



# WasteSorted Schools program

## Grant guidelines

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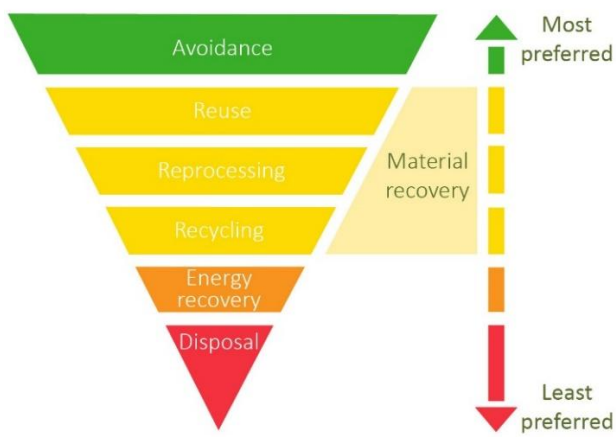
# 1. The WasteSorted Schools program

WasteSorted Schools is a Government of Western Australia program funded through the Waste Avoidance and Resource Recovery (WARR) account administered by the Waste Authority. The program supports schools across Western Australia to implement waste avoidance and recovery practices and foster positive waste management attitudes and behaviours in students and the wider school community, in line with the objectives of the *Waste avoidance and resource recovery strategy 2030* (waste strategy).

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, education and enabling infrastructure.

## 2. Grant overview

WasteSorted Schools grants provide funding for schools to set up infrastructure and initiatives that avoid and recover school waste. Funding is available for projects that divert waste from landfill, such as paper and cardboard, food waste, single-use packaging and recycling. These projects should also aim to educate and engage students and the school community in waste avoidance and recovery practices.

Grants of up to \$5,500 are available to accredited WasteSorted Schools.

## 3. Objectives

Projects should divert waste from landfill by addressing one or more of the following:

- setting up waste management infrastructure and initiatives
- avoiding waste
- recovering and reusing materials
- recycling waste that cannot be avoided or reused
- creating a sense of student ownership of the school's waste management
- educating and engaging students, staff and the school community in waste sorting practices
- working towards a whole school approach to waste management.

## 4. Applications

Schools can apply for grants of up to \$5,500 (including GST). Please refer to the [WasteSorted Schools grant application tips](#) when preparing your application.

Applications must be submitted through the Department of Water and Environmental Regulation's [SmartyGrants portal](#) using the WasteSorted Schools application links. *Late applications will not be accepted.*

The WasteSorted Schools 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 you supply is monitored daily.

WasteSorted Schools grants are dependent on available funding and usually open twice yearly. Where funding is limited, priority will be given to projects with the greatest benefit to reducing waste to landfill and to schools who are setting up new infrastructure and have not received a grant in the last 12 months.

Grant rounds are announced on the [WasteSorted Schools website](#). Schools are also notified via email and WasteSorted Schools news subscribers receive an automated notification when a grant round is open.

## 5. Eligibility

Funding is available for projects implemented at schools in Western Australia, including:

- primary schools
- secondary schools
- kindergarten to year 12 schools (primary and secondary school may apply separately)
- education support centres (may apply separately).

Schools with multiple campuses can also apply separately.

To be eligible to apply, schools must:

1. Hold [WasteSorted Schools accreditation](#) for the current calendar year.
2. Have acquitted all previous WasteSorted Schools or Waste Wise Schools grants.

3. Provide quotes (screen shots or quotes from a business) for both individual items and where the total cost of items is \$500 or more.

Schools can apply for subsequent grants if they meet the eligibility criteria.

