P&C) | <input type="checkbox"/> Funding | <input type="checkbox"/> Supports sustainability in the school |
| <input checked="" type="checkbox"/> Supportive families and parents | <input type="checkbox"/> Previous involvement in Pick of the Crop | <input type="checkbox"/> Other |
| <input type="checkbox"/> Supportive farmers or producers | <input type="checkbox"/> Have established school garden | |

Please list any other potential enablers that could influence your school's participation in Pick of the Crop *****.

Connections with OSHC

Can you identify any potential **barriers or challenges** that could influence your school's participation in Pick of the Crop? ***** Please tick all that apply.

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Time | <input type="checkbox"/> Cost of supplies | <input type="checkbox"/> Change in staff or capacity |
| <input type="checkbox"/> Location of school e.g. distance from regional centres | <input type="checkbox"/> Inactive or small parent organisation (P&C) | <input type="checkbox"/> Drought or water issues |
| <input type="checkbox"/> Pests including insects | <input type="checkbox"/> Staff knowledge and capability | <input type="checkbox"/> Other weather issues |
| <input type="checkbox"/> Limited funding | <input type="checkbox"/> Lack of volunteers | <input type="checkbox"/> Vandalism |
| | | <input type="checkbox"/> Other |

Can you identify any potential barriers or challenges that could influence your school's participation in Pick of the Crop? ***** Nil

How do you plan to overcome the potential barriers or challenges you have highlighted? *****

Integrate across the school, with support from different staff and embed Pick of the Crop into the whole school through plans and policies.

SCHOOL INITIATIVES

Does your school run or participate in the following (tick if yes; leave blank if no):

☒ Breakfast clubs

Funded and /or run by: _____ Chappie _____

Days/wk or term: ☒ Daily ☐ 2-4/wk ☐ Once/wk ☐ Fortnightly ☐ Monthly ☐ Once/term ☐

Other: _____

☒ School tuckshop

Run by: _____

Days/wk or term: ☐ Daily ☐ 2-4/wk ☐ Once/wk ☒ Fortnightly ☐ Monthly ☐ Once/term ☐

Other: _____

☐ Fruit or vegetable breaks

Who provides the produce? ☐ Families ☐ Donations ☐ DoE funding ☐ Other: _____

Days/wk or term: ☐ Daily ☐ 2-4/wk ☐ Once/wk ☐ Fortnightly ☐ Monthly ☐ Once/term ☐

Other: _____

Student years: ☐ Prep ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

☐ **Cooking sessions with kids**

Who delivers these? ☐ Teachers ☐ Families ☐ Other programs ☐ Other: _____

Days/wk or term: ☐ Daily ☐ 2-4/wk ☐ Once/wk ☐ Fortnightly ☐ Monthly ☐ Once/term

☐ Other: _____

Student years: ☐ Prep ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

SCHOOL ACTION PLAN

Your Action Plan should consider the five Pick of the Crop components.

1. Food and Grower Connections
2. Teaching and Learning
3. Vegetables and Fruit @ School
4. Healthy School Environments
5. Family and Community Connections

Your Action Plan should include actions in at least three of the above components and must include action(s) in the Teaching and Learning component.

- If you have more than 1 action for a component, please add an additional row.
- If no action is planned for a component, please leave the section blank.
- Include all actions related to Pick of the Crop, even if no budget is required.

Your Action Plan Budget should demonstrate a breakdown of the cost for each item for the Action.

- **Expenditure Budget Item** - List the name, for example excursion cost, seedlings, teacher relief scheme (TRS), soil or irrigation.
- **HWQld funding amount** - How much Pick of the Crop funding is being spent on this item?
- **Unspent HWQld funding from previous years** - How much funding is unspent from previous years and is being allocated to this item?
- **Other funding amount** - How much other funding (including in-kind, donations, fundraising etc.) is being spent on this item? If you are unsure, add \$0.
- **Total Amount** - This is the combined calculation of all the funding (e.g. this year's HWQld funding + unspent HWQld funding + Other funding) for this Item.

