



Guidelines – Waste Sorted Community Grants

1. Objectives of the Waste Sorted Community Grants

The objective of the Waste Sorted Community Grants is to assist not-for-profit community groups and sporting clubs within the City of Charles Sturt to implement projects that will help them to divert waste from landfill by addressing one or more of the following:

- Setting up waste and recycling infrastructure and initiatives.
- Avoid waste generation.
- Recovering and reusing materials.
- Reduce organic material going to landfill.
- Educating and engaging club and community group members and staff in waste sorting practices.

2. Eligibility

To be eligible to apply for funding, applicants need to be a not-for-profit community group or sporting club within the City of Charles Sturt. Lead applicants must have an ABN and have an appropriate business structure. If the lead applicant does not have an ABN then a ATO statement by supplier form will need to be completed and returned as part of the application process.

Organisations must satisfy all the following criteria to be eligible to apply. They must:

- Be a properly constituted not-for-profit organisation, incorporated in accordance with the Associations Incorporation Act 1985.
- Be physically located within the City of Charles Sturt.

Organisations will **NOT** be eligible to apply if:

- They are a for profit organisation or association.
- Unincorporated association.
- An individual.
- Organisations or clubs that are not located within the City of Charles Sturt.
- Organisations that have not met acquittal conditions of previous Council grants or donations, or who have debt to Council.

What activities will be funded:

- Upgrading internal waste and recycling infrastructure (i.e. bins) to improve recycling performance.
- Compostable bin liners (must be certified to Australian Standard AS 4736).
- Education material and signs.
- Waste audit costs (if undertaken by a suitably qualified professional).

- Storage sheds (for waste separation activities only). Please note any planning and/or building approval or safety requirements must be met by the applicant.
- Reusable cutlery, bowls, and plates (where they are replacing single use items).
- Dishwasher to support transition to reusable cutlery, bowls, and plates.
- Infrastructure to support recycling hubs (e.g. soft plastics batteries, teracycle collections etc.)
- Other items/activities that reduce waste to landfill will be considered if applicant can demonstrate it will increase diversion.

Funding will NOT provide for:

- Projects that do not help divert material from landfill.
- Retrospective payments for items or activities that may have already been purchased or undertaken.
- Waste and recycling collection service costs (these are ongoing costs and should be budgeted for by your organisation).
- Ongoing salaries or administration/general operating costs.
- Volunteer's expenses (including travel).

3. Available funding

- Grants of up to \$1000 is available for each community group, club, or not-for profit organisation.
- Applicants can only submit one application per funding round.
- Not every application that meets the criteria will necessarily receive funding.

4. Assessment

Applications must be completed and submitted to Council by **5pm, Friday 16 December 2022**. Council determines grant recipients, and all applicants will be notified via email of the outcome of their submission. Feedback will be provided to unsuccessful applicants.

Please allow 4 weeks from the funding round closing date for assessment and notification of the outcome.

All applicants will be assessed against the following key criteria:

1. Project benefits – diverts waste from landfill, avoids waste generation and/or increase recover of resources.
2. Capacity of the applicant to deliver all aspects of the project (e.g. project involves more than one member of the organisation)
3. Contribution of the applicant towards the project – funds or in-kind support
4. Value for money (e.g. evidence of project costings).

5. Grant Agreement and Payment

Successful applicants will receive a Funding Agreement which needs to be accepted and signed by a relevant group or club's representative.

Successful applicants will be expected to spend funds in accordance with the agreement and approved budget. **Grant funds must be acquitted by 30 June 2023** after the Grant Agreement letter has been signed.

Payment of funds will be made once the signed Grant Agreement letter and an invoice has been provided to Council. Applicants who are GST registered must add 10% GST to the invoice (e.g. \$500 plus \$50 GST). Applicants who are not registered for GST provide an invoice for the grant amount only (e.g. \$500 excluding GST). Please allow up to 30 days for payment to appear in your nominated bank account.

Grants must be acquitted within six months after the Grant Agreement is signed or by 30 June 2023, whichever date is the earliest, and should account for the full funding amount. Unspent funds must be returned to the City of Charles Sturt.

The acquittal process requires applicants to:

- Complete an acquittal form with a detailed list of items purchased (this must match the approved budget).
- A brief project evaluation report, including at least 2 photos of the funded project.
- Provide copies of all receipts for items purchased.

In some instances, variations may be required, including changes to the budget (e.g. an item is no longer required). In such circumstances applicants must seek approval from Council as soon as they required changes are identified. Only approved changes will be accepted for acquittal. **Please keep a copy of the approved budget and any approved changes.**

If an item costs more than indicated in the approved budget then the applicant must cover the extra cost, no extra funding will be provided, therefore it is important that budgets are as accurate as possible when applying for the waste sorted grant.

6. Terms and Conditions

- Grant funding must be used in accordance with the project outlined in the application and signed agreement.
- All grants must be fully acquitted by 30 June 2023. This includes providing:
 - The financial acquittal form detailing expenditure
 - A brief evaluation report
 - Copies of all receipts for items purchased
- Any grant money left over following completion of the project must be returned to Council.
- Support for the City of Charles Sturt must be acknowledged.
- Any special conditions separate to the 'Terms and Conditions' must be adhered to.
- All relevant legal requirements, such as any planning and building approval or safety requirements must be met by the applicant.