**Examples of items considered appropriate for funding:**

- worm farms, including the purchase of worms
- compost bins, tumblers or bays
- food garden infrastructure (where the school can demonstrate they are closing the loop on organic recycling), including raised garden beds, **bulk soil or mulch\*** (non-packaged to reduce plastic waste), fruit or vegetable seeds/seedlings and tools (spades, forks, wheelbarrows, gloves)
- up to \$275 can be requested for reticulation of food gardens if the project requires this for project completion
- student incursions (if WasteSorted Schools is unable to provide) that teach students how to use waste infrastructure (e.g. worm farms/compost systems) – a maximum of two classes can be funded
- recycling bins that adhere to **Australian Standard colours\*\***
- chicken coop infrastructure (including chickens), if the project clearly outlines how waste to landfill will be avoided
- storage sheds (for WasteSorted activities only)
- tools and materials that enable the implementation of the project (e.g. trolleys, collection buckets, bin lifter) where clearly justified
- reusable cutlery, bowls or plates
- dishwasher as part of a 'green' canteen approach (commercial grade only)
- infrastructure that supports collections for Containers for Change
- infrastructure to support specialist recycling hubs (e.g. batteries, Terracycle collections)
- educational signage linked to waste infrastructure that explicitly teaches correct use, for example, bin signs and waste station signs. *Note: it is strongly recommended that the [WasteSorted Schools signs](#) are used. If the school chooses to use alternative signage, this will need to be approved by WSS prior to purchasing*
- student behaviour change incentives such as reusable class trophies or other sustainable and reusable incentives to a maximum value of \$200
- fencing – will be considered if vandalism to the project area is of concern to the school
- other items that reduce waste to landfill.

**\*Soil or mulch:** If purchasing bulk soil or mulch, the school should use material that is suitable for the specific application and has evidence that the material is low risk for potential human health hazards (especially human pathogens). The school must declare in the WSS grant application that this due diligence has occurred. Evidence from the supplier includes:

- a declaration of the low risk of a material, such as evidence of processing to reduce hazards, and may include documentation that the material meets a recognized standard (such as AS4454 for composts and soil conditioners; AS3743 for potting mixes; or AS4419 soils for landscaping and garden use)
- confirmation that the material comes from a low-risk source (such as pine bark from plantations or sand from a sand mine or agricultural lime that is a low-risk source of material).

**\*\*If purchasing bins, Australian Standard bin colours** must be used as per *Australian Standard 4123.7-2006 Mobile Waste Containers - Colours, markings and designation requirements*. The Australian Standard specifies bin bodies should be dark green or black, and bin lid colours should be as follows:

Bin type	Bin lid colour
General waste (landfill)	Red

Co-mingled recycling (glass, plastic, cans, paper and cardboard)	Yellow
Paper and cardboard only	Blue
Food organics and garden organics	Lime green

**Note:** There is no Australian Standard colour for Containers for Change but it is important to avoid using one of the above colours (red, yellow, blue or green) to prevent confusion and contamination of bins. Schools may like to use the [WasteSorted Schools teal Containers for Change signage](#) or the Containers for Change brand bins. **For further project ideas and information, see the [WasteSorted Schools checklist](#) and the [grant budgeting examples](#).**

**It is important for schools to consider the following when planning their purchases, please refer to the [application tips](#) document for more suggestions:**

- Ongoing costs for consumables (e.g. e-composter filters, compostable bin liners) are not funded by the WSS grants.
- Schools should research and seek sustainable items made of recyclable and durable materials, and consider items that require fewer disposable components, such as e-composter filters.
- Minimise freight costs where possible by choosing local suppliers.
- Choose better-quality, durable items rather than a low-cost alternative

**Funding is not provided for:**

- projects that do not divert waste from landfill.
- projects that only address litter. (Schools may contact [Keep Australia Beautiful](#) to fund projects that reduce litter.)
- retrospective payments for items that have already been purchased.
- projects that require ongoing funding such as disposable items, memberships or subscriptions.
- paid Terracycle (or similar) recycling boxes
- waste and recycling collection service costs (these are ongoing costs and should be budgeted for by the school/Department of Education)
- activities not based in Western Australia
- payment of school staff wages. *Note: contractor wages associated with the installation of grant infrastructure are acceptable*
- travel to events
- student excursions
- gardening projects – except where the school can show how the garden will close the loop of organic recycling
- herbicides, pesticides or other products not adhering to the principles of organic gardening.
- water tanks
- fishponds and aquaponic systems
- hand dryers
- trees for beautification.

## 6. Assessment

The Minister for Environment determines grant recipients. All applicants will be notified via email of the outcome of their submission. Feedback will be provided to unsuccessful applicants.

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

If your application for funding is successful, you will receive a grant agreement letter of offer.

Rounds are competitive and priority may also be given to schools that have not yet received WSS funding to enable more WA schools the opportunity to set up waste management infrastructure.

## Assessment criteria

All applications will be assessed against the following three criteria:

1. Project benefits.
2. Capacity of applicant to deliver all aspects of the project.
3. Responsible purchasing.

Applicants should provide sufficient information in the application form to address the assessment criteria.

