

# WasteSorted Schools

## WasteSorted Schools Grants and Projects

Thank you for joining us. We will begin in a few moments.  
Please use the Q & A for any questions – we will answer  
these at the end of the presentation.



# Acknowledgement of Country

We acknowledge the Traditional Custodians of the land upon which we live and work, the Whadjuk Noongar people, and pay our respects to their Elders past and present.

# Agenda

- WasteSorted Schools grants – general information
- School eligibility
- Project eligibility and examples of past school projects
- Grant application process
- Grant variations
- Acquittal process
- Tools to support



# About us

WasteSorted Schools (formally Waste Wise Schools) is a State Government program funded through the Waste Avoidance and Resource Recovery (WARR) Account administered by the Waste Authority.



# Waste Strategy 2030

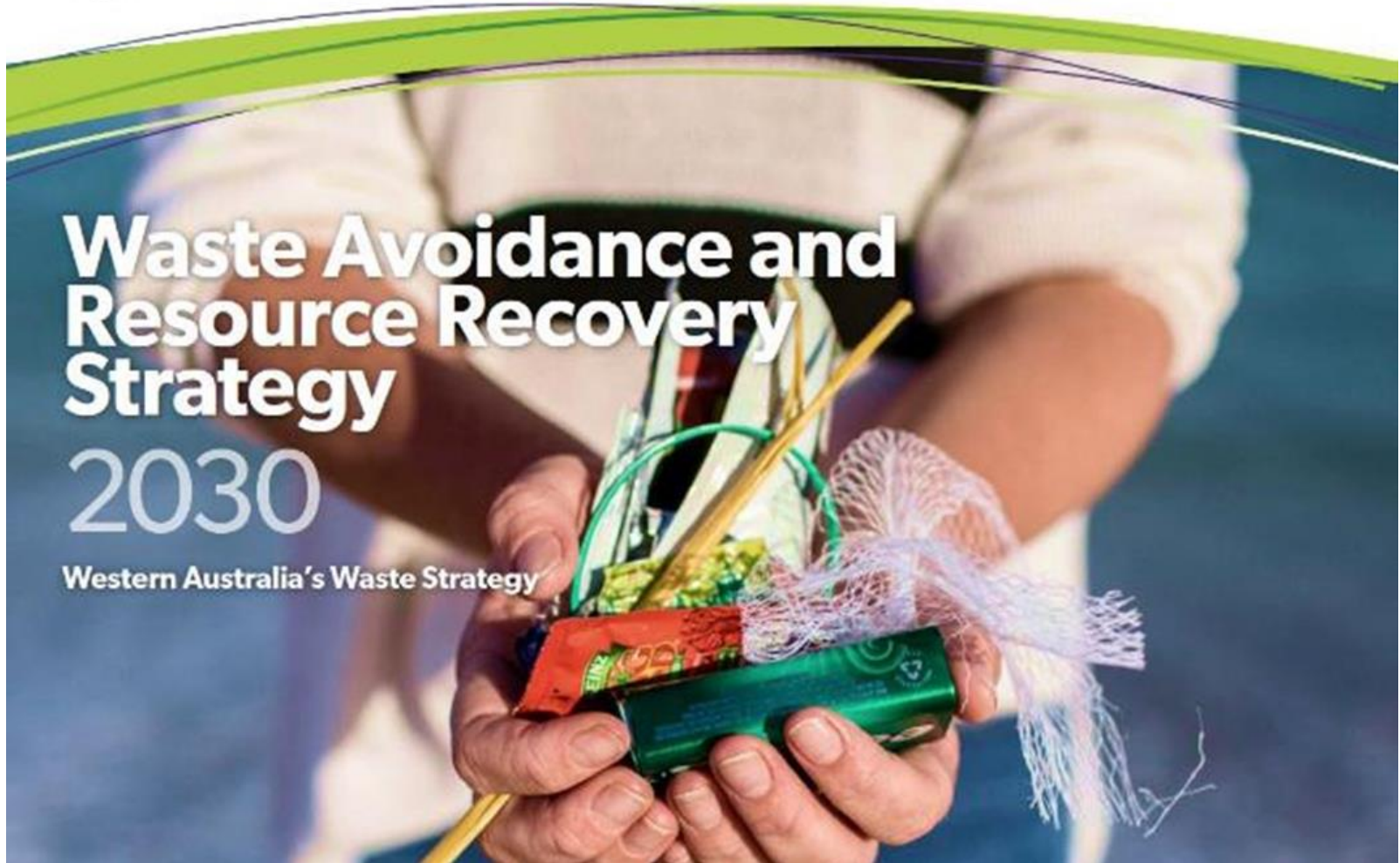


Waste Authority

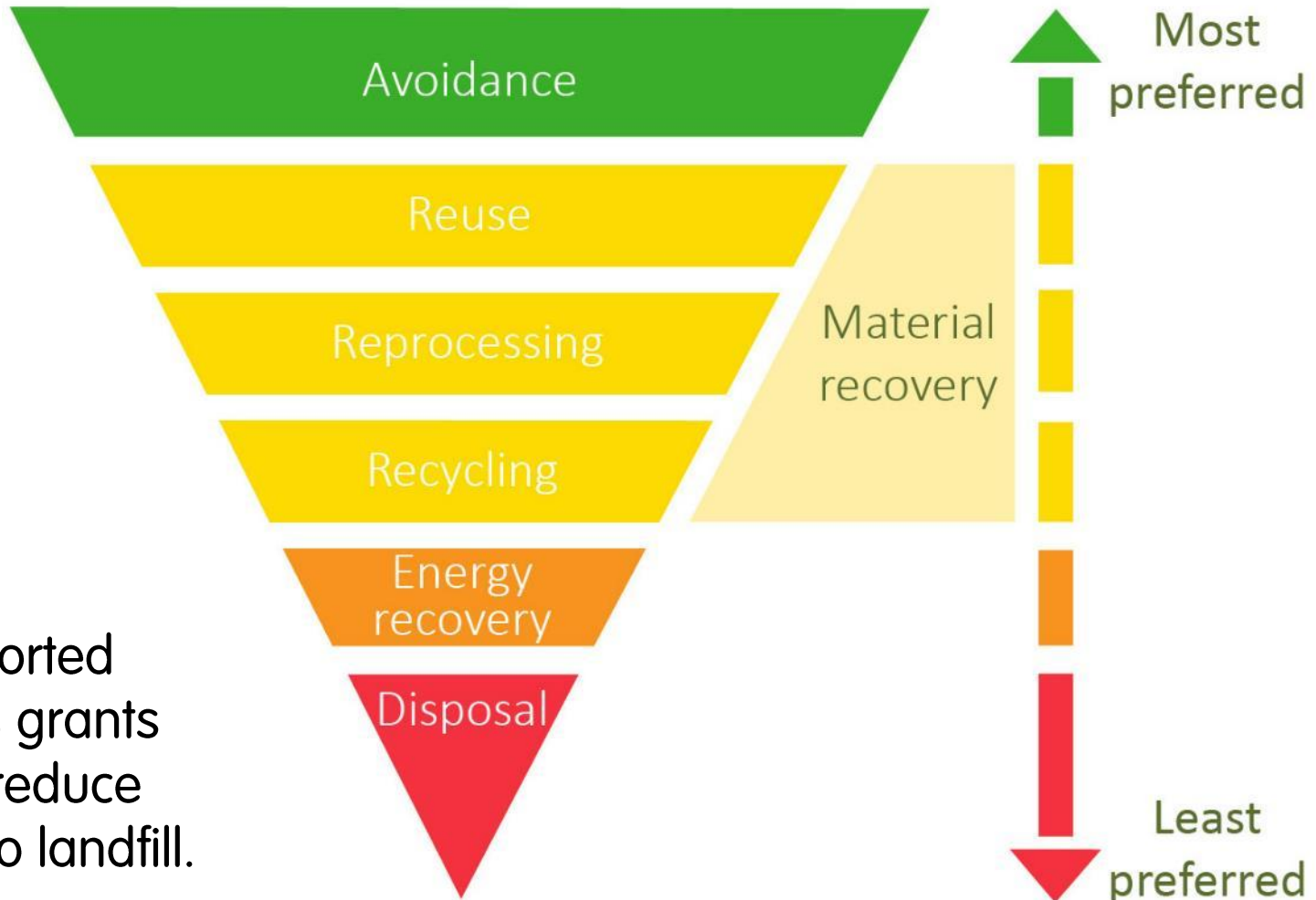
## Waste Avoidance and Resource Recovery Strategy

