

# WasteSorted Community Education Grants Guidelines 2023–24



Applications close 12pm (WST) Monday 28 August 2023



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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.

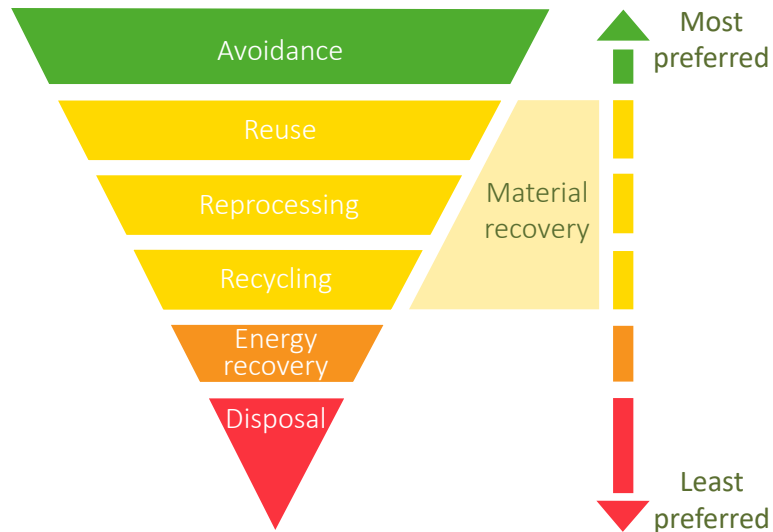
The waste strategy outlines objectives to avoid waste, recover more value and resources from waste, and protect the environment. These objectives are supported by ambitious targets (Table 1).

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> <i>Western Australians generate less waste.</i>	<b>Recover</b> <i>Western Australians recover more value and resources from waste.</i>	<b>Protect</b> <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>From 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 WasteSorted Community Education Grants 2023–24 are an initiative of the Government of Western Australia (State Government) administered by the Waste Authority.

The Grants provide funding for community education projects that help to achieve the waste strategy's objectives and targets. These guidelines provide information about how to apply for funding.



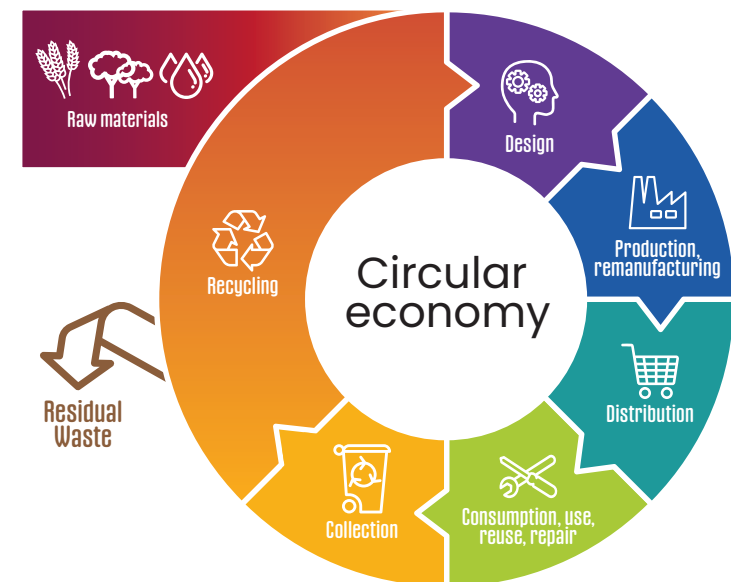
The waste strategy applies the waste hierarchy, which ranks waste management options in order of their general environmental desirability.

Other guiding principles of the waste strategy include:

- a 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 use 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 Grants 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 applications must include how the project ensures consistency with the key state-wide waste messages (as outlined in the [WasteSorted communications toolkit](#) and/or the ['Be a GREAT Sort' behaviour change campaign](#)).

