



WasteSorted Schools grant application tips

Please use this checklist to ensure you have completed your WasteSorted Schools (WSS) grant application correctly.

Before submitting your application via the SmartyGrants portal:

- Check you have the correct link on the [SmartyGrants portal](#) for the [WasteSorted Schools grants](#) program. Schools are not eligible for the WasteSorted Community Education grants program.
- Print or download the grant application PDF to understand what you need to provide.
- Speak to a WSS officer about your project at least two weeks before the closing date so you have time to modify any details.
- Make sure your school's principal and business manager are onboard with your proposed project. The primary contact and principal will be responsible for reviewing your application and signing the final grant agreement. If your project is approved, the business manager will be supporting the invoice and acquittal process.
- Check the email addresses and names of the primary and secondary contacts, business manager and principal are spelled correctly. These will appear in all formal correspondence.

Plan your project:

- Read the eligible and ineligible items in the [WSS Grant Guidelines](#). Check out the [other grant resources](#) for support with your application.
- Carefully consider the type of bins you require and where they will be placed in the school. For example, we do not recommend commingled recycling bins in student eating areas. See the [waste station factsheet](#) for ideas.
- Consider the size of bins you need:
 - Students are often responsible for collecting and emptying organics and recycling bins. Anything over 30 litres could be difficult for students to lift and carry when full.
 - Although many bins are sold in sets, you will not need the same size bin for all waste streams and areas.
 - Size may be dictated by how often the bins will be emptied. Organics bins should be emptied and rinsed every day to avoid unwanted smells and pests. Paper recycling could be emptied just once a week.
- Signage on all bins is important to avoid confusion. Identify what waste stream collections you have and which items go in which bin. Choose or create your own signage with the help of images and templates in the [WSS signage](#) resources.

Do your research:

- Consider the quality and sustainability of the items you plan to purchase. Don't buy poor quality items that will break easily, such as some of the cheaper plastic wheelie bins on the market. Look for durability instead.

- Show the panel you have done your research by including a screenshot or valid quote (including GST), for the items and supplier you propose to use where the total cost is \$500 or more – or for all items, if you can.

Check your budget table:

- Ensure GST is included in all amounts.
- Check the amounts in the budget table match the amounts in the quotes.
- Upload a valid quote or screenshot of costs for all items (the grant panel will assess material sustainability, quality and value for money).
- Include shipping costs, particularly for regional schools. This can be a separate line in the budget or included in the item cost.

More information

Contact the WasteSorted Schools team with any queries by phone on 6364 6829 or email wastesortedschools@dwer.wa.gov.au