# 2030

Western Australia's Waste Strategy

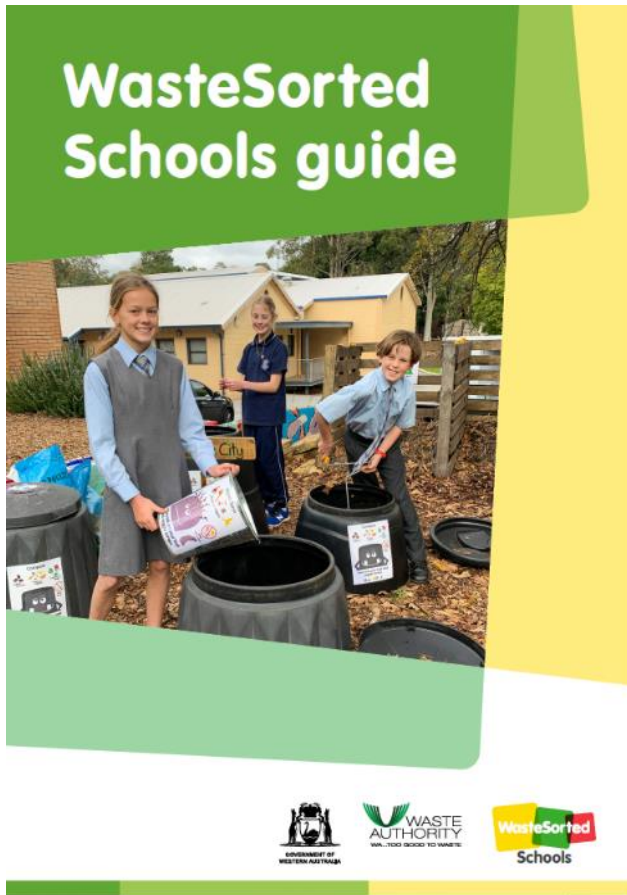


# Waste hierarchy



WasteSorted  
Schools grants  
aim to reduce  
waste to landfill.

# Getting school waste sorted



**Infrastructure** – how waste is managed, bin collection systems and assessments

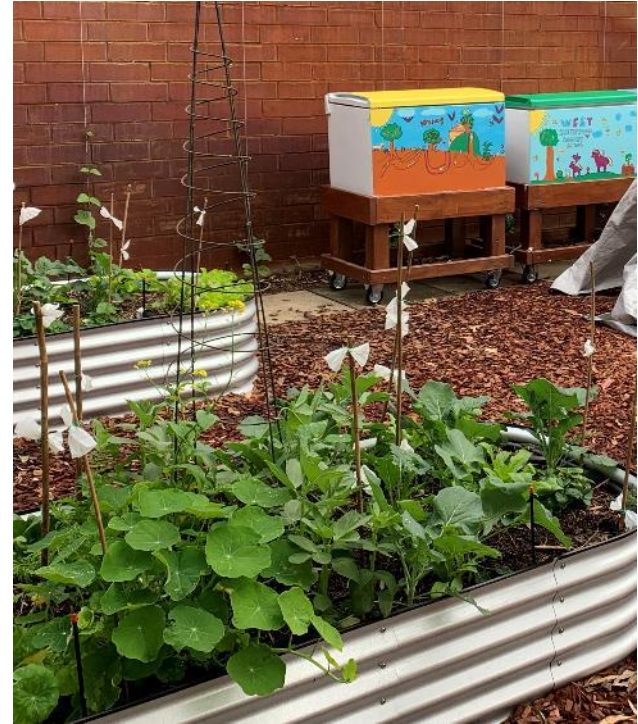
**Education** – integrating student learning about waste and resource management

