



# Waste Wise Schools program Grant guidelines and conditions

## The Waste Wise Schools program

Waste Wise Schools (WWS) is a State Government program funded through the Waste Avoidance and Resource Recovery (WARR) Account administered by the Waste Authority. The program supports schools in Western Australia to implement waste avoidance and recovery practices and foster better practice waste avoidance and recovery attitudes and behaviours in students and the wider school community, in line with the objectives of the [Waste Avoidance and Resource Recovery Strategy 2030](#).

## Grant overview

WWS grants help schools to set up projects which can be embedded in the school's values and have a long-lasting impact on reducing the amount of waste generated at school. The funding is offered for projects that clearly enable waste avoidance and recovery of materials such as paper and cardboard, food waste and single-use packaging. These projects should also educate and encourage students and the school community to change their behaviours to avoid and recover waste.

Our research shows that food scraps and paper account for approximately 60 per cent of the waste generated by most schools. A waste audit helps to identify the most common types of waste produced by a school and indicate the necessary infrastructure needed to increase waste recovery and recycling, and reduce the amount of waste going to landfill. This is an important step in planning a successful WWS grant project.

Successful grant projects encourage:

- the avoidance or reduction of waste
- the recovery and reuse of materials that might otherwise become waste
- the recycling of waste when it cannot be avoided or reused
- waste management initiatives and infrastructure
- a sense of student ownership of the school's waste avoidance and recovery projects
- the adoption of waste avoidance and recovery practices and systems into the school culture.

## Application process

There are three tiers of grants available to accredited Waste Wise Schools:

1. infrastructure grant up to \$2,200 (including GST)
2. whole school and community grant up to \$4,400 (including GST)
3. waste and sustainability grant up to \$8,800 (including GST)

Schools can apply for these grants consecutively. Only one grant at each of the three levels will be approved for a school. Schools which have not received any WWS grant funding for five or more years may re-apply for the first tier and subsequent consecutive tiers.

To find out more about becoming an accredited Waste Wise School go to:

[www.wasteauthority.wa.gov.au/wws](http://www.wasteauthority.wa.gov.au/wws).

To apply for a WWS grant, school applicants must submit the following via the [Waste Authority's website](#):

- A completed application form signed by the applicant and school principal.
- A detailed and accurate budget. If approved, school applicants will receive the exact amount of funding requested for the project.

Evidence will vary for each grant amount so please check the [eligibility criteria](#) table for details.

Grant rounds are announced at [www.wasteauthority.wa.gov.au/programs/view/waste-wise-schools-grants](http://www.wasteauthority.wa.gov.au/programs/view/waste-wise-schools-grants). Schools are also notified via email, and Waste Authority News subscribers receive an automated notification when a grant round is open.

Applications are assessed by a grant assessment panel according to the grant guidelines and eligibility criteria. Applications recommended for funding are submitted to the Waste Authority and the Minister for Environment for approval. Applicants will be notified of the outcome of this process as soon as feedback is available.

## Project guidelines

- Applicants must show explicitly how the project will avoid and/or recover waste through school practices and changes in behaviour.
- If the application proposes to purchase waste or recycling collection bins, the school must use the same colours as set by the national standard for mobile waste containers:
  - general waste – dark green or black body with red lid

- comingled recycling (glass, plastic, metal and paper combined) – dark green or black body with yellow lid
- green waste/organics – dark green or black body with lime green lid
- paper and cardboard recycling – dark green or black body with blue lid.
- Projects must be ongoing and long lasting.
- Projects should not be reliant on recurrent funding.
- Schools are encouraged to contribute resources towards the project, either financial or in-kind.
- Project planning and milestones should be flexible and take into account the grant application approval period.

### **Projects ineligible for funding:**

- Projects that do not result in the avoidance or recovery of waste or waste education.
- Retrospective payments for items that have already been purchased.
- Projects that require ongoing funding such as memberships or subscriptions.
- Waste and recycling collection services (these are ongoing costs and should be budgeted for by the school or Department of Education).
- Activities not based in Western Australia.
- Payment of wages.
- Travel to events.
- Student excursions.
- Organic gardening projects, except where they show how the garden will close the loop of organic recycling and facilitate learning about packaging, composting, worm farming and the 3Rs (reduce, reuse, recycle).
- Herbicides, pesticides or other products not adhering to the principles of organic gardening.

### **Project variations or acquittal extensions**

If the school needs an extension for extra time to complete the project, it is important to submit a request for a variation before the project is due for acquittal. A minimum of **two weeks** is recommended (four weeks preferred) to allow time for the request to be considered.

Schools are required to notify the Waste Wise Schools program in writing if a budget allocation variation or an acquittal extension is needed or if the project will not be completed as per the grant application. Email the notification to [wastewise@dwer.wa.gov.au](mailto:wastewise@dwer.wa.gov.au). If a school does not expend the full grant amount received, the school is required to return the remaining funds to the WARR Account.

## Project acquittal

Schools that receive a WWS grant are required to provide an evaluation of their project summarising achievements and expenses using the template provided with the grant agreement letter.

