

# WasteSorted Grants



## Community Education 2022-23 Guidelines

**Applications close 12pm (WST) Monday, 5 September 2022**

## Table of contents

1. Background.....	3
2. Overview.....	5
3. Objectives .....	5
4. Criteria .....	6
4.1 Applicant eligibility criteria .....	6
4.2 Project eligibility criteria .....	7
4.2.1 Duration .....	8
4.3 Assessment criteria .....	9
5. Applications.....	10
6. Funding agreement.....	12
7. Performance monitoring.....	12
8. Reporting .....	12
8.1 Milestone reports.....	12
8.2 Project acquittal report .....	13
9. Payment.....	14
9.1 Supporting evidence.....	14
9.2 Verification of expenditure .....	14
9.3 Project milestones and payment .....	14
10. Variations .....	14
11. Funding acknowledgement .....	15
12. Associated documents.....	15
13. Freedom of information.....	15
14. Complaints .....	15
15. Contact details .....	15
16. Glossary.....	16

## 1. Background

Western Australia's [Waste Avoidance and Resource Recovery Strategy 2030](#) (waste strategy) includes a vision for Western Australia (WA) 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 - Community Education 2022-23 (WasteSorted Grants) are a State Government initiative administered by the Waste Authority.

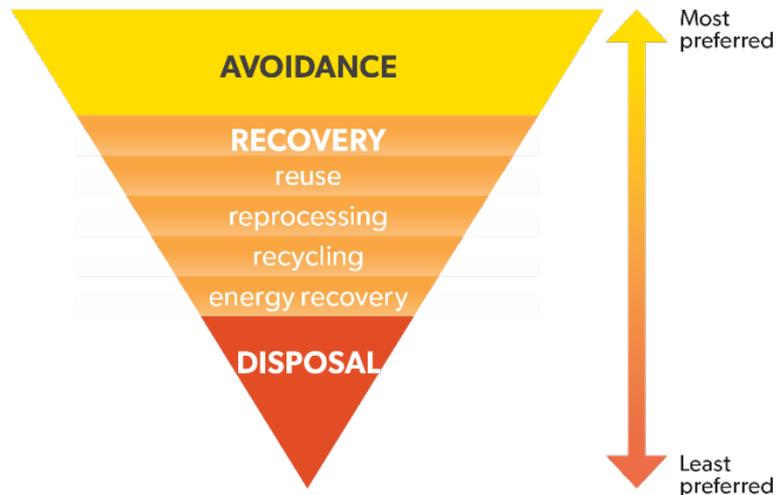
WasteSorted Grants provide funding for community education projects that help to achieve the waste strategy's objectives and targets.

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

*Table 1: Waste Strategy vision, objectives and targets*

<b>Vision</b>	<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>		
<b>Objectives</b>			
<b>Avoid</b>	<b>Recover</b>	<b>Protect</b>	
<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>	
<b>Targets</b>			
<ul style="list-style-type: none"> <li>• 2025 – 10% reduction in waste generation per capita</li> <li>• 2030 – 20% reduction in waste generation per capita</li> </ul>	<ul style="list-style-type: none"> <li>• 2025 – increase material recovery to 70%</li> <li>• 2030 – increase material recovery to 75%</li> <li>• 2020 – recover energy only from residual waste</li> </ul>	<ul style="list-style-type: none"> <li>• 2030 – no more than 15% of waste generated in Perth and Peel regions is landfilled</li> <li>• 2030 – all waste is managed and/or disposed to better practice facilities</li> </ul>	

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

The aim of the WasteSorted - Community Education grant program 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:

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

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 state-wide waste messages (as outlined in the 'WasteSorted communications toolkit'<sup>1</sup> and/or the 'Be a GREAT Sort' behaviour change campaign<sup>2</sup>).

**A maximum \$25,000 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)

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

---

<sup>1</sup> <https://www.wasteauthority.wa.gov.au/programs/view/waste-sorted>

<sup>2</sup> <https://www.wastesorted.wa.gov.au/>

## 4. Criteria

WasteSorted Grants applications will be assessed by an independent selection panel against eligibility and merit 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 Applicant eligibility criteria

Funding is available for projects implemented in WA.

Organisations eligible for funding include:

- incorporated, not-for-profit organisations located within the jurisdiction of the Government of Western Australia that have a registered ABN
- Unincorporated organisations or community groups applying through the auspice of an incorporated body or a local government authority that has an ABN<sup>3</sup>.
- local governments
- regional councils
- businesses (normally with at least one year of continuous operation)
- research and education organisations (excluding schools).

Partnerships between organisations making an application are encouraged. In such cases, one organisation must take responsibility for project accountability and reporting requirements and be the lead organisation.

Organisations not eligible for funding include:

- individuals
- State Government agencies and statutory authorities
- applicants from Christmas and Cocos (Keeling) Islands
- schools (WasteSorted Schools grants are available for school waste projects)

---

<sup>3</sup> It is the responsibility of the applicant and the auspice organisation to independently negotiate and agree upon the conditions of their agreement, including any management fees. Any auspice fees should be clearly listed in the project expenses. For payment purposes, organisations are required to have an ABN or an Auspice body if they are unincorporated.

- 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.

Successful applicants may be required to confirm compliance with WA environment protection laws during the past five years.

## 4.2 Project eligibility criteria

Projects that are eligible for community education funding include those which:

- communicate messages for behaviour change consistent with the 'WasteSorted' and 'Be a GREAT Sort' [communications materials](#)
- develop, implement and promote training and knowledge sharing sessions contributing to waste avoidance, resource recovery or the diversion of waste from landfill.
- research, develop and disseminate improvements to waste avoidance, resource recovery or the diversion of waste from landfill.