**Whole school and community** – encouraging a whole school approach that engages students, teachers, staff and the wider school community



# WasteSorted Schools grants

- In 2024:
  - 1<sup>st</sup> round: February/March
  - 2<sup>nd</sup> round opens June 3<sup>rd</sup>, closes 6<sup>th</sup> August.
- Each year may be different as it is dependent on funding availability.
- Funding is up to \$5500 (inc GST) each grant round per school.
- Online application is completed via SmartyGrants.



West Greenwood PS





## Please note:

Schools are eligible to apply for the **WasteSorted Schools grants program.**

Schools are NOT eligible to apply for the WasteSorted Community Education grants program

### Department of Water and Environmental Regulation

#### Department of Water and Environmental Regulation (DWER) - Environmental Programs

Welcome to the DWER - Environmental Program's SmartyGrants home page.

To access your grant information, please log in through the link at the top of this page.

For information on current rounds or to apply for funding, please click on the relevant link below (when available).

#### Current Rounds

##### [Clean Energy Future Fund - Round 3](#)

Submissions are now open.

Submissions close 8:00AM 10 June 2024 ([AWST](#)).

[Find out more about Clean Energy Future Fund - Round 3...](#)

##### [Community Litter Grants Round 2024/25](#)

Submissions are now open.

Submissions close 10:00AM 20 May 2024 ([AWST](#)).

[Find out more about Community Litter Grants Round 2024/25...](#)

##### [Roads to Reuse: Local Government Incentives Program](#)

Submissions are now open.

[Find out more about Roads to Reuse: Local Government Incentives Program...](#)

#### Upcoming Rounds

##### [WasteSorted Schools 2024 Round 2 of 2](#)

Submissions for the WasteSorted Schools 2024 Round 2 of 2 will open at 4:00PM 3 June 2024 ([AWST](#)).

Submissions close 4:00PM 6 August 2024 ([AWST](#)).

[Find out more...](#)

