



WasteSorted Grants Infrastructure and Community Education 2020–21

Guidelines

Stream 1: Recycling infrastructure

Stream 2: Community education

Table of contents

1. Background.....	3
2. Overview	4
2.1Stream 1: Recycling infrastructure	4
2.2Stream 2: Community education	5
3. Objectives	5
4. Criteria	5
4.1Eligibility criteria	5
A. Projects	6
B. Ineligible projects and activities.....	7
C. Duration	8
4.2Assessment criteria.....	8
5. Applications.....	10
6. Funding agreement.....	11
7. Performance monitoring.....	11
8. Reporting	11
8.1Milestone and financial review reports	11
8.2End-of-project acquittal reports	11
A. Project evaluation report	11
B. Financial report	12
9. Payment.....	12
9.1Supporting evidence	12
9.2Verification of expenditure.....	13
9.3Project milestones and payment	13
10. Variations.....	13
11. Funding acknowledgement	13
12. Associated documents.....	13
13. Contact details	14
14. Glossary.....	14

1. Background

Western Australia's *Waste avoidance and resource recovery strategy 2030* (waste strategy) includes a vision for Western Australia to become a sustainable low-waste, circular economy, in which human health and the environment are protected from the impacts of waste. The waste strategy contains objectives to avoid waste, recover more value and resources from waste, and protect the environment. These objectives are supported by ambitious targets (Table 1).

In this document, waste strategy priorities include the priorities, objectives, targets, focus materials and strategies outlined in the strategy. WasteSorted Grants – Infrastructure and Community Education 2020–21 (WasteSorted Grants) are a State Government initiative administered by the Department of Water and Environmental Regulation (the department) on behalf of the Waste Authority.

WasteSorted Grants provide funding under two streams:

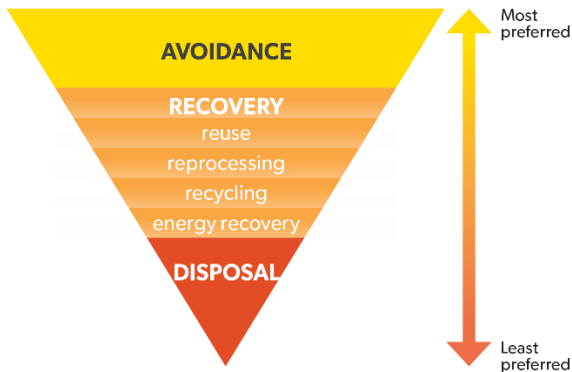
- **Stream 1:** Recycling infrastructure
- **Stream 2:** Community education

These guidelines provide information on how to apply for WasteSorted Grants funding.

Table 1: Waste strategy vision, objectives and targets

Vision	<i>Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.</i>		
Objectives			
Avoid	Recover	Protect	
<i>Western Australians generate less waste.</i>	<i>Western Australians recover more value and resources from waste.</i>	<i>Western Australians protect the environment by managing waste responsibly.</i>	
Targets			
<ul style="list-style-type: none"> ○ 2025 – 10% reduction in waste generation per capita ○ 2030 – 20% reduction in waste generation per capita 	<ul style="list-style-type: none"> ○ 2025 – Increase material recovery to 70% ○ 2030 – Increase material recovery to 75% ○ 2020 – Recover energy only from residual waste 	<ul style="list-style-type: none"> ○ 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled ○ 2030 – All waste is managed and/or disposed to better practice facilities 	

The waste strategy applies the waste hierarchy, which ranks waste management options in order of their general environmental desirability.



Other guiding principles of the waste strategy include:

- circular economy, which builds on long-standing sustainability concepts, including life-cycle thinking and resource efficiency
- behaviour change through knowledge and enabling infrastructure.

The waste strategy also identifies:

- focus materials and priorities for actions and measurement
- the benefits of supporting external organisations to leverage their expertise and networks to engage with industry and the community to deliver outcomes
- a headline strategy to provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.

2. Overview

2.1 Stream 1: Recycling infrastructure

The aim of the recycling infrastructure funding stream is to support investment in local recycling infrastructure to support the achievement of the waste strategy's objectives and targets.