The project should be completed and acquitted within six months for the tier 1 and 2 grants or 12 months for the tier 3 grant. Please contact the Waste Wise Schools program if an extension is needed or if the project will not be completed. If the school does not expend the full grant amount they are required to return the remaining funds to the WARR Account.

The acquittal process requires the applicant to:

- complete the evaluation form with a detailed list of items purchased
- provide copies of all receipts or a financial report generated by the school's registrar.

## How to submit an application

Applications must be lodged electronically on the Waste Authority's website:

[www.wasteauthority.wa.gov.au/programs/view/waste-wise-schools-grants](http://www.wasteauthority.wa.gov.au/programs/view/waste-wise-schools-grants)

Applicants will be notified once applications have been received by automated email.

For more information or support, please contact the Waste Wise Schools team on:

[wastewise@DWER.wa.gov.au](mailto:wastewise@DWER.wa.gov.au)

**Note:** All Waste Wise Schools grants are dependent on available funding.

## Grant conditions

The grant is provided under the following conditions:

1. **If approved, this grant application, as signed by the school representative and school principal, becomes the formal grant agreement.**
2. The grant is to be used solely for the purpose outlined in the grant application, as approved by the Minister for Environment.
3. Allocation of funding may only be used for the purpose outlined in the approved budget in the grant application.
4. If changes need to be made to the approved budget (e.g., variations to budgeted items, an item is donated or no longer required) a written request needs to be provided to the Waste Wise Schools program in writing. **Please keep a copy of the approved budget for this purpose.**
5. If an item costs more than indicated in the approved budget, the school must cover the extra cost. **Extra funding will not be provided; therefore, it is important the budget is accurate when the applicant applies.**
6. The project should be completed and acquitted within six months for the \$2,200 and \$4,400 grants, or 12 months for the \$8,800 grant, of receiving an approval letter, not including the Christmas holiday period.
7. If the applicant wishes to seek an extension of the funding period, the applicant must obtain written approval from the Waste Wise Schools program.
8. Schools can be approved for each grant tier once, unless they have not received Waste Wise Schools program grant funding for five or more years.
9. Providing a school with one grant does not entitle a school to any further funding from the Waste Wise Schools program.
10. The State Government will not be held responsible if the approved project is unsuccessful or for any losses or additional costs incurred associated with the approved purpose of the project.
11. The applicant and school must comply with all local, State and Australian Government regulations applicable to the approved purpose of the project.
12. If the applicant or school breaches any of these terms and conditions, the Waste Authority can terminate the grant arrangement at any time and without prior notice.
13. The applicant or school must provide Waste Wise Schools program with any request documents or information relating to the grant or the approved project within 10 business days of receiving the request.

14. The applicant or school must meet any payment conditions and/or reporting requirements as specified by the Waste Wise Schools program.
15. The applicant or school must allow the Auditor General for the State of Western Australia, or an authorised representative, to access and examine the school's records and information concerning this grant.
16. Applicants must acquit any previous Waste Wise Schools grants prior to applying for another grant.
17. The total grant payment provided through the Waste Wise Schools program includes an amount to cover any liability for GST, if applicable.

[Note: The addition of this clause is a requirement of the Australian Taxation Office]

18. (a) For the purposes of clause 17:
  - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act
  - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999* (Commonwealth) and includes all associated legislation and regulations
  - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this grant agreement is a taxable supply under the GST Act, the grant funds shall be inclusive of GST.
- (c) The obligation of the grantor to pay the GST on any supply by the organisation under this agreement is conditional upon the prior issue by the organisation to the grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the grantor will issue the organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
  - (i) the grantor will issue a RCTI in respect of GST payable on the supply of the project and the organisation will not issue tax invoice in respect of that supply
  - (ii) the organisation warrants that it is registered for the purposes of GST and the organisation will notify the grantor in writing if it ceases to be registered for the purposes of GST during the term of this agreement ("the term")

- (iii) the grantor warrants that it is registered for the purposes of GST and the grantor will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term
- (iv) the grantor will indemnify and keep indemnified the organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which the grantor issues a RCTI under this agreement.

19. **Goods and Services Tax:** Before funding is approved, the applicant must advise the Department of Water and Environmental Regulation whether it is registered or required to be registered for GST purposes. The organisation must have an ABN registration.

20. **Definitions:**

- a) **Grant agreement:** the approved grant application signed by the school representative and the school principal.
- b) **Grantor:** the Waste Authority on behalf of the State Government through the Waste Wise Schools program, Department of Water and Environmental Regulation.
- c) **Organisation:** the school.
- d) **Project:** the approved project as detailed in the grant application form.

21. **Acknowledging the Waste Authority:**

- The grant recipient must acknowledge the Waste Authority according to the [Acknowledgement Guidelines](#) located 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's and Wise Schools program's logos and any other information as requested. Contact [Waste Wise](#) for more details.
- The following statement is the accepted form of acknowledgment and must be hyperlinked to the home page of the Waste Authority website:

This (the) project is funded by the State Government and administered by the [Waste Authority](#).