# Project planning



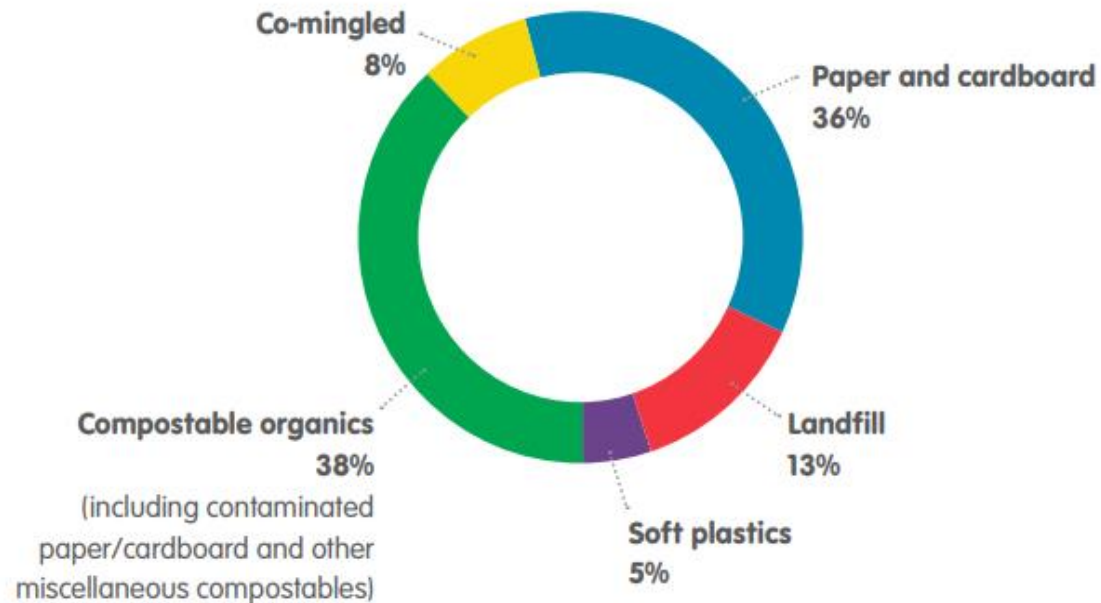
Bassendean PS

- Look at the WasteSorted Schools checklist for guidance on where to start.
- Start small and keep it simple – work on one project at a time and choose projects that can be built upon in the future.
- Apply for what you need, not necessarily the full grant amount.



# Project planning

- Use WSS tools to assess what waste stream you need to focus on.
  - [Waste audit data](#)
  - [School waste system assessment](#)
- Engage with your school students, staff and wider community.



# Schools eligibility criteria

- Schools must be an accredited WasteSorted Schools for the **current calendar year**.
- All previous grants must be acquitted.

Accredited  
WasteSorted School



[wastesortedschools.wa.gov.au](http://wastesortedschools.wa.gov.au)



# Steps to WSS accreditation

- Step 1 Online professional learning module
- Step 2 Form a committee
- Step 3 Assess school waste
- Step 4 Set goals, form a plan and write a policy
- Step 5 Become accredited



# Steps to getting waste sorted

## Setting up

Step **6** Set up infrastructure

Step **7** Communicate and implement infrastructure

## Keeping it going

Step **8** Education

Step **9** Involve the whole school and community

Step **10** Monitor and evaluate

# What can I apply for?

Funding is available for projects that divert waste from landfill, such as paper and cardboard, food waste, single-use packaging and recycling.



# What can I apply for?

## Reducing plastics

“Green canteen” items

- Reusable cutlery, bowls or plates
- Dishwasher as part of a “green” canteen approach (commercial grade only)