Priority will be given to infrastructure projects that support recovery and reprocessing of focus materials as described in the waste strategy.

A maximum \$250,000 grant limit applies per project.

2.2 Stream 2: Community education

The aim of the community education stream is to support eligible organisations to develop and implement projects that contribute towards improving knowledge about managing waste.

It is envisaged this will be achieved through:

- the development of better-practice systems and processes
- education and knowledge-sharing activities
- behaviour change

Applicants should consider aligning with the Waste Authority's [WasteSorted toolkit](#) where relevant.

A maximum \$50,000 grant limit applies per project.

3. Objectives

The objectives of WasteSorted Grants are aligned with the priorities of the waste strategy.

Assessment of applications for funding will focus on:

- projects that support the waste strategy's objectives to avoid waste, recover more value and resources from solid waste, and protect the environment
- projects relating to focus materials, which include plastics, paper and cardboard, organics (including food organics), construction and demolition waste, metals, glass, textiles and hazardous waste (non-domestic).

WasteSorted Grants will be available to support organisations in the delivery of implementation-ready projects which are supported by well-developed and fully costed project plans.

4. Criteria

WasteSorted Grants applications will be assessed against eligibility, priority and rating criteria by an independent selection panel. Panel recommendations for funding are reviewed and endorsed by the department's executive and the Waste Authority, and then submitted to the Minister for Environment for approval.

4.1 Eligibility criteria

Funding is available for projects implemented in Western Australia.

Organisations eligible for funding include:

- businesses (normally with at least one year of continuous operation)

- community groups
- local governments
- not-for-profit organisations, including charitable recycling organisations
- peak industry bodies
- regional councils
- research and education organisations (schools are not eligible to apply; the [Waste Wise Schools Program](#) is available specifically for school waste projects).

Organisations that have outstanding waste levy payments, reporting or other obligations under any programs funded through the Waste Avoidance and Resource Recovery Account (WARR Account) are ineligible to apply.

Successful applicants should normally be able to confirm compliance with Western Australian environment protection laws during the last five years.

Organisations that are unincorporated must provide an auspice organisation as their partner. For more information contact the [WasteSorted Grants coordinator](#).

A. Projects

Stream 1: Recycling infrastructure

It is envisaged that recycling infrastructure projects will primarily support the waste strategy's *recover* objective; however, projects that support the waste strategy's *avoid* and *protect* objectives are eligible.

Preference will be given to infrastructure development which recovers value and resources from focus materials, including:

- plastics
- paper and cardboard
- organics
- construction and demolition waste
- metals
- glass
- textiles
- hazardous waste (non-domestic).

In this funding stream, 'infrastructure' refers to:

- facilities and equipment to support greater sorting and decontamination of recovered materials

- facilities and equipment to enable reprocessing of materials to a higher quality suitable for manufacturers and end markets
- facilities and equipment for the remanufacturing of recovered materials into new products.

Stream 2: Community education

Projects that are eligible for the community education stream include those which:

- communicate messages for behaviour change and promote their adoption
- develop and implement targeted training and knowledge sharing sessions
- research, develop and disseminate improvements to waste management practices, contributing to waste avoidance, resource recovery and the diversion of waste from landfill.

Infrastructure, including plant and other significant equipment items, is not funded through stream 2.

Please contact the [WasteSorted Grants coordinator](#) if you require advice on eligibility of budget items.

B. Ineligible projects and activities

Funding is not available for:

- operational costs (routine or cyclical works, such as groundwater monitoring; ongoing operating costs, such as rates, water and electricity costs; repair and maintenance costs)
- projects, or parts of projects, that are nearing completion
- projects not located in Western Australia, or that intend to manage materials that are not primarily sourced from Western Australia
- project activities that commenced before signing a funding agreement with the state of Western Australia
- purchase of land
- activities to meet legislative requirements
- Containers for Change projects (e.g., donation and refund points, aggregation, processing and logistics)
- school projects (schools seeking grants for waste projects should contact [Waste Wise Schools](#))

Please contact the [WasteSorted Grants coordinator](#) if you require advice on eligibility of projects.

C. Duration

Preference will be given to projects that can be completed within a year of grant award.