**A maximum \$25,000 grant limit applies per project.**

## 3. Objectives

The WasteSorted Community Education Grants are aligned with the waste strategy's objectives of avoiding waste, recovering more value and resources from solid waste and protecting the environment.

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

The 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).





## 4. Criteria

WasteSorted Community Education Grant applications will be assessed by an independent selection panel against eligibility and merit criteria. Panel recommendations for funding are reviewed and approved by the Waste Authority.

### 4.1 Applicant eligibility criteria

Funding is available for projects implemented in Western Australia.

Organisations eligible for funding include:

- incorporated, not-for-profit organisations located within the jurisdiction of the State Government 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>1</sup>
- businesses (normally with at least one year of continuous operation)
- local governments
- regional councils
- 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/sole traders
- unincorporated groups that do not have an auspice organisation
- State Government agencies and statutory authorities
- applicants from Christmas and Cocos (Keeling) Islands
- schools ([WasteSorted 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).

Successful applicants may be required to:

- confirm compliance with Western Australian environment protection laws for the past five years
- provide health and safety documentation as referenced in the application form.

<sup>1</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.



## 4.2 Project eligibility criteria

In the 2023–24 funding round, preference will be given to projects that promote 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).

### 4.2.1 Eligible projects and activities

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 that contribute 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.

Items that may be covered by WasteSorted Community Education Grant funding include:

- fees for professional services (e.g. workshop presenters or organisers)
- project event/workshop costs (e.g venue hire, participation incentives)
- advertising and promotional supplies (e.g. signage, flyers)
- project administration costs (e.g. postage, telephones)
- workshops held on school property (providing the school is not the applicant)

### 4.2.2 Ineligible projects and activities

A project will not be considered if it:

- includes items that are not directly linked to the outcomes targeted in the waste strategy
- has no direct benefit to the Western Australian community
- has no clear community involvement
- is for the purchase of capital equipment or land
- is a [Containers for Change](#) project
- would proceed without receiving a grant
- includes project activities that started prior to signing a funding agreement with the State Government, or that are nearing completion.





Items that cannot be covered by WasteSorted Community Education Grant funding include:

- ordinary running costs of your organisation (e.g. rent, power, overheads)
- vehicles, fuel, licensing and insurance
- items that are not directly related to waste management (e.g. plants)
- 'sustainability' items such as rainwater tanks or solar panels (the grants are focused on solid waste)
- consumables (e.g. printer cartridges, copy paper).

#### 4.2.3 Duration

Preference will be given to projects that can be completed within 12 months from the 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.

#### 4.2.4 Further advice

Please contact [the WasteSorted Grants Officer](#) if you would like advice on the eligibility of your project idea or proposed budget items.

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

Please note: if your group is not GST registered, 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.

### 4.3 Assessment criteria

All applications will be assessed against the following evenly weighted criteria:

- a) project benefits
- b) viability of the project
- c) capacity and capability of applicant
- d) value for money
- e) addresses focus material(s).

Applicants should provide sufficient information in the relevant sections of the application form to address these considerations in relation to the proposal.

- a) Project benefits:
  - how the project supports one or more of the waste strategy's objectives of avoid, recover and protect
  - how the project aligns with the guiding concepts and principles set out in the waste strategy
  - extent to which the project will deliver positive behaviour change through education and/or promotion of outcomes to relevant stakeholders



- how the project demonstrates or improves best practices in waste management
  - how the project addresses an important waste issue
  - number of people impacted – reach of project/estimated audience
  - quantities of waste expected to be avoided or recovered because of the project
  - expected environmental, social and economic benefits of the project (e.g. reduced greenhouse gas emissions, improved value of recovered materials, community partnerships)
  - extent to which any negative impacts of the project will be addressed.
- b) Viability of the project:
- demonstrated need in the community
  - capacity to achieve positive behaviour change
  - consideration of project risks and effective plans for their mitigation.
- c) Capacity and capability of applicant:
- clearly defined project objectives, outputs and outcomes, including key performance indicators, milestones and proposed budget
  - demonstrated ability to complete the project on time and budget
- project plan which includes required resources and 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) including a 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 change in waste management
  - sustainable impact of the project beyond funded period
  - extent that the project delivers benefits in Western Australia
  - evidence of research to deliver best value proposal (e.g. supplier information and quotations)
  - proportion of total project costs funded by the applicant and/or other funders.
- e) Addresses focus material(s)
- how the project addresses focus material(s) prioritised by the Waste Authority in [the waste strategy](#).



