



# Organic Waste Smart Schools Program

## **GUIDELINES**

Grants for organic waste reduction and resource  
recovery projects in Queensland State Schools

October 2022

Prepared by: Waste Avoidance and Recovery Programs, Office of Circular Economy, Department of Environment and Science

The Department of Environment and Science acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea and community, and pay our respects to Elders past, present and emerging.

The department is committed to respecting, protecting and promoting human rights, and our obligations under the *Human Rights Act 2019*.

© State of Queensland, 2022.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 Australia (CC BY) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.

You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit <http://creativecommons.org/licenses/by/4.0/au/deed.en>

#### **Disclaimer**

If you need to access this document in a language other than English, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Library Services on +61 7 3170 5470.

This publication can be made available in an alternative format (e.g. large print or audiotape) on request for people with vision impairment; phone +61 7 3170 5470 or email [library@des.qld.gov.au](mailto:library@des.qld.gov.au).

October 2022.

# Contents

Overview .....	8
Objectives .....	9
General information .....	9
Key dates for Round 2 .....	9
What is organic waste? .....	9
Education material for understanding organic waste management .....	9
Eligibility .....	10
Who is eligible to apply? .....	10
Who is ineligible to apply? .....	10
What projects are eligible? .....	10
Eligible equipment .....	10
What projects are ineligible? .....	10
The application process .....	11
How to apply .....	11
Information and supporting documentation .....	11
Reporting and acquittal .....	13
Appeals and complaints .....	14
More information .....	14
Privacy statement .....	14

## Overview

The [Waste Management and Resource Recovery Strategy](#) (the Strategy) was released in 2019 to provide the framework for Queensland to become a zero-waste society, where waste is avoided, reused and recycled to the greatest possible extent. To meet the Strategy's targets, all Queenslanders must work together to reduce the amount of waste that is produced, and ultimately disposed of, through sustainable waste management practices. The [Queensland Organics Strategy](#) and [Action Plan](#) describes specific actions for organic waste, including a strong focus on education.

Organic waste makes up around half of what Queenslanders throw away each week in their wheelie bin. Although organic waste is often seen as a naturally produced waste, when disposed to landfill it releases methane, a greenhouse gas with a global warming potential of at least 28 times that of carbon dioxide. Organic materials are a valuable resource that can be used for a variety of purposes, including composting or mulching, and can add nutrients back into soils.

Engaging in resource recovery and circular economy projects provides students with an understanding of the value of organic waste and how to avoid, minimise and reuse it. In 2021, the Organic Waste Smart Schools Program (the Program) enabled Queensland school aged children to become agents of long-term change to improve their school, home and community waste avoidance and resource recovery practices and understanding. Following on from the success of the Program in 2021, further funding is available for a second round in 2022.

### **2022 Organic Waste Smart Schools Program:**

- Open to eligible Queensland State Schools.
- Grants of up to \$2,500 are available to purchase equipment to avoid organic waste and resource recovery projects that meet the Program's objectives.
- An open, non-competitive grant process.
- Schools from remote and isolated regions and schools currently without access to organics waste management facilities are strongly encouraged to apply.
- Applications close midnight **14 November 2022**.

## Objectives

The objectives of the Program are to:

1. improve organic waste outcomes in Queensland State Schools
2. improve organic waste reduction facilities in Queensland State Schools.

## General information

### Key dates for Round 2

Date	Item
14 October 2022	Program opens for applications
14 November 2022	Program closes for applications
December 2022	Recipients notified
February 2023	Term 1: Projects commence (week 4 of term 1 2023, or within 90 calendar days of the date the funding notification letter was sent.)
28 April 2023	Projects completed
29 May 2023	Reporting finalised and acquitted

### What is organic waste?

Organic waste is a broad category of waste derived from material that was once living, excluding petroleum-based materials. This includes food (domestic and commercial), garden, biosolids, food processing wastes and agricultural by-products.

