



Frequently asked questions about Waste Wise grant applications

Why should my school apply for a Waste Wise grant?

Waste Wise grants are provided to schools to help them avoid and recover waste. Food and paper account for approximately 60 per cent of the waste generated by a school so we encourage schools to begin by purchasing infrastructure that diverts paper or fruit and vegetable scraps from landfill. This could be done by purchasing worm farms, compost infrastructure or bins for sorting recyclable materials. The grants may also be used to reduce other types of school waste such as lunch box packaging.

Please note, this grant is for waste avoidance and recovery and cannot be used for projects that reduce water or energy use.

What kind of projects can be funded?

Waste Wise grants can be used to fund projects that:

- Avoid and recover waste materials.
- Educate and encourage students and the school community to change their behaviours to avoid and recover waste.

How do I decide on a project for my school?

Completing a waste audit will help identify the most common types of waste produced by your 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 and submitting a successful Waste Wise grant application.



What are the qualities of a successful grant application?

Successful grant applications typically:

- Include a good description of the project
- Identify a strong link to waste avoidance and recovery and waste education
- Include a well-researched and detailed budget with accurate costs for each item.

What cannot be funded by the grant?

The Waste Wise grants cannot be used to fund:

- 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 / 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.

How much can I apply for?

There are three grants available to Accredited Waste Wise schools:

1. Infrastructure grant of up to \$2,200 (including GST)
2. Whole school and community grant of up to \$4,400 (including GST)
3. Sustainability grant of up to \$8,800 (including GST).

Schools can apply for these grants consecutively and can only apply for each grant once.

When can I apply for a Waste Wise grant?

Waste Wise grants are offered in rounds throughout the year. Please check the [website](#) or contact the Waste Wise team to find out when the next grant round opens.



What information do I need to submit to apply for a Waste Wise grant?

To apply for a Waste Wise grant you will need to submit the following:

- A fully completed application form signed by the principal
- A detailed and accurate budget
- Additional evidence of grant eligibility (this varies for each grant so please check the grant guidelines and conditions or ask the Waste Wise team for more information).

Applications must be lodged electronically through our public applications portal on the Waste Authority's website.

<http://www.wasteauthority.wa.gov.au/programs/public-submissions/www>

How much detail should I include in the budget?

Make sure you research your project well to find out the cost of each item you require, including GST. Be sure to consider additional costs like shipping. Once you have researched your project thoroughly, list all of the items you require for your project along with the exact amount required. For example, *One compost tumbler \$199.95*. You are required to report against your budget when acquitting the grant so it's important to get this step right.

Do I need to include quotes for items on our budget?

Quotes are required for all items over \$1,000. A quote can be a snap shot from a business website, or a more formal written quote.

How much funding will I receive?

If your grant is approved you will receive the exact amount requested, including GST, for your project (up to the maximum for each grant). This means that if your project items come to a total of \$2,004.50 that is what you will receive to complete the project. Make sure you do your research and ensure your budget is as accurate as possible.

You will be required to keep and provide copies of all receipts and to fill in the grant acquittal evaluation report using the template provided in the grant guidelines as proof of expenditure at the end of the funding period.



How do I submit my grant application and evidence?

Applications must be lodged electronically through our public applications portal on the Waste Authority's website.

<http://www.wasteauthority.wa.gov.au/programs/public-submissions/www>

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

What does the approval process involve?

Grant rounds are announced at www.wasteauthority.wa.gov.au/programs/www/grantswww. 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. You will be notified of the outcome of this process as soon as it is available. If your application for funding is successful, you can then begin your project. Feedback will be given to all applicants.

When can I start purchasing items?

You will receive written notification if your grant is successful. You can start purchasing items once you have received this notification.

Do I need to attend a Waste Wise workshop before applying for a grant?

Yes, teachers must attend an Introductory Waste Wise workshop before applying for a grant. These inspiring workshops provide training and support to help schools set up a whole school approach to waste avoidance, recovery and waste education. Workshops and webinars are held throughout the year in both metropolitan and regional areas. For more information or for upcoming workshops, visit the Waste Wise website or contact the team.

What if my grant application is unsuccessful?

Some grant project proposals are not considered appropriate. This is usually because they do not avoid, recover or educate the school community about waste avoidance and recovery. If your grant application is unsuccessful, the grant committee will provide feedback to you. We encourage



unsuccessful schools to modify their grant application and projects based on the feedback and reapply at a later stage. The Waste Wise team can also provide support and ideas to help you to develop projects.

How do I get in touch with the Waste Wise team?

Please get in contact with the Waste Wise team if you have other questions about the grants or the Waste Wise Schools program.

Email: Wastewise@dwer.wa.gov.au

Phone: (08) 6364 6696

Website: www.wasteauthority.wa.gov.au/programs/wws