Lake Gwellup PS



Hammond Park PS



Kalbarri DHS



# What can I apply for?

## Reducing plastics

Reusable items to reduce waste



Canning Vale PS



Rosalie PS



Palmyra PS



# What can I apply for?

## Recycling

Recycling bins that adhere to Australian Standard colours



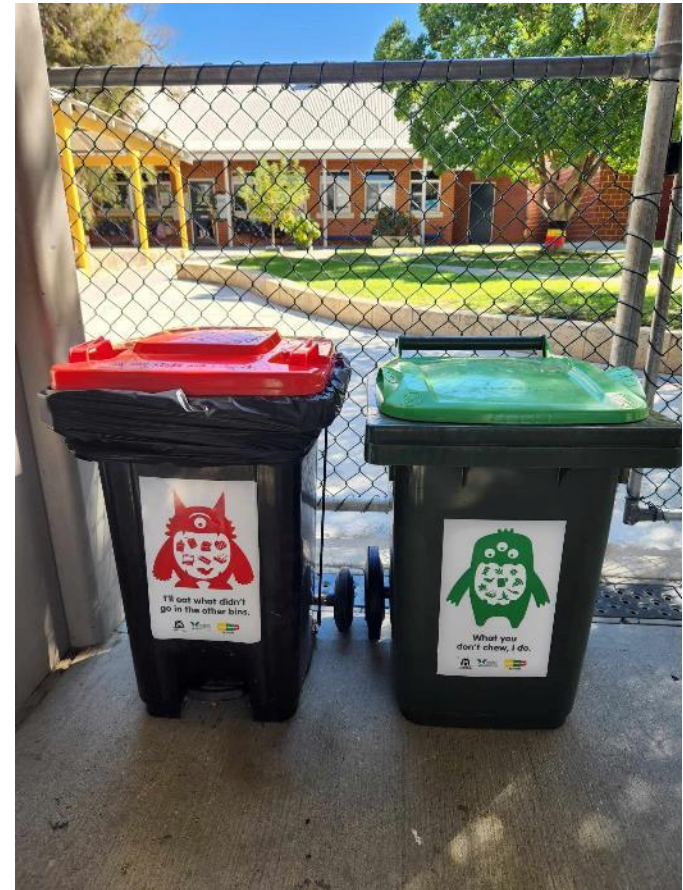
Riverton PS



Marys Mount PS



Eaton PS



Bassendean PS

# What can I apply for?

## Recycling

Infrastructure that supports collections for Containers for Change



Dianella SC



Morley SHS



St Norbert College



Containers for Change



# Containers for Change

Check what you can get for FREE through the Containers for Change fundraising toolkit!



## Metro toolkit:

- 1 x resource box with flyers, posters, bin stickers, and guides
- 1 x 240L green & white Containers for Change bin
- 200 x Containers for Change green mesh bags

## Regional toolkit:

- 1 x resource box with flyers, posters, bin stickers, and guides
- 1 x 150L green & white Containers for Change bin
- 50 x Containers for Change green mesh bags

One kit is provided per school



# Containers for Change

Plan ahead and set up a collection service



A pick-up-on-demand service that will come to your school. They usually charge a service fee per container.





# What can I apply for?

## Earth Cycling

Compost bins, cones, tumblers or bays



Marys Mount PS



Bokashi Composter



Beeliar PS



Carey Baptist College - Forrestdale



John Curtin College of the Arts



Clifton Hills PS

# What can I apply for?

## Earth Cycling

Worm farms, including the purchase of worms



Ashdale PS



St Bernadette's Catholic PS



Mount Lawley PS



Marys Mount PS



# What can I apply for?

## Earth Cycling

Chicken coop infrastructure (including chickens), if the project clearly outlines how waste to landfill will be avoided



Beeliar PS



St Lukes Catholic PS



# What can I apply for?

## Edible Food Gardens

Food garden infrastructure - must demonstrate closing the loop on organic recycling



Riverton PS



Kalbarri DHS



East Butler PS

# Closing the Loop on Organic Waste



# What can I apply for?

## Edible Food Gardens

Up to \$275 for reticulation of food gardens



Edgewater PS



Northhampton DHS

# What can I apply for?

## Signage

Educational signage linked to their waste infrastructure that explicitly teaches correct use. All signage must be approved by WasteSorted Schools.



Kingston PS



Kalbarri DHS



Mount Lawley PS



Bassendean PS

# What can I apply for? Signage



What you don't  
chew, I do.

FOGO poster



I want to gobble up  
your recycling.

Recycling poster



I'll eat what didn't go  
in the other bins.

General waste  
poster



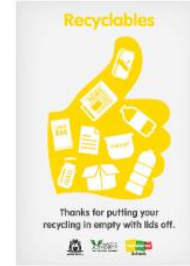
I'll eat what didn't go  
in the other bins.

General waste  
poster with a FOGO  
service



This bin is the go for food scraps.  
No glass or plastic please.

FOGO poster



Thanks for putting your  
recycling in empty with lids off.

Recycling poster



If it cannot go in any other  
bin, it goes in here.

General waste  
poster



If it cannot go in any other  
bin, it goes in here.

General waste  
poster with a FOGO  
service



We snack on your fruit  
and veggie scraps.

Worm farm poster



Feed me your fruit and  
veggie scraps.

Compost poster



I munch on things  
made of paper.

Paper and  
cardboard poster



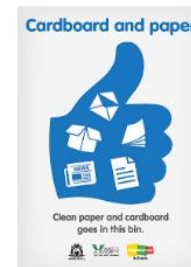
The worms will love your  
fruit and veggie scraps.

Worm farm poster



Feed your fruit and veggie  
scraps to the compost.

Compost poster



Clean paper and cardboard  
goes in this bin.

Paper and  
cardboard poster



Please give me  
your 10c containers.

Character



Please give me  
your 10c containers.