Organic waste in your school is likely to include garden or green waste (grass clippings, tree cuttings, bark chips etc.) and food waste generated from student lunches, school tuckshops, home economics classes and school events.

### Education material for understanding organic waste management

Further information for applicants is available:

- [Organic Waste Management for Schools and Early Learning Centres](#) contains useful information for your application.
- The [Waste and Recycling Audit Guide](#) provides information about how to quantify the amount of general and organic waste your school sends to landfill. Successful applicants will be asked to complete this audit and submit to the Department of Environment and Science (the department) at the first milestone.
- The [Guide to Conducting your Organic Waste Survey](#) provides information to understand attitudes and behaviours about organic waste at your school.
- [Love Food, Hate Waste school resources](#) includes lesson plans and worksheets for years 1-8.
- The Department of Education [Sustainable schools website](#) aims to provide all Queensland schools with a central hub for sustainability resources, including waste management.
- Further information and teaching guides can also be found through [Waste Education Queensland](#).

# Eligibility

## Who is eligible to apply?

All Queensland State Schools are eligible to apply for a grant in their own right.

Parents and Citizens (P&C) or Parents and Friends Associations (P&F) are able to apply through their affiliated eligible Queensland State School.

## Who is ineligible to apply?

The following applicants will be considered ineligible under the Program:

- × Early childhood development programs
- × Applicants not part of, affiliated with, or able to secure endorsement from an eligible Queensland State School.

## What projects are eligible?

A range of projects will be eligible to receive funding. Applicants are encouraged to submit applications that nominate organic waste projects which are the best fit for the existing waste or resource recovery challenge at their school. Projects **must** expand or be different to what is already being conducted, i.e. business as usual activities or those already funded will not be supported.

Only one project per school will be funded under this round.

The [Waste and Resource Recovery grants and funding webpage](#) provides case study examples.

## Eligible equipment

All projects **must** include the purchase of equipment, that either contributes to organic waste reduction strategies within the school, or directly supports activities that encourage appropriate use in the school. Applicants can apply to have eligible equipment funded up to a value of \$2,500.

The equipment must be one of the following items:

- Compost bins and related equipment
- Worm farms and related equipment
- Waste separation bins and related equipment
- Gardening equipment and infrastructure (must directly contribute to managing organic waste)
- Signage
- Livestock and related infrastructure.

## What projects are ineligible?

The following projects are ineligible for funding:

- × Projects conducted at ineligible schools.
- × Projects that result in perverse waste outcomes e.g. the collection of general waste bins only.
- × Projects that do not involve the purchase and use of eligible equipment.
- × Projects conducted prior to funding approval under the Program.
- × Projects which do not align with the Program's objectives.
- × Projects that do not address organic waste.
- × Projects using gardening equipment for outcomes other than organic waste management.
- × Projects for organic waste initiatives previously funded by the Queensland Government.

Please contact the program officers to discuss eligibility or ideas if you are unsure. Contact details are provided in the **more information** section of this document.

# The application process

## How to apply

Applications under the Program must be submitted through the SmartyGrants portal. Only one application per school can be funded. The portal will remain open for applications from 14 October 2022 to midnight 14 November 2022.

Applicants are required to ensure the department receives the application and all supporting documentation in full by the time and date the application portal closes. **Submitting an application will not guarantee that funding will be provided.**

Late or incomplete submissions are the responsibility of the applicant and the Director-General of the department is under no obligation to consider these applications. All decisions made are at the discretion of the Director-General of the department and are considered final.

The link to the SmartyGrants portal is available at:

<https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants>.

Setting up a SmartyGrants account is free. Previous SmartyGrants users can use the same SmartyGrants account. (A [help guide for applicants is available](#))

If you experience technical difficulty creating a SmartyGrants account or completing an online form, please refer to the more information section for the grants administration contact details.

Costs of preparing and submitting an application are the sole responsibility of the applicant.

