

Recycling & Waste Minimisation Grants

For Community Groups and Education Institutions Located in the Central Coast Council Local Government Area

GUIDELINES 2017



1COAST 1WORLD
Don't waste it!



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WORKING FOR THE FUTURE

Introduction

Central Coast Council and waste services contractor Remondis are working together on reducing waste going to landfill across the Central Coast. Both Council and Remondis recognise that there are many innovative waste management and recycling projects that will benefit the Central Coast community.

This grants scheme has been established as part of a broader strategy of waste education and promotion activities that encourage an active contribution to waste and recycling initiatives on the Central Coast.

Under the scheme, grant assistance can be offered to any educational institution or community group that develops practical projects to improve the management of waste in their facility.

We recognise there is potentially a wealth of good ideas and innovation within the local community to be tapped into through greater engagement of residents in waste management.

Aim of the Program

The aim of the 2017 Recycling and Waste Minimisation Grants is to support innovative waste management projects that develop or widen the Central Coast community's knowledge, skills and commitment to waste avoidance and resource recovery.

Funding Category

The total funds available for the 2017 Recycling and Waste Minimisation Grants totals \$15,000 (+ GST). This funding will be allocated to community groups and educational institutions including but not limited to pre-schools, primary schools, high schools, TAFE and universities.

Applicants may apply for funding amounts up to a maximum of \$1000 (+GST).

Objectives

The main objectives of the grant program are:

- to reduce the amount of waste going to landfill on the Central Coast
- to increase the amount of recyclable products collected;
- to promote and actively engage your facility to recycle effectively therefore reducing waste overall;
- to facilitate changes in behaviour of individuals and groups which affect specific waste issues;
- to encourage innovative waste and recycling projects that benefit the Central Coast community or educational institution; and
- to introduce methods of food waste reduction and management
- reuse an item for a new purpose

Who can apply?

The Recycling and Waste Minimisation Grants are available to community groups and educational institutions including but not limited to pre-schools, primary schools, high schools, TAFE and universities.

To be eligible for a grant, the following criteria should be met:

- The educational institution or community group must be based in the Central Coast Council LGA
- be incorporated or auspiced by an incorporated body;
- your project must be aligned with one or more of the strategic objectives;
- your application must be completed on the Recycling and Waste Minimisation Grants 2017 Application Form;
- your application must be signed by an office-bearer in your group or organisation (e.g. Chairperson, President, Treasurer or Principle) and, in the case of an administering organisation, by an authorised officer of the administering organisation; and
- your project must be completed by the **15th of December 2017**.

Only one activity per year will be supported per organisation. Grants are on a one-off basis, with no guarantee of on-going funding. Payment can only be made after a tax invoice made out to Remondis Pty Ltd is received from the successful applicant.

Assessment

All applicants are assessed on:

- the project having clear waste management benefits
- the project budget being clear and realistic
- the applicant having capacity to manage the project
- the project offering value for money

A project will NOT be considered if:

- It has no direct waste management benefit
- Does not adhere to the guidelines outlined

To maximise your chance of success you should

- complete the application form in full
- provide a detailed project description
- provide a detailed budget
- include your contribution (financial or in-kind)
- ensure your project is about waste

Examples of Eligible Projects

Examples of the types of projects we may fund include:

- waste free lunch initiatives
- steel or aluminium can recycling awareness
- recycling collection scheme
- plastic bag reduction project

- bicycle or old toy refurbishment and reuse
- community composting education e.g. waste wise gardening
- food waste reduction, disposal methods or education
- workshops

Audit requirements

Applicants must keep and maintain all records and accounts (including all receipts and invoices).

Applicants must provide a complete detailed record and explanation of:

- expenditure of the grant monies for the approved purpose
- other expenditure on the project (including in-kind contributions); and
- implementation and progress of the project

The Applicant agrees to indemnify Central Coast Council and Remondis in relation to any loss or expense incurred by Central Coast Council and Remondis arising from the breach by the Applicant of its obligations or warranties given in relation to this grant and the project.

The Applicant will not assign, in whole or in part, their benefits under this grant without the prior written consent of Central Coast Council and Remondis Pty Ltd.

All applications must be signed by at least one current executive member.

How do I apply?

Application forms can be obtained from the website www.1coast.com.au/grants

Please read the guidelines outlined in this document before applying.

Closing Date

Applications for the Recycling and Waste Minimisation Grants 2017 must be received no later than:

5.00pm Friday 23rd June 2017

Notification

Applicants will be reviewed against the selection criteria outlined in this document. All applicants will be notified with an outcome within a month of the closing date,

Insurance

Where applicable, it is a condition on receiving funding that the successful applicant will assume all normal commercial responsibilities including public risk and/or any other appropriate insurance cover for the project.

Any staff employed should be protected by workers compensation insurance.

Taxation

In some cases the receipt of funding may be subject to income tax. Applicants are advised to consult with their accountant or other financial advisor regarding this matter.

Confidentiality

Information supplied by the applicant will be used for processing and assessing an application and will be treated as confidential to the extent permitted by the Local Government Act and Freedom of Information Legislation.

Payment & Reporting

Payment can only be made after a tax invoice is received from successful applicants made out to Remondis Pty Ltd.

70% of payment will be made upon acceptance of your grant;

30% of payment will be made upon acceptance of your final report.

Successful applicants are required to submit concise written reports advising both Council and Remondis on the status of the project. Reports are expected to cover a summary of project activities, data collected, any problems incurred and lessons learnt and an evaluation of the effectiveness of the project.

The first report is due before the **15th of September 2017**.

A final report outlining the grant experience is due with the completion of your project by the **15th of December 2017**.

All reports and documentation become the intellectual property of both Council and Remondis for promotional purposes.

Reporting via email is encouraged and reports should be addressed to michelle.murrell@remondis.com.au

Project Recognition

Remondis will run promotional material to advertise successful projects.

Successful applicants are asked to keep photographic records for promotional purposes.

Grant recipients are asked to promote their projects through the provision of information to Central Coast Council for their newsletters and the Council website. Participants may be asked present their project at Council meetings.

Your Application

Applications for the Recycling and Waste Minimisation Grants must be submitted on the official form by the above advertised date to:

Post Michelle Murrell
Waste Education Officer
Remondis
Piles road
Somersby NSW 2250

E-mail michelle.murrell@remondis.com.au

All relevant sections of the form must be completed. Incomplete forms will not be accepted.

For further information on the grants and completing the application forms, please contact either:

Michelle Murrell / Joanne Hill -Ph: 02 4336 3121 (Waste Education Officers – Remondis Central Coast) .