

WASTE REDUCTION GRANT GUIDELINES



City of **HOBART**

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Introduction

The City of Hobart Waste Reduction Grant Program is intended to provide funding to support projects, services and innovations that may increase resource recovery and reduce the amount of waste going to landfill.

This program aligns with the City's Waste Management Strategy 2010-2015 and has relevance to many of the actions and objectives contained within the strategy. The aim of the program is to enable the City and community reach shared goals, and work towards a zero waste community.

There is considerable scope to reduce waste and increase the recovery of useful resources, whilst at the same time recovering economic value and providing environmental and social benefits. This will require problem solving, investment in infrastructure and innovative systems and developing educational and promotional programs. The purpose of the fund is to provide some funding for initiatives that address gaps or opportunities in the waste avoidance, reduction, and recycling areas. Projects funded through this program will provide outcomes that increase avoidance, reuse, recovery, and recycling, and decrease waste going to landfill.

Prospective applicants are encouraged to read these guidelines thoroughly before completing the Application form.

Strategic Plan and Vision

Our vision for 2025 (from the Capital City [Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- Offers opportunities for all ages and a city for life
- Is recognised for its natural beauty and quality of environment
- Is well governed at a regional and community level
- Achieves good quality development and urban management
- Is highly accessible through efficient transport systems
- Builds strong and healthy communities through diversity, participation and empathy
- Is dynamic, vibrant and culturally expressive

Waste Reduction Grants Guidelines

Waste generation is an unfortunate by-product of day to day living and, along with the ability to purchase manufactured goods, there is a certain amount of packaging and post-consumer waste. Many materials end up as litter or in landfill, wasting natural resources and taking up valuable landfill airspace, and potentially harming the environment.

The City recognises that many businesses and organisations already do a significant amount of recycling. It also realises that there are many instances whereby waste disposal is cheaper or easier than recycling, and this fund aims to provide assistance to bridge that gap and make recycling programs and waste minimisation initiatives and projects more viable.

What can you apply for?

Projects eligible for funding will focus on priority outcome areas related to the waste minimisation field, and may include:

- resource recovery initiatives
- commercial waste reduction programs
- retail and service industry waste reduction
- organic waste reduction
- technological advancements to improve waste recovery and reduction
- recovery and minimisation of problem wastes (waste not usually associated as being easily recycled/recovered)
- community inclusion, behaviour change and job creation.
- projects must achieve or promote waste minimisation - the reduction of waste and the avoidance, recovery, reuse, and recycling of waste. Applications include educational projects that promote waste minimisation activity
- projects must result in new waste minimisation activity, either by implementing new initiatives or significant alterations in existing activities

Funding will be considered for projects that incorporate the following:

- actions that lead to measurable waste minimisation outcomes
- changes to operational facilities that will reduce the amount of waste generated during manufacturing processes
- changes to operational facilities that will increase the amount of materials recovered for recycling
- recycling systems and infrastructure to increase resource recovery within the following areas of an organisation's business:
 - construction and demolition
 - commercial and industrial
 - retail outlets
 - warehousing operations
 - administration and offices
- projects that seek to address litter reduction, awareness and prevention
- community accessible recycling programs and infrastructure.

How much money can your organisation apply for?

Waste Reduction Grants

Amount	Applications can request up to \$5000
Availability	One round per year with a \$20,000 allocation

Who can apply?

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Waste Reduction Grants. Applicants are required to enter into an auspice agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspice organisation.

For more information about auspice agreements, please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

- **Sole trader:**

A sole trader may apply for Waste Reduction Grant. Applicants are required to enter into an auspice agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspice organisation.

For more information about auspice agreements, please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

- **Incorporated, not-for-profit organisations:**

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for Waste Reduction Grants. For the purposes of these grants, a not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about not-for-profit status please visit the website of the [Australian Tax Office](#) or the [Arts Law Centre of Australia](#).

- **Commercial and profit-making organisations:**

Applications from commercial (profit-making) entities that operate or provide services in the City of Hobart will be considered on the condition that the grant requested is matched dollar-for-dollar by the applicant. In addition to all other criteria for funding, the outcome of these projects must be focused on the benefits to the community rather than for the commercial gain of the applicant.

Who can't apply?

The following are not eligible to apply:

- Individuals
- Applicants who have received a City of Hobart Event Grant for the same project within the same financial year

- Applicants who have not correctly acquitted a previous City of Hobart Grant
- Australian and Local Government agencies and bodies
- Tasmanian Government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and schools
- Government Business Enterprises
- Businesses and organisations that do not operate or provide services in the City of Hobart municipal area.

How to Apply

All Grant Applications are to be made via the City of Hobart website, hobartcity.com.au/Grants. Applications cannot be submitted by mail or email.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it.

If you do not have access to a computer, are unable to complete an application online or are having difficulty submitting your application, please email grants@hobartcity.com.au or telephone 03 6238 2132 and we will be happy to assist you.

Key Dates for Applications

For projects commencing:	After 31 August 2018
Grant Applications open:	16 June 2018
Public Information Session:	26 June 2018, 1 pm or 5.30 pm Elizabeth Street Conference Room at Town Hall
Grant round closes:	Midnight 16 July 2018
Advice distributed to applicants:	31 August 2018

Late applications are not eligible and will not be assessed.