## Information and supporting documentation

To prepare an application, please ensure you can supply the following:

- Written notification from the school principal in support of the application. (See documentation).
- Contact details for the applicant, the school principal (for ministerial enquiries) and the project coordinator (for operational enquiries).
- A summary of the proposed project including identifying the organic waste avoidance and/or resource recovery challenge the project seeks to address, a description of activities to be delivered, key project dates, anticipated project outcomes and key age groups targeted.
- Details of how the project meets the objectives of the Program.
- Financial information about the equipment you require to complete the proposed project.

Applicants should also consider the following:

- If your application is successful, you will be required to complete two simple waste audits to provide data on your project outcomes, using the [Waste and Recycling Audit Guide](#).
- Consideration should also be given to the continuation of the project after funding has ceased, where relevant. Prior to submitting an application for funding, please consider whether your project needs any future financial contributions or imposes on staff time.
- Identify any potential opportunities for collaboration with other schools or the local community to leverage funding.

## Finances

Up to \$2,500 (excluding GST) is available under this round. Funding will only be provided for **actual equipment costs** equal to or less than \$2,500. Applicants will be required to provide evidence of the expected costs (e.g. quotes, invoices etc) with their application.

For projects over \$2,500, applicants will be required to fund remaining project costs, demonstrating an ability to source in-kind contributions in the application. The application will request the following:

- Total project costs.
- Total funds the applicant is contributing (for projects costs exceeding \$2,500).
- Total funds contributed by third parties, if any.

## Documentation

The applicant **must** provide the following supporting evidence as attachments:

1. Letter of endorsement from the school's principal, on school letter head, confirming:
  - a. their support of the project including the requested funding amount.
  - b. the contents of the project application (as submitted) are true and correct.
  - c. that no other projects have been endorsed.
  - d. the school's bank account details for grant payment, including bank account name, BSB number and account number.
  - e. The schools ABN.

A template for the letter of endorsement from the school's principal is available through the SmartyGrants portal.

2. Evidence of project costs, e.g. quotes for the purchase of infrastructure. This department will only fund the eligible equipment in the application and may request a refund of any unspent funds.
3. Evidence to support any contributions from third parties (if required).
4. Evidence of insurance from the school, including:
  - a. Certificate of currency for public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
  - b. Certificate of currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).

## The assessment criteria

All applications will be scored on how they meet the following selection criteria:

- 1- Queensland state schools and their affiliated P&C and P&F Associations located in:
  - a. **Remote and very remote areas.** (40)
  - b. **Outer and inner regional areas** (20)
  - c. **Major cities of Australia** (10)
- 2- Queensland State Schools and their affiliated P&C or P&F Associations **without access to any organics waste management facilities.** (30)
- 3- Queensland State Schools and their affiliated P&C or P&F Associations **yet to receive funding** through the Organic Waste Smart Schools Program. (20)
- 4- **All** Queensland State Schools and their affiliated P&C or P&F Associations. (10)

Other factors may be considered when assessing these applications, such as whether the funding is reasonably distributed throughout Queensland.

Applicants can refer to the Department of Education [schools directory](#) to confirm zone/area details for their school.

All applications will be assessed by departmental officers based on their ability to meet the assessment criteria. After assessment, recommended projects will be submitted for approval to the department's Deputy Director-General who will approve eligible recommended projects for funding. The department reserves the right to consider a range of factors when deciding whether a project should be funded.

All applicants will receive written notification of the outcome of their application:

- Successful applicants will be sent a copy of the Organic Waste Smart School Program terms and conditions with a letter of approval to execute the funding. This letter will also be followed by a letter of congratulations from the Minister for the Environment and Great Barrier Reef, Minister for Science and Youth Affairs.
- Unsuccessful applicants will be notified that their project has not been approved for funding under the Program.
- Unsuccessful applicants can contact the department for further feedback.



# Reporting and acquittal

Upon submission of an application through the SmartyGrants portal, applicants agree to the information specified below relating to the funding agreement, conditions of funding, project timing and reporting and acquittal.

## Funding agreement

The relevant school will be required to enter into all funding agreements, including on behalf of P&Cs and P&Fs.