Please see the grant funding guidelines for examples of how to complete this section.

Example State School SCHOOL ACTION PLAN²

Component 1: Food and Grower Connections Connecting students with agriculture through growers and producers will help broaden student learning experiences in nutrition, agriculture, sustainability and First Nations perspectives. Connections through classroom work, farm visits and other mutually beneficial opportunities is an ideal opportunity to promote local access to fresh and healthy produce and support local economies. Examples of themes based on 2024 actions <ul style="list-style-type: none"> • Excursions (max \$1,000 for transport costs); incursions. • Curriculum links. • Links with other programs. • Inter-school networking or connections. • Purchase of resources to support learning on agriculture and farming. 	Responsible person/s	Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing	Budget Expenditure				
			Expenditure Budget Item	HWQld funding amount (\$)	Unspent HWQld funding from previous years (\$)	Other funding amount e.g.in-kind (\$)	Total Amount (\$)
ACTION 1³ Paddock to Plate incursions – linked with the curriculum <ul style="list-style-type: none"> • Native bees • Grow Wise Microgreens 	Teachers Admin	T2 & T3	Microgreens incursion	\$500	0	0	\$500

² Schools should identify actions in at least three components. List all actions for each component (there can be more than one).

³ If no action is planned for this component, please leave the section blank.

Component 2: Teaching and Learning Evidence-based nutrition programs and resources can support teaching and learning through the curriculum. Schools can explore integrating health messages across subjects. Examples of themes based on 2024 actions <ul style="list-style-type: none"> Curriculum links Teacher Relief Scheme (max \$650 per day and limited to 2 days) to support planning or professional development Student-led work Link with other programs Delivery of sessions by a nutritionist Purchase of resources to support teaching and learning of vegetables and fruit 	Responsible person/s	Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing	Budget Expenditure				
			Expenditure Budget Item	HWQld funding amount (\$)	Unspent HWQld funding from previous years (\$)	Other funding amount e.g.in-kind (\$)	Total Amount (\$)
ACTION 1 Link with curriculum units to align with POTC values – Science, D&T; Health etc	Champion and teachers	Ongoing	-	0	0	0	0
ACTION 2 TRS x 1 day for champion – to provide a session for all classes in the garden precinct with class teacher.	Champion and teachers	Ongoing	TRS	\$500	0	0	\$500
ACTION 3 Use Pupil Free Day in Term 1 as teacher PD – invite teachers and inform them of Pick of the Crop and how they can use the garden precinct.	Champion and teachers	Ongoing	0	0	0	0	0
ACTION 4 Purchase teaching resources to support the work across the school	Champion and teachers	Ongoing	Teaching resources	\$300	0	0	\$300

Component 3: Vegetables and Fruit @ School Children are inspired to eat more vegetables and fruit when they are exposed to them more often. Encouraging students to see and taste vegetables and fruit through brain breaks, cooking sessions or 'try it' days will support their bodies and minds to become fuelled for better learning and play. Example themes based on 2024 actions <ul style="list-style-type: none"> Support brain or fruit and veggie breaks (max. \$500 on any purchase of produce) Links with breakfast clubs and/or tuckshops (including reviewing menus; membership to QAST) Cooking sessions Links with other programs 'Try it' or taste days or Free fruit, e.g. Fresh Fruit Fridays 	Responsible person/s	Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing	Budget Expenditure				
			Expenditure Budget Item	HWQld funding amount (\$)	Unspent HWQld funding from previous years (\$)	Other funding amount e.g.in-kind (\$)	Total Amount (\$)
ACTION 1 Continue daily munch and crunch	Admin and teachers	Ongoing	-	0	0	0	0
ACTION 2 Support healthy options at breaky club and events, like under 8's days and other celebrations	Chappy	Ongoing	Purchase of resources for events and activities.	\$200	0	0	\$200
ACTION 3 Try it days – 1 day a term – cater for 6 classes to supplement what the school garden can provide. Focus different class per term	Chappy	Ongoing	Purchase produce to boost garden supply	\$500	0	0	\$500