### Project benefits – 50 per cent weighting:

- project supports one or more of the waste strategy's objectives of avoid, recover and protect
- project diverts waste from landfill
- significance of the waste issue to be addressed by the project
- extent to which the project will improve the school's waste management
- extent to which the project educates and engages students, staff and the school community in waste sorting practices
- extent to which the project builds on waste practices currently in place at the school and is working towards a whole of school approach to waste management.

### Capacity of applicant to deliver the project – 20 per cent weighting:

- project implementation involves more than one member of the school community (e.g. staff, students, parents)
- ability to acquit the project within nine months and to the specified budget
- a secondary contact is provided
- principal has signed the application

### Responsible purchasing – 30 per cent weighting:

- evidence of project costs is provided
- sustainable choices have been made when selecting items with long-term benefits, such as durability, prioritised over short-term savings for cheaper, less sustainable options
- local suppliers have been chosen where possible to reduce freight costs
- impact of the project beyond the funded period
- the proposed budget represents value for money.

## 7. Grant agreement

Successful applicants will receive a grant agreement letter of offer, which needs to be accepted and signed by the school principal and school representative.

You will be expected to spend your funds in accordance with the agreement and your approved budget. **Grant funds must be acquitted as stipulated in the grant agreement letter, approximately nine (9) months** from application approval.

## 8. Payment

Grant funds will be paid to your school once the signed grant agreement and an invoice has been provided to WasteSorted Schools.

Grant funding cannot be used until the grant agreement is signed. Please **do not commence spending prior to receiving your funds** as retrospective claims for payment cannot be accepted.

Grant funding must only be used to purchase items in the approved budget as listed in your grant agreement.

### **a. Acquitting funds**

Grants must be acquitted nine months after the date stipulated in the grant agreement letter and must account for the full funding amount. An acquittal form will be attached to the school's SmartyGrants application form.

The acquittal process requires the applicant to:

- complete an acquittal form within the SmartyGrants portal with a detailed list of items purchased (this must match your approved budget, unless a variation has been approved).
- upload copies of all receipts for items purchased
- include a final acknowledgment from the school principal.

### **b. Variations**

In some cases, project variations may be required, including changes to the budget (e.g. an item is no longer required). In such circumstances, schools must seek approval from WasteSorted Schools as soon as the required changes are identified. Please email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) to request a project variation form to be attached to your application in the [SmartyGrants portal](#).

Only approved changes will be accepted for acquittal. Please keep a copy of your approved budget and any approved changes.

If an item costs more than indicated in the approved budget the school must cover the extra cost. Extra funding will not be provided so it is important your budget is accurate when you apply.

If the school does not spend all funds received, the remaining funds must be returned to the WARR account. Please contact WSS to initiate this process.

## **9. Grant support and evaluation**

WasteSorted Schools will support successful applicants in implementing the grant. About three (3) months after you sign the grant agreement letter, WasteSorted Schools will contact you to check that your expenditure is on track for acquittal.

About 12 months after you sign the grant agreement letter, WasteSorted Schools will contact you to encourage you to complete a simple grant evaluation to review and celebrate the success of your project.

Evaluation is beneficial to measure the success of your project in relation to waste diverted from landfill and can lead to positive changes in waste behaviours, skills, knowledge and understanding when successes are shared with students, staff and the wider school community.

Consider using one or more of the following tools to monitor and evaluate your project:

- before and after photos
- [waste audit](#)
- [school waste system assessment](#)
- [WasteSorted Schools visual bin audit toolkit](#)
- attitudes and behaviours survey.

## **10. Acknowledging the Waste Authority**

The grant recipient must acknowledge the Waste Authority according to the [Acknowledgement guidelines](#) on the Waste Authority website.

Acknowledgement must be included in any advertising/media and on any material relating to the project for which the funds were allocated; this includes the Waste Authority and WasteSorted

Schools program logos and any other information as requested. Contact [WasteSorted Schools](#) for further details.

The following statement is the accepted form of acknowledgement and must be hyperlinked to the home page of the [Waste Authority website](#):

***This project is supported by the Government of Western Australia and the Waste Authority.***

## 11. Contact details

For further information about WasteSorted Schools grants please see the [WasteSorted Schools website](#) and download the frequently asked questions.

For support and advice regarding your application please contact WasteSorted Schools by phone on 08 6364 6829 or email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au)