Successful applicants will be provided with a letter of offer from the Department of Environment and Science (DES) which will contain details of the funding offered and the program terms and conditions. Once signed by an authorised delegate of the successful applicant and returned to DES, this letter and the terms and conditions will form a funding agreement.

## Conditions of funding

Funds will be paid in their entirety into the nominated school's bank account within 30 calendar days on provision of all requested documentation. All requested documentation must be submitted within one week of the notification of the successful application.

Grants may be treated as assessable income for taxation purposes and GST may also be applied. The State does not provide tax advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

All grant recipients must conclude their projects and complete reporting within established timeframes. Final report and acquittal requirements are outlined in the **reporting and acquittal section**.

By receiving funding, all applicants agree:

- Representatives of the department may request to view the project, validate purchases or create media content about the project.
- The following information will be routinely published on the Queensland Government website:
  - your organisation's name
  - total amount of funding allocated
  - project name, location and description.

## Project timing

Projects must commence prior to week 4 of term 1 2023, or within 90 calendar days of the date the funding notification letter was sent.

Applicants are required to complete milestone reports, including the results of a [Waste and Recycling Audit](#), to be entered into smartygrants prior to the project commencement date above.

If projects are unable to commence within this time due to extraordinary events, applicants must notify the program manager within the 90 calendar days to discuss alternative arrangements. All projects must be completed, reported on and acquitted by 30 May 2023.

## Reporting and acquittal

On completion of the project activity, applicants are to submit a financial acquittal report within 30 calendar days after the nominated completion date of the project. Acquittal must be no later than 29 May 2023.

The project will be completed and acquitted once the report from the school has been provided to the satisfaction of the department.

You will be asked to provide:

- A list of all expenditure.
- A brief outline of how the project addressed the identified organic waste avoidance and/or resource recovery challenge and how it met the Program's objectives.
- A brief description of all outcomes stemming from the project.
- Evidence of the project having been conducted, including photos of infrastructure purchased and photos of students participating in the project.

- A signed financial declaration from the school's principal (as the project's accountable officer) that funds have been spent in accordance with the terms and conditions of the grant.
- A copy of the final waste audit and associated data.

Applicants unable to use the full funding amount may need to return un-spent funds to the Department. Further information about returning un-spent funds will be available to successful applicants in the Organic Waste Smart School Program terms and conditions.

We will also randomly audit/review receipts and invoices for approximately 10% of recipients. Applicants may be requested to provide copies of all invoices and receipts for all goods and services acquired using the grant.

Templates for these reports will be provided in the SmartyGrants system.

- a signed financial declaration from the school's principal (as the project's accountable officer) that funds have been spent in accordance with the terms and conditions of the grant
- a copy of the final waste audit and associated data.

## Appeals and complaints

Applicants may lodge an appeal with the department for any decision relating to the grant application by emailing:

Program Manager  
Organic Waste Smart Schools Program  
Grants Administration Unit  
[grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au)

Note: Only Program applicants may appeal a funding decision. Members of the general public cannot appeal a funding decision.

Complaints can be made via <http://www.des.qld.gov.au/contactus/feedback-form-complaint>.

## More information

For further information and enquires on the Program, please contact the Grants Administration Unit on (07) 3330 6360 or at [GrantsAdministration@des.qld.gov.au](mailto:GrantsAdministration@des.qld.gov.au)

## Privacy statement

The department will collect personal information in order to assess applications for funding under the Program.

All personal information provided as part of the application, will be routinely provided to the following parties for assessing the application:

- Other Queensland Government agencies to assess your application, if required.
- Any external assessment member, if required.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for Youth Affairs, and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek consent for any uses or disclosures outside of these specific terms.

Grant applications are subject to the *Right to Information Act 2009*. Applicants wishing to access their personal information that is in the control of the department, may contact [Right to Information Services rtiservices@des.qld.gov.au](mailto:Right to Information Services rtiservices@des.qld.gov.au). For any questions or concerns regarding the privacy of your personal information, please contact the department by email at [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au).