



WasteSorted Schools Program Grant Guidelines

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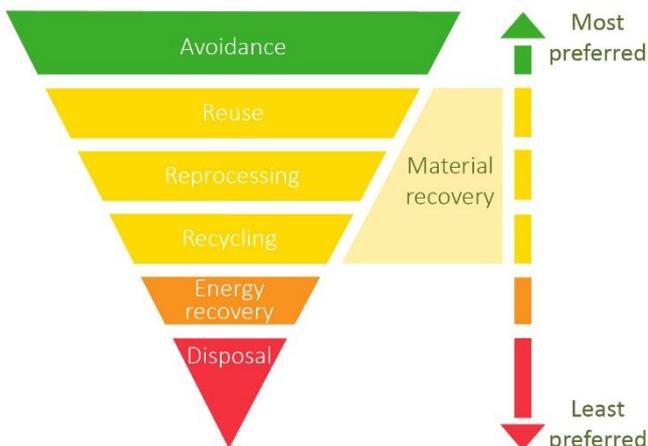
1. The WasteSorted Schools Program

WasteSorted Schools is a State Government 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

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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, 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).

Applications must be submitted through the department's [SmartyGrants portal](#) using the WasteSorted Schools application links. *Late applications will not be accepted.*

The WasteSorted 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.

Grant rounds are open twice yearly, usually in February and September, and 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.

WasteSorted Schools grants are dependent on available funding.

5. Eligibility

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

- primary schools
- high schools
- K–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 current [WasteSorted Schools accreditation](#)
2. have acquitted all previous WasteSorted Schools or Waste Wise Schools grants.

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, 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 the 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).
- 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. soft plastics, batteries, Terracycle collections).
- Fencing: this will be considered if vandalism to the project area is of concern to the school
- Other items that reduce waste to landfill.

*If purchasing bins, **Australian Standard bin colours** must be used 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.*
- *Food organics and garden organics – Dark green or black body with lime green lid.*
- *Paper and cardboard recycling – Dark green or black body with blue lid, or whole blue bin.*

For further ideas and information, see the [WasteSorted Schools checklist](#).

Funding is not provided for the following:

- Projects that do not divert waste from landfill.
- Retrospective payments for items that have already been purchased.
- Projects that require ongoing funding such as memberships or subscriptions.
- 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 wages.



- 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.
- 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.

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.

a. 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. Value for money.

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

Project benefits:

- The project supports one or more of the waste strategy's objectives of avoid, recover and protect
- The project diverts waste from landfill
- The 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:

- 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.

Value for money:

- Evidence of project costs is provided.
- The proposed budget represents value for money.
- Impact of the project beyond the funded period.



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 nine months** after the Grant Agreement letter has been signed.

8. Payment

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

Grant funding cannot be used until the Grant Agreement letter 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.

a. Acquitting funds

Grants must be acquitted nine months after the Grant Agreement letter is signed and should account for the full funding amount.

The acquittal process requires the applicant to:

- Complete an acquittal form with a detailed list of items purchased (this must match your approved budget).
- Provide copies of all receipts for items purchased.

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. Requests for project variations must be made through 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; therefore, 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.



9. Grant support and evaluation

WasteSorted Schools will support successful applicants in implementing the grant.

Three months after you sign the Grant Agreement letter, WasteSorted Schools will contact you to check that your expenditure is on track for acquittal.

Twelve 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](#).
- [Visual bin audit](#).
- 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 administered by 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

Ph: 6364 6696 or 6364 7056

E: wastesortedschools@dwer.wa.gov.au