Component 4: Healthy School Environments The whole school environment supports learning through food supply, gardens, events and fundraising to encourage a positive food culture for school students and the community. Example themes based on 2024 actions <ul style="list-style-type: none"> Review and update of school policies and/or plans Establish, extend, boost or maintain a sustainable school garden (max. \$3,000 in year 1; \$1,500 in year 2) Review and update school policies and plans Promote key messages through Under 8s events Links with other programs and the community (max \$2,000 allocated to one program) Cooking sessions and/or gardening classes with students Working with after school care services or tuckshops Waste management e.g. composting 	Responsible person/s	Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing	Budget Expenditure				
			Expenditure Budget Item	HWQld funding amount (\$)	Unspent HWQld funding from previous years (\$)	Other funding amount e.g. in-kind (\$)	Total Amount (\$)
ACTION 1⁴ Maintain school garden precinct with top soil, seedlings, irrigation, garden beds for individual classes, compost etc	Groundsmen and teachers	Ongoing	Soil, seedlings, irrigation, beds	\$2000	0	0	\$2000
ACTION 2 Investigate native bee hive for the garden precinct.	Groundsmen and teachers	Ongoing	0	0	0	0	0
ACTION 3 Open the garden precinct during lunchbreaks – provide playground duty for this space.	Groundsmen and teachers	Ongoing	0	0	0	0	0

⁴ If no action is planned for this component, please leave the section blank.

Component 5: Family and Community Connections Consistent messaging around nutritious food and drink between school, home and beyond is linked to improved health outcomes for children and families. Encouraging families and carers to adopt healthy choices at home supports Pick of the Crop outcomes in schools. Example themes based on 2024 actions <ul style="list-style-type: none"> • EDMs / Newsletters / Social media platforms • Promoting messages for families and carers e.g. healthy lunchboxes; cooking at home • Promotion at school events e.g. sports days; Under 8s day and at transition days • Integrating messaging into fundraising and events • Working with pre-prep or playgroups held within school grounds • Donations and connections with the community • Recipes – development / sharing • Parent workshops or meetings 	Responsible person/s	Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing	Budget Expenditure				
			Expenditure Budget Item	HWQld funding amount (\$)	Unspent HWQld funding from previous years (\$)	Other funding amount e.g. in-kind (\$)	Total Amount (\$)
ACTION 1 ⁵ Community connections with OSHC – support the gardens and chooks after school and on holidays	OSHC Admin	Ongoing	0	0	0	0	0
ACTION 2 Family donations	Admin	Ongoing	0	0	0	0	0
ACTION 3 FB and Newsletters to promote POTC by sharing recipes; photos; events; students; lunchbox ideas; stories and learnings from the classroom	Admin	Ongoing	0	0	0	0	0

⁵ If no action is planned for this component, please leave the section blank.

BUDGET

Income		Expected Expenditure	
HWQld funding request amount*	\$2000	Total amount HWQld funding *	\$2000
Unspent funding from previous year/s*	\$2000	Total amount unspent from previous year/s*	\$2000
Funding from other sources*	\$0	Total amount from other funding (including in-kind) *	\$0
Total income amount*	\$4000	Total expenditure amount*	\$4000

Note: Total income amount should equal Total expenditure amount.

OTHER SUPPORT

- Have you received funding from the Queensland Department of Education for the school food program?* **No**
- Do you have a Food Coordinator funded by the Department of Education school food program?* **No**
- Will you receive donations to support your actions for Pick of the Crop?* **Yes**

ADDITIONAL INFORMATION**Who are you planning to work with to deliver your School Action Plan?**

- | | | |
|---|--|--|
| <input type="checkbox"/> Deadly Choices | <input type="checkbox"/> Mushrooms in Schools | <input type="checkbox"/> Stephanie Alexander Kitchen Gardens Program |
| <input type="checkbox"/> Eat Up! | <input type="checkbox"/> OzHarvest FEAST | <input type="checkbox"/> SWAP IT |
| <input type="checkbox"/> Farmer Time | <input type="checkbox"/> QCWA Country Kitchens | <input checked="" type="checkbox"/> Unsure |
| <input type="checkbox"/> George the Farmer | <input type="checkbox"/> Queensland Association of School Tuckshops (QAST) | |
| <input type="checkbox"/> Healthy Kids Project | | |
| <input type="checkbox"/> Junior Landcare | | |

Please list any other organisations you plan to work with to deliver Pick of the Crop.