Preference in the 2022-23 funding round will be given to projects which promote waste avoidance and diversion from landfill for 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)

### *Ineligible projects and activities*

Funding is not available for:

- items that are not directly linked to the outcomes targeted in the Waste Strategy
- projects that have no direct benefit to the WA community
- projects that will proceed without the need for a grant
- projects with no clear community involvement
- project activities that started prior to signing a funding agreement with the State of WA, or are nearing completion
- the purchase of land and capital equipment
- expenses associated with running your organisation that are not directly linked to producing a product or service (overheads)
- Containers for Change projects (information on the Containers for Change program is available [here](#))
- school projects (schools seeking grants for waste projects should contact [WasteSorted Schools](#)).

Please contact the [WasteSorted grants officer](#) if you require advice on the eligibility of proposed projects or budget items.

If your group is not GST registered, please be aware that you will only be eligible to claim the grant amount excluding GST if you are successful, and you will have to separately fund any GST costs on your purchases.

Co-contributions will be considered favourably. Co-contributions can be financial, in-kind contributions, or a combination of the two. In-kind contributions can include unpaid labour from volunteers. The Australian Bureau of Statistics (ABS) earnings estimates suggest that the current estimation of volunteers' per-hour value as \$41.72 an hour.

#### **4.2.1 Duration**

Preference will be given to projects that can be completed within 12 months from signing of the project funding agreement with the State Government.

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

### 4.3 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.

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](#)
- extent to which the project will deliver positive behaviour change through education and/or promotion of outcomes to relevant stakeholders
- the significance of the problem proposed to be addressed by the proposal
- extent to which the project will demonstrate or improve best practices in waste management
- additional tonnages of waste expected to be avoided or recovered because of implementing the project
- additional economic, environmental and social benefits of the project (e.g. reduced greenhouse gas emissions, creation of new jobs, improved value of recovered materials)
- 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:**

- demonstrated need in the marketplace
- capacity to achieve positive behaviour change
- viability of proposal

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

## 5. Applications

Applications must be completed and submitted through the department's [grants portal \(SmartyGrants\)](#).

Please read the [help guide for applicants](#) and [frequently asked questions \(FAQs\)](#) 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 they are able to start a submission.

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

SmartyGrants allows users to save progress and return to the applications before submitting later.

Please note that once an application is submitted, **no further changes can be made.** This includes adding attachments or additional information.

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 officer immediately on (08) 6364 6962.

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. However, the capacity of the organisation to carry out multiple projects will be considered as part of the assessment.

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

The application form will be included with the funding agreement for successful projects.

### **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 officer 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.

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 WA and is administered by the Department of Water and Environmental Regulation (the department).

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

## 7. Performance monitoring

Successful applicants will be expected to support monitoring of their project by the department. 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 acquittal to monitor ongoing progress.

## 8. Reporting

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

### 8.1 Milestone reports

Funding recipients must submit milestone reports (which include project financials) through the SmartyGrants portal by the dates specified in the funding agreement.

Milestone reports must include:

- evidence that the milestone has been achieved
- reporting on key outcomes of the project (e.g., quantities of waste diverted from landfill, or behaviour change achieved because of the project)
- detail of income and expenditure
- copies of paid invoices, receipts and/or financial statements.

## 8.2 Project acquittal report

It is a condition of the funding that the recipient submits a project evaluation report (which includes project financials) through the SmartyGrants portal 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
- project performance measured against expected outcomes
- type and amount of waste 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
- details of any behaviour change achieved and how this was measured qualitatively and/or quantitatively
- employment generated by the project and whether this is continuing after completion of the project
- other information where relevant (e.g. research outcomes, other measures of success)
- any other information requested by the department.

The project budget is part of your project evaluation and acquits the total grant funding expended on the project.

Your acquittal report (including financials) must be reviewed and approved by an authorised person, such as the chief executive, finance manager, chairperson or treasurer of your organisation.

Project acquittal will not be completed until the acquittal report has 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.

### 9.1 Supporting evidence

Before funds are released, successful applicants may 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.

### 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 milestone dates, budget allocations or activities. In such circumstances, funding recipients must contact the [WasteSorted grants officer](#) as soon as the required changes are identified and seek approval.

## 11. Funding acknowledgement

WARR Account funding support must be acknowledged during the project.

This includes:

- logo and funding statement on printed materials associated with the funded activity such as media statements, advertisements, project reports, newsletters, brochures, banners, posters and multimedia materials
- on social media (tags & hashtags).

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

## 12. Associated documents

WasteSorted Grants documentation includes:

- online [application form](#)
- funding agreement (example agreement [here](#))
- online milestone report form
- online project acquittal form
- online project variation request form.

The [WasteSorted grants officer](#) can assist with any queries regarding documentation and provision of forms.

## 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 Programs Manager – Grants and Agreements 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 6962

Email: [wsg@dwer.wa.gov.au](mailto:wsg@dwer.wa.gov.au)

## 16. Glossary

<b>WasteSorted Grants</b>	WasteSorted Grants – Community Education 2022–23
<b>department</b>	The Department of Water and Environmental Regulation
<b>Waste Authority</b>	Western Australian Waste Authority
<b>WARR Account</b>	Waste Avoidance and Resource Recovery Account
<b>waste strategy</b>	<a href="#">Waste Avoidance and Resource Recovery Strategy 2030</a>