Project Eligibility

To be eligible to be assessed for a Waste Reduction Grant, applicants must fall under one of the groups listed above under '[Who can Apply?](#)'. In addition to this, applications will:

- Align with the assessment criteria
 - be for a project or part of an ongoing program occurring within 12 months from the approval of the grant
 - have outcomes which are delivered within the City of Hobart
 - incorporate waste reduction strategies in their project. This means, if food is sold or given away in disposable containers, only certified compostable containers and utensils must be provided to patrons

- Appropriately acknowledge the City of Hobart's support
- Not duplicate or overlap with existing similar activities
- Relevant support documents must be provided including:
 - commercial organisations must be able to provide necessary documentation to the City to demonstrate OH&S record, solvency, and relevant insurances
 - detailed financial estimates regarding the grant funds being requested must be provided including co-contributions, quotes and contractor estimates
 - an outline of how the project will be implemented and an ongoing management plan for the timeframe of the project
 - an outline of how infrastructure funded will be utilised, if applicable. This outline should include how users of the infrastructure will be informed and educated in its use, and/or how operators of the infrastructure will be educated in its operation
 - for schools, an education program detailing the student learning and involvement process and outcomes, and how the project aligns with the Australian Curriculum.

Ineligible Applications

Applications will be ineligible if they do not comply with the eligibility criteria listed above and if:

- The applicant has received another City of Hobart Community Development grant for the same project within the same financial year
- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date
- The project has potential to make significant profit and/or where other funding sources are considered to be more appropriate
- The application is for funding which will pay for:
 - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation or group including such things as staff costs, administrative and miscellaneous expenses. In the case of schools this also includes costs associated with the employment of teaching or support staff and/or the delivery of curriculum
 - Donations or fundraising projects which support the recurrent operations of the applicant
 - Remissions of rates
 - Activities which have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates
 - Retrospective payments or deficit funding
 - Funding of capital works, construction of, or improvements to buildings

- Funding for individuals, individual pursuits or professional development
- The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation
- The core delivery of national conferences or seminars to be staged in Hobart
- School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities do not need to meet all the assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for projects which have been funded in previous years, this does not automatically ensure continued grant support. The City of Hobart does attempt to direct funding to assist new projects.

Each application will be assessed on its individual merit and its capacity to:

- how well the project reduces waste
- how well the application demonstrates an identified problem that is being resolved in an innovative way
- have strong community benefit
- show the sustainability or legacy of the project
- have overall quality of the application and project and the demonstrated capacity to deliver the project

Key Personnel

The assessment process will include evaluation of the key personnel. Your application should demonstrate that suitably qualified and experienced personnel will be involved in the development and delivery of the proposed event.

Project Budget

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that the Council will not cover, as listed under [Eligibility](#) in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart.

Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All in-kind amounts **must** be discussed with a Council officer and a quote provided. In-kind items are subject to availability and additional costs such as transport must either be included in the grant request or will be at the expense of the applicant. The application form requires you to specify the name of the Council officer you spoke to, the date of contact, the quote received and the tentative booking made.

Applicants must have provision in their budget for public liability insurance if they do not hold a current policy.

Consideration will also be given to the outcomes of past funding provided by the City of Hobart and funding provided by other tiers of government, ticketed income and private sector investment.

Assessment Process

Assessment Panel

The Assessment Panel will include external representatives and Council officers. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the applications. Applications will be scored and assessed according to the criteria. If the panel requires additional information in relation to your application, applicants will be contacted by the relevant Council officer.

Through assessment the application may be recommended for partial funding (cash or in-kind). This decision is carefully considered with the view of maintaining the integrity of the proposal.

Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Agreement being made.

Recommendations to Council

The panel will make its recommendations to the City of Hobart's Parks and Recreation Committee as to which applications should receive funding based on decisions made as a result of the assessment process. The decision regarding funding outcomes is final and delegation is made to the General Manager.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Parks and Recreation Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), and a brief outline of the project will be included in the report.

Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval. See [Key Dates](#) for likely timing.

Pre-Assessment Eligibility Check

Council officers will have a 48 hour review period to contact applicants after the grant round has closed to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.

Successful Applications

Grant Agreement

Successful applicants will be sent a Grant Agreement. In general, the City of Hobart will not make an offer for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Grants will be paid:

- On provision of all requested documentation

Applicants who do not meet their obligations under the Grant Agreement may not be eligible to apply for future grants.

Inability to comply with the Grant Agreement may result in withdrawal of Council support.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The acquittal form will be made available to successful applicants via SmartyGrants, and must be completed online within three calendar month of the project completion date. The acquittal report for the Waste Reduction Grant includes:

- Examples of the media coverage achieved including media clippings and images where available
- Local community support and participation achieved including evidence of community support
- Any other data collected by organisers as part of the project evaluation process, including good quality, professional-like images.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a '[Statement by a Supplier](#)' form. This must be submitted with your application.

Recognition of Council Assistance

Successful applicants must acknowledge the City of Hobart's assistance for the project. This will be required at a value proportional to the grant offered. Please refer to the [Grant and Partnership Acknowledgment Guidelines](#) for details of the expectations in terms of acknowledging Council's assistance. When submitting Waste Reduction Grant applications, applicants will need to ensure that all agreed Council benefit deliverables can be provided within an appropriate timeframe prior to the event delivery date.

Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

Further Information and Enquiries

Documents

Copies of all City of Hobart documents referred to throughout these guidelines can be found via the hyperlinks contained throughout these guidelines or at the City of Hobart website: hobartcity.com.au/Grants. All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

Contact Officer

For further information regarding applications for Waste Reduction Grants, please contact the City of Hobart's Community Development Officer - Grants, Josie Chapman on telephone 03 6238 2132 or by email grants@hobartcity.com.au