Longer-term projects that clearly demonstrate a significant contribution towards waste strategy priorities may be considered.

4.2 Assessment criteria

All applications will be assessed against the following four criteria:

1. extent of beneficial project impacts
2. viability of the project
3. capacity of applicant to deliver all aspects of the project
4. value for money.

In addition, applications for recycling infrastructure funding will be assessed against siting, licensing and compliance considerations as outlined below.

The specific factors listed below will be considered in assessing each criterion. Applicants should provide sufficient information in the relevant sections of the application form to address these considerations for their proposal.

Extent of beneficial project impacts:

- extent to which the project supports one or more of the waste strategy's objectives of avoid, recover and protect
- extent to which project aligns with the guiding concepts and principles set out in the waste strategy, in addition to Waste Authority position statements
- the significance of the problem addressed by the proposal
- additional tonnages of waste expected to be recovered as a result of implementing the project
- additional economic benefits, such as an increase in the value of recovered material, creation of jobs and their flow-on benefits
- environmental and social benefits (e.g., reduced greenhouse gas emissions, new jobs).
- extent to which the project will demonstrate or improve best practices in waste management
- extent to which the project will deliver positive behaviour change through education and/or promotion of outcomes to relevant stakeholders
- extent to which project is able to be replicated

- how any negative impacts the project may have on any group or person will be addressed.

Viability of the project:

- financial/commercial viability
- technological viability
- demonstrated need in the marketplace
- consideration of sourcing input materials and end markets for outputs (where relevant)
- viability of affecting behaviour change
- consideration of project risks and effective plans for their mitigation.

Capacity of applicant to deliver the project:

- demonstrated ability to complete the project on time and budget
- clearly defined project objectives, deliverables, key performance indicators, milestones, anticipated outcomes and budget
- detailed project plan and resources for the measurement and evaluation of project outcomes
- evidence of financial capability to deliver the project (e.g., a budget showing the source and application of funds for the project); recent financial statement (e.g. organisation accounts or a balance sheet)
- applicant compliance with environmental law.

Value for money:

- extent that the project delivers benefits in Western Australia
- grant requested per tonne of materials diverted from waste by the project (evaluated by material type)
- extent that the project will achieve behaviour change for waste management
- evidence of market testing, research (e.g. supplier information and quotations) to deliver best value proposal
- sustainable impact of the project beyond funded period
- proportion of total project costs funded by the applicant and/or other funders.

Site, licensing and compliance considerations (where relevant):

- implications of site of project (location, ownership/leasing of land, any permissions required from site owner)

- any licenses in place or still required.

5. Applications

Applications must be made using the relevant stream 1 or stream 2 [application form](#).

The application form will become part of the funding agreement for successful projects.

Applications must be clear, concise and relevant, and free of irrelevant marketing or any other unrelated material. Relevant supporting information may be attached to the application form.

Applicants can submit more than one application in each funding round.

Applications must be signed by the CEO or an authorised officer of the applicant's organisation.

Completed applications must be submitted through the [Waste Authority portal](#) prior to the specified closing date and time.

All applications submitted via the website's public submissions portal will receive on-screen and email confirmations. If a confirmation email is not received, please contact the [WasteSorted Grants coordinator](#) via email to confirm that your application has been lodged.

The WasteSorted Grants coordinator may contact you for further information about your application to support its assessment. Please ensure your contact details are correct and the email supplied is monitored daily.

Please allow 12 weeks from the funding round closing date to allow for assessment and notification of the outcome of the application.

Late applications will not be accepted.

If we find an error or that information is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You are responsible for making sure your application is complete and accurate. If we consider that you have provided false or misleading information, we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on (08) 6364 6945.

All applicants will be notified via email of the outcome of their submission. Feedback will be provided to unsuccessful applicants.

6. Funding agreement

Successful applicants will be provided with a funding agreement which outlines the terms and conditions of the grant.

The funding agreement is the contract between the applicant and the State of Western Australia and is administered by the department.

No project expenditure can be funded from WasteSorted Grants prior the finalisation of the funding agreement.

7. Performance monitoring

The department will undertake regular monitoring of the project and regular reporting will be a key project deliverable. Monitoring may include progress meetings, site visits, and requests for additional information from grant recipients.

