



WasteSorted Grants Infrastructure and Community Education 2021–22

Guidelines

Stream 1: Recycling infrastructure

Stream 2: Community education

**Applications close 12pm (WST) Monday 13 September
2021**

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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).

WasteSorted Grants – Infrastructure and Community Education 2021–22 (WasteSorted Grants) are a State Government initiative administered by the Waste Authority.

WasteSorted Grants provide funding under two streams:

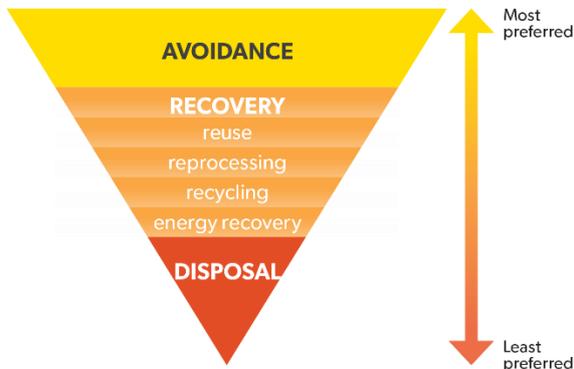
- **Stream 1:** Recycling infrastructure
- **Stream 2:** Community education

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 sharing 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 below in section 3.

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

2.2 Stream 2: Community education

The aim of the community education funding stream is to support eligible organisations to develop and implement community education projects that support the achievement of the waste strategy's objectives and targets.

This will be achieved through:

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

Where relevant, projects must align with the Waste Authority's [WasteSorted toolkit](#), noting that community education project applications **must** include how the project ensures consistency with the key statewide waste messages (as outlined in the 'WasteSorted communications toolkit' and/or the 'Be a GREAT Sort' behaviour change campaign).

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

3. Objectives

The WasteSorted Grants are aligned with the waste strategy's objectives of avoiding waste, recovering more value and resources from solid waste, and protecting the environment. Assessment of applications for funding will focus on:

- projects that support the waste strategy's objectives
- 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)
 - Stream 1 has particular priorities for these focus materials in this year's funding round – see section 4 below.

WasteSorted Grants are 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 by an independent selection panel against eligibility, priority and rating criteria. Panel recommendations for funding are reviewed and endorsed by the Waste Authority before being 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

Organisations not eligible for funding include:

- individuals
- state government agencies and statutory authorities
- applicants from Christmas and Cocos (Keeling) Islands
- schools ([Waste Wise Schools](#) grants are 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).
- unincorporated groups that do not have an auspice organisation
- unincorporated organisations that do not have an auspice organisation (for more information, please contact the [WasteSorted Grants coordinator](#)).

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

Stream 1: Recycling infrastructure

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

Preference in the 2021–22 funding round will be given to infrastructure development which recovers higher value resources from focus materials, including:

Higher priority:

- organics: food and garden organics
- construction and demolition waste

Medium priority:

- glass: packaging and containers
- metals: steel, non-ferrous metals, packaging and containers
- non-domestic plastics: packaging and containers
- textiles: clothing and other fabric-based materials
- non-domestic hazardous waste

Lower priority:

- domestic plastics: packaging and containers
- tyres
- paper and cardboard: office paper, newspaper and magazines
- e-waste

The infrastructure funding requests for domestic plastics, paper and cardboard, tyres and e-waste are being assessed as a lower priority as other significant funding is available for these materials.

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 funding stream include those which:

- communicate messages for behaviour change consistent with the 'WasteSorted' and 'Be a GREAT Sort' [communications materials](#)
- promote, 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.

Preference in the 2021–22 stream 2 funding round will be given to projects which promote the recovery of high-value resources from and the waste avoidance and diversion from landfill of the following focus materials:

- organics: food and garden organics
- construction and demolition waste
- glass: packaging and containers
- metals: steel, non-ferrous metals, packaging and containers
- paper and cardboard: office paper, newspaper and magazines
- plastics: packaging and containers
- textiles: clothing and other fabric-based materials
- hazardous waste (non-household)

Infrastructure projects, including plant and other significant equipment items, are not funded through the community education stream.

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

4.1.1 *Ineligible projects and activities*

Funding is not available for:

- operational costs (routine or cyclical works, maintenance, operational staffing)
- ongoing operating costs (such as rates, water and electricity costs, repair and maintenance costs, other overheads)
- projects, or parts of projects, that are nearing completion

- projects not located in Western Australia, or that intend to manage waste materials that are not primarily sourced from Western Australia
- project activities that started prior to signing a funding agreement with the State of Western Australia
- the purchase of land
- activities to meet legislative requirements
- Containers for Change projects (e.g. donation and refund points, aggregation, processing and logistics). Information on the Containers for Change program is available [here](#).
- school projects (schools seeking grants for waste projects should contact [Waste Wise Schools](#))

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

4.1.2 Duration

Preference will be given to projects that can be completed by 30 June 2022.

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 evenly weighted criteria:

- a) extent of beneficial project impacts
- b) viability of the project
- c) capacity of applicant to deliver all aspects of the project
- d) value for money
- e) relevance to focus materials.