How does your school communicate with your school community*?

- ☒ Newsletters (Online or hard copies)
- ☒ Emails
- ☒ Social media (e.g. Facebook)
- ☐ Face to face meetings with families and the community
- ☐ Class Dojo
- ☐ Other – please expand: _____

Please provide information on how you plan to sustain Pick of the Crop in your school*.

Build into school policies and plans and integrate the school garden precinct into all classes, with support from teachers and staff.

CERTIFICATION

Your School Principal must sign this Certification to confirm the School Action Plan is accurate, and that funding will be managed in accordance with a [Short Form Agreement and Guidelines](#).

By accepting funding on behalf of my school, I undertake to:

- ensure all proposed expenditure aligns with the Pick of the Crop's aim 'to increase opportunities for Queensland students to learn about and eat more vegetable and fruit'.
- communicate with the Pick of the Crop Regional Coordinator at least once a term to provide updates and feedback on the implementation of the School Action Plan. This may be delegated to your school champion or lead.
- support the Regional Coordinator to attend school meetings or professional development opportunities to present Pick of the Crop to all staff, and to attend network meetings, where possible.
- complete a Review Survey in Term 4 to provide feedback on actions and confirm use of funding.
- participate in any evaluation of Pick of the Crop, as required.
- acknowledge HWQld funding of Pick of the Crop in media activities or communication. This includes using the phrase 'Pick of the Crop is funded by the Queensland Government through Health and Wellbeing Queensland' and including #PickoftheCrop and @healthandwellbeingqld on social media (Facebook and Instagram).
- ensure HWQld media consent forms are completed, as required.

I agree * ☒ Yes

Principal Name *: **My Name**

Signature *:

Date *: 14/2/2025

Once completed, finalised and signed by the School Principal, please send to pickofthecrop@hw.qld.gov.au and share a copy with your Regional Coordinator.

Appendix 3: 'Principal's Certification' for completion at end of 2025.



Principal's Certification 2025 Pick of the Crop grant funding



This statement must be completed by the School Principal and returned by **19 December 2025**

Funded School	
SmartyGrants Application number	

RECEIPT AND EXPENDITURE OF FUNDING SUMMARY				
Financial Year	Funding received in 2025	Unspent funding from a previous year (if applicable)	Expenditure of funding in 2025	Unspent funding from 2025
2025	\$	\$	\$	\$
<p><i>If any unspent Funding from the 2025 school year was identified in Your school's Review Survey and included in the summary above, please tick the appropriate option and comment as required:</i></p> <p><input type="checkbox"/> <i>Unspent funding is over \$3,000 and a proposal is listed below to retain the funding for Particular Activities, subject to Our approval. No additional Pick of the Crop grant funding can be applied for until unspent funding is used.</i></p> <p><input type="checkbox"/> <i>Unspent funding is under \$3,000 and a proposal is listed below to retain the funding for Particular Activities, subject to Our approval. If You are submitting a Year 2 application, unspent funding will be included as part of that application.</i></p> <p><input type="checkbox"/> <i>Unspent funding will be returned to Us.</i></p>				

PRINCIPAL'S CERTIFICATION

I hereby certify that:

1. The amounts stated above have been expended for the funded purpose as specified in the Agreement
2. The undersigned are authorised to sign on behalf of the organisation

Signature	
Name	
Position	
Date	

Please email scanned document to pickofthecrop@hw.qld.gov.au with the subject line '*Principal's Certification – xxxx School*'