8. Reporting

It is essential that accurate and timely reports are submitted.

8.1 Milestone and financial review reports

Funding recipients must submit milestone and financial review reports in a format provided by the department by the date(s) specified in the schedule set out in the funding agreement.

The milestone and financial review reports must include:

- evidence that the milestone has been achieved
- detail of income and expenditure
- copies of invoices and/or receipts.

8.2 End-of-project acquittal reports

It is a condition of the funding that the recipient submits a project evaluation report and a financial report in the format provided by the department.

A. Project evaluation report

Recipients must submit a project evaluation report on completion of the project. This final evaluation report (or parts of it) may be published on the Waste Authority website to encourage knowledge sharing.

The project evaluation report must include:

- information about how the grant funds have been applied
- the recipient's assessment of the outcomes of the project, including:
 - achievement of project objectives and milestones

- contribution to the waste strategy's objectives and targets
 - relevant statistics
 - project performance measured against expected outcomes
 - details of behaviour change achieved
- any other information reasonably requested by the department.

B. Financial report

The financial report acquits the total grant funding expended.

The financial report must be signed by the CEO or the authorised officer of the recipient organisation.

Project acquittal will not be completed until the final reports have been approved by the department.

9. Payment

Payment conditions will be set out in the funding agreement.

WasteSorted Grants cannot be used to cover any purchases until the funding agreement is signed by both the applicant and the Waste Authority. Payment will only be made for actual project expenditure. If project costs are below the approved funding for the project, or if the project is not completed in the allotted period, only incurred costs will be paid for.

All projects funded through WasteSorted Grants must be fully implemented, funds expended and final reports submitted by the dates specified in the agreement.

9.1 Supporting evidence

Prior to releasing funds, successful applicants will be required to provide evidence of:

- ABN/ACN and notice of goods and services tax registration
- incorporation under the *Associations Incorporation Act 1987* or the *Corporations Act 2001* and Corporations Regulations 2001, where relevant
- certificates of currency for relevant insurances to cover potential liability in conducting activities funded through WasteSorted Grants. These may include, but are not limited to:
 - workers' compensation insurance
 - directors' and officers' liability insurance
 - personal accident insurance for volunteers

- content/mobile plant and equipment insurance
- public liability insurance.

9.2 Verification of expenditure

Recipients must provide evidence of all grant-related project expenditure.

9.3 Project milestones and payment

Milestones will be proposed by the applicant.

A schedule detailing the anticipated milestone and payment structure, including milestone reporting, will form part of a successful applicant's funding agreement.

10. Variations

In some cases, project variations may be required due to unforeseen circumstances, including changes to agreed milestones, achievement dates, budget allocations or changes in activities. In such circumstances, funding recipients must advise the [WasteSorted Grants coordinator](#) as soon as the required changes are identified and seek approval.

11. Funding acknowledgement

WARR Account funding support must be acknowledged in all media statements, articles and printed materials associated with the funded activity, including advertisements, project reports, annual reports, newsletters, brochures, banners, posters and multimedia materials.

Information on funding acknowledgement is located on the [branding page](#) of the Waste Authority's website.

12. Associated documents

WasteSorted Grants documentation includes:

- application forms (stream 1: Recycling infrastructure; stream 2: Community education)
- funding agreement
- milestone templates
- project acquittal templates
- project variation request form

The [WasteSorted Grants coordinator](#) can assist with any queries regarding documentation and provision of templates.

13. Contact details

If you require further information about WasteSorted Grants, or wish to discuss your project's eligibility, please contact:

WasteSorted Grants coordinator

Waste Programs – Waste Avoidance and Resource Recovery Division

The Department of Water and Environmental Regulation

Phone: (08) 6364 6945

Email: wsg@dwer.wa.gov.au

14. Glossary

WasteSorted Grants	WasteSorted Grants – Infrastructure and Community Education 2020–21
Department	The Department of Water and Environmental Regulation
Waste Authority	Western Australian Waste Authority
WARR Account	Waste Avoidance and Resource Recovery Account
Waste strategy	<u>Waste avoidance and resource recovery strategy 2030</u>