## 5. Applications

Applications must be completed and submitted through the department's grants portal ([SmartyGrants portal](#)). Applicants must register for and/or log into the SmartyGrants portal before they can start a submission.

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 applicants is also available on the Waste Authority's [website](#).

It is recommended that you preview or download the application form to review the information required before starting your application.

The SmartyGrants portal allows users to save progress and continue/submit the application at a later time. It is strongly recommended that applicants click 'Save Progress' every 10–15 minutes to avoid losing any work as the system will time out after 20 minutes of inactivity.

Following successful submission through the [SmartyGrants portal](#), applicants will receive an on-screen and email confirmation. Applicants are encouraged to submit well before the deadline in case they encounter technical issues.

Applications must be complete and accurate. If the department believes 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 also be:

- clear, concise, relevant, and free of irrelevant marketing or any other unrelated material (relevant supporting information can be uploaded with your submission<sup>2</sup>)
- authorised by the CEO or another authorised officer of the applicant's organisation.

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

Applicants can submit more than one application for different projects in each funding round. However, the capacity of the organisation to manage multiple projects will be considered as part of the assessment.

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

### **Late applications will not be accepted.**

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 regularly.

Please allow at least 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.

<sup>2</sup> Lotterywest and Healthway have an online [Community Impact Planner](#) which contains three tools that can help you plan your grant project. The planner will help you understand your vision, plan your impact and report on the outcomes of your project. Your project plan can be saved and exported. These tools can help to strengthen your grant application.

## 6. Funding agreement

Successful applicants will be provided with a funding agreement which outlines the terms and conditions of the grant, along with a copy of the application form. The funding agreement is the contract between the applicant and the State of Western Australia and is administered by the department.

No project expenditure incurred prior to the finalisation of the funding agreement can be funded from WasteSorted Community Education Grant.

## 7. Performance monitoring

You will be expected to support the monitoring of your 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 SmartyGrants by the dates specified in the funding agreement.

Milestone reports must include:

- evidence of milestone activities and achievements
- details on key outcomes of the project (e.g. behaviour change recorded because of the project)
- project income and expenditure (including 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, including project financials, through SmartyGrants 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 objectives, outputs and outcomes of the project. A budget table is part of your project evaluation and acquits the total grant funding expended on the project.

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 Community Education Grant 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 section 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 Community Education Grant
- health and safety documentation relevant to the project.

### 9.2 Verification of expenditure

Recipients must provide evidence of all grant-related project expenditure. This includes 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, including changes to agreed milestone dates, budget allocations or activities. Funding recipients must contact the [WasteSorted Grants Officer](#) as soon as the required changes are identified to seek approval.

## 11. Funding acknowledgement

WARR Account funding support must be acknowledged during the project.

This includes:

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

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

## 12. Associated documents

Grants documentation includes:

- online application form
- funding agreement (an example agreement is available on the Waste Authority's website)
- online milestone report form
- online project acquittal form
- online project variation request form
- terms of participation in grants.

The [WasteSorted Grants Officer](#) can assist with any queries about documentation and the 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

Department	Department of Water and Environmental Regulation
WARR Account	Waste Avoidance and Resource Recovery Account
Waste Authority	Western Australian Waste Authority
Waste Strategy	<a href="#">Waste Avoidance and Resource Recovery Strategy 2030</a>





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