In addition, applications for stream 1 recycling infrastructure funding will be assessed against siting, licensing and compliance considerations. Applicants should provide sufficient information in the relevant sections of the application form to address these considerations in relation to the proposal.

a) 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 the 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 proposed to be addressed by the proposal
- additional tonnages of waste expected to be recovered because of implementing the project
- additional economic benefits, such as an increase in the value of recovered material, creation of new jobs and their flow-on benefits
- environmental and social benefits (e.g. reduced greenhouse gas emissions, creation of 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 the project will be able to be replicated
- extent to which any negative impacts the project may have will be addressed.

b) 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)
- capacity to effect positive behaviour change
- consideration of project risks and effective plans for their mitigation.

c) 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 proposed budget
- detailed project plan including required resources, 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's compliance with environmental laws.

d) Value for money:

- extent that the project delivers benefits in Western Australia
- grant required per tonne of materials diverted from waste by the project (evaluated by material type)
- extent that the project will achieve behaviour changes in 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.

e) Relevance to focus materials

- extent to which the project addresses focus materials identified and prioritised by the Waste Authority.

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
- any compliance issues (in cases where non-compliance is determined, grant funding may not be approved)

5. Applications

Applications must be completed and submitted through the department's [grants portal \(SmartyGrants\)](#), using the relevant stream 1 or stream 2 link(s).

Please read the [help guide for applicants](#) and [frequently asked questions \(FAQ's\)](#) on the SmartyGrants website prior to submitting your application. A PDF of the help guide for is also available on the Waste Authority's [website](#).

Applicants must register and log in to SmartyGrants before you are able to start a submission.

We recommend previewing online or downloading the relevant application form to review the information required before starting your application.

SmartyGrants allows users to save progress and return to the applications before submitting at a later time or date. Please note that once an application is submitted, **no further changes can be made**. This includes adding attachments or additional information.

The application form will be included with 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 uploaded with your submission.

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

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

Late applications will not be accepted.

Submissions must be received through the department's [SmartyGrants portal](#) before the closing date and time, following which the portal will automatically close.

All submitted applications will receive on-screen and email confirmations.

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

You are responsible for making sure your application is complete and accurate. If we believe that false or misleading information has been provided, your application may not be accepted. If you spot an error after submitting your application, contact the WasteSorted Grants coordinator immediately on (08) 6364 6945.

Please allow about 12 weeks from the funding round closing date for assessment, internal approvals and notification of the outcome of the application.

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. The department may also seek updates on the project up to one year after completion and acquittal to monitor ongoing progress.

8. Reporting

It is essential that accurate and timely reports are submitted to the department.

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 dates specified in the funding agreement.

The milestone and financial review reports must include:

- evidence that the milestone has been achieved
- number of materials (in tonnes) diverted from landfill during the reporting period
- detail of income and expenditure
- copies of paid invoices, receipts and/or financial statements.

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 on completion of the project.

8.2.1 *Project evaluation report*

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

The evaluation report must include the recipient's assessment of the outcomes of the project, including:

- achievement of project objectives and milestones
- contribution to the waste strategy objectives and targets
- number and type of materials avoided or diverted from landfill during the duration of the project
- the likelihood of ongoing avoidance or diversion of these materials after completion of the project
- employment generated by the project and whether this is continuing after completion of the project
- relevant statistics
- project performance measured against expected outcomes
- details of any behaviour change achieved and how this was measured qualitatively or quantitatively
- any other information requested by the department.

8.2.2 *Financial report*

The financial report acquits the total grant funding expended on the project.

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

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

9. Payment

Payment conditions will be detailed in the funding agreement. Payments of up to 100 per cent of grant funding may be made on execution of 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 evidenced project expenditure as per 9.2 below. If actual project costs are less than the approved funding for the project, or if the project is not completed in the approved period, only incurred costs will be paid for, and any unspent funding is required to be reimbursed to the department.

Only costs incurred after the execution of a project funding agreement are eligible for grant funding.

9.1 Supporting evidence

Before funds are released, successful applicants will be required to provide evidence of:

- ABN/ACN and notice of goods and services tax (GST) registration
- incorporation under the *Associations Incorporation Act 1987*, the *Corporations Act 2001* and *Corporations Regulations 2001*, or the *Local Government Act 1995*, 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. This should include copies of receipts, paid invoices and statements.

9.3 Project milestones and payment

Project milestones will be proposed by the applicant and considered by the department.

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

10. Variations

In some cases, variations to approved projects may be required due to unforeseen circumstances, including changes to agreed milestones, achievement dates, budget allocations or activities. In such circumstances, funding recipients must contact 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.

Further information on funding acknowledgement is located on the [branding page](#) of the Waste Authority's website and advice may be sought from the [WasteSorted Grants coordinator](#).

12. Associated documents

WasteSorted Grants documentation includes:

- online [application forms](#) (stream 1: recycling infrastructure; stream 2: community education)
- funding agreement (example agreement [here](#))
- online milestone report templates
- online project acquittal templates
- online project variation request form

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

13. Freedom of information

Details can be found in the department's [information statement](#).

14. Complaints

Any complaints should be directed in the first instance to the WasteSorted Grants coordinator via [email](#). Issues that cannot be resolved will be escalated to the Senior Manager Waste Programs.

15. Contact details

For further information about WasteSorted Grants, please contact:

WasteSorted Grants team

Phone: (08) 6364 6945

Email: wsg@dwer.wa.gov.au

16. Glossary

WasteSorted Grants	WasteSorted Grants – Infrastructure and Community Education 2021–22
department	The Department of Water and Environmental Regulation
Waste Authority	Western Australian Waste Authority
WARR Account	Waste Avoidance and Resource Recovery Account
waste strategy	Waste Avoidance and Resource Recovery Strategy 2030