Character with text



Thanks for putting in  
your 10c containers.

Thumbs up



# What can I apply for? Signage

### We snack on your fruit and veggie scraps.

**Feed me on the left on Monday** (Apple, Watermelon)

**Feed me in the middle on Wednesday** (Egg, Strawberry)

**Feed me on the right on Friday** (Carrot, Banana)

- Add fruit and veggie scraps.
- Layer wet newspaper over the top.
- Cover with a mat or carpet.

**Tips**

- Stop feeding if it smells or looks sloppy. Add newspaper, sprinkle lightly with garden lime and water for a few days.
- Add a handful of clean sand monthly to provide grit for the worms.

**No citrus or bread**

Waste Australia Schools logo

### Special Collection

Soft plastics

Oral care

Mobile phones

Batteries

Waste Australia Schools logo

### Mobile phone recycling

All mobiles, chargers and accessories accepted.

Waste Australia Schools logo

### Oral care recycling

Waste Australia Schools logo

### Composting

Add a layer of greens

Add a layer of browns

Add a layer of straw

Add a layer of greens

Add a layer of browns

Add a layer of straw

**Tips to remember**

- Place material into the worm spot.
- Separate the spring and moist, but not wet.
- Always use compost of food, not of meat.
- The greater the pile you add, the quicker it breaks down.

**Good greens**

- Leaf scraps
- Veggie scraps
- Eggshells
- Tea-drippings

**Good browns**

- Shredded newspaper and cardboard
- Egg cartons
- Straw

**Avoid these items**

- Dry leaves
- Shredded newspaper and cardboard
- Egg cartons
- Meat and bones
- Dairy products
- Meat products
- Wool and hair
- Waxed food

Waste Australia Schools logo

### Looking after your worms

**Anything goes** - use the bin every day!

**Green**

- Fruit
- Veggie scraps
- Shredded paper and cardboard
- Crushed eggshells

**Red**

- Citrus
- Bread and cereals
- Meat and bones
- Salt or sugar
- Garlic or onions

**Tips to remember**

- Keep covered and out of direct sunlight.
- Don't overfeed the worms.
- Keep the top covered with a mat or carpet.
- Feed the worms in different spots on different days.

Waste Australia Schools logo

### Battery recycling

Waste Australia Schools logo

### Battery recycling

Waste Australia Schools logo



# What can I apply for?

## Other

Student incursions that teach the students how to use waste infrastructure – a maximum of two classes can be funded



Helena River Steiner School

Storage sheds (for WasteSorted Schools activities only)



East Butler PS

# What can I apply for?

## Other

Tools and materials that enable the implementation of the project, e.g. trolleys, collection buckets, bin lifter, where clearly justified

Fencing: this will be considered if vandalism to the project area is of concern to the school



Carine SHS



O'Connor Education  
Support Centre



East Vic Park PS



Palmyra PS

# What can I apply for? Other

Other items that reduce waste to landfill



Castletown PS



Paper Shredder for compost



Dunsborough PS



Riverton PS

# What projects are NOT accepted

- Projects that do not divert waste from landfill
- Retrospective payments for items that have already been purchased
- Projects that require ongoing funding such as memberships or subscriptions
- Waste and recycling collection service costs (these are ongoing costs and should be budgeted for by the school/Department of Education)
- Activities not based in Western Australia
- Projects that only address litter (schools may contact KABC for assistance with these projects).

# What projects are NOT accepted

- Payment of school staff wages
- Travel to events
- Student excursions
- Gardening projects except where the school can clearly show how the garden will close the loop of organic recycling
- Herbicides, pesticides or other products not adhering to the principles of organic gardening
- Water tanks
- Hand dryers
- Trees for beautification
- Fishponds and aquaponic systems

# Next steps

1. Draft your project details in a word document  
Project title and project description – max 250 words.
  - What waste stream are you targeting?
  - Why are you targeting that waste stream?
  - How will the materials you are applying for help you divert waste from landfill?

# Next steps

2. Research the items needed and collect quotes
  - For all items take screen shots of the item and cost for future reference.
  - For individual items \$500 or more quotes are compulsory.
  - Save electronic copies of quotes on a hard drive (shared drive can have uploading difficulties).

# Starting the application

- Register with SmartyGrants and log in.
  - The registered user will receive all main correspondence
- WSS recommend using school admin address or your education email address.
- Your Principal will need to see the application and sign off on it.



Government of Western Australia  
Department of Water and Environmental Regulation



## Department of Water and Environmental Regulation

Department of Water and Environmental Regulation (DWER) - Environmental Programs

Welcome to the DWER - Environmental Program's SmartyGrants home page.

To access your grant information, please log in through the link at the top of this page.

For information on current rounds or to apply for funding, please click on the relevant link below (when available).

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Submissions close 4:00PM 6 August 2024 (AWST).  
[Find out more.](#)



# WasteSorted Schools SmartyGrants Page

## WasteSorted Schools



Start a submission



Preview the form



Download preview form

Submissions are now being accepted. Submissions close at 12:00PM 1 August 2023 ([AWST](#)).

**IMPORTANT: Please read information below to assist you in completing your application online.**

### BEFORE YOU BEGIN

Welcome to the Waste Authority - **WasteSorted Schools** online grant application service, powered by [SmartyGrants](#).

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on **6364 6696** or **6364 7056** during business hours or email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) and quote your submission number.

Click here <https://www.wasteauthority.wa.gov.au/programs/view/wastesorted-schools-grants> to view the WSS guidelines, WSS FAQ, webinar and budgeting examples.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

### NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

### SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the '**My Submissions**' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

### SUBMITTING YOUR APPLICATION

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you

# Grant Application Form

- Upload your quotes
- Save and preview before you submit it
- Arrange for your Principal to view and sign off
- After you submit you can't change it (contact WSS to reopen it)

## Form Navigation

1. School & Contact Information
2. Project Details
3. Project Budget Allocation
4. Declaration
5. Application Checklist
6. Feedback

## School & Contact Information

\* indicates a required field.

## WasteSorted Schools Grants

WasteSorted Schools grants provide funding for schools to set up infrastructure and initiatives that avoid and recover school waste.

Funding is available for projects that divert waste from landfill, such as paper and cardboard, food waste, single-use packaging and recycling. These projects should also aim to educate and engage students and the school community in waste avoidance and recovery practices.

Grants of up to \$5,500 (including GST) are available to **currently accredited** WasteSorted Schools.

Please complete each section, refer to [the WasteSorted Schools grant guidelines](#) and [FAQ's](#) and ensure you allow yourself enough time to review the application before the due date. **Please submit only one application per school per round.**

Please allow approximately 12 weeks from the closing date of applications for notification of funding approval.

For any queries about the guidelines, deadlines or questions in the application form, please email

# Complete the submission well before the closing date!

- This grant round closes **4pm on Tuesday 6 August 2024**
- **No late submissions!** Please don't get caught out!
- Check that your school is accredited for 2024 in the online portal (or email WSS!)
- Check that you have received the submission confirmation email, including your junk mailbox (email WSS if you do not receive a confirmation).



# What happens after submission?

**Allow approximately 12 weeks after the grant round has closed to receive notification**

1. Eligibility criteria is checked
2. If it is an eligible application, it will proceed to the assessment stage
3. A grant panel will read through and assess each submission against the three main criteria:
  - Project benefits
  - Capacity of applicant to deliver the project
  - Value for Money/ Responsible purchasing ie. Researching and selecting products that are good quality and will last a long time.

# What happens after submission?

4. Recommendations are made to the Waste Authority
5. Minister for Environment approves
6. If approved, a Grant Funding Agreement letter is offered – to be signed by the project contact and Principal
7. Your school sends DWER the invoice and receives funds!

**DO NOT SPEND ANY MONEY UNTIL YOUR SCHOOL  
RECEIVES THE FUNDS**

# If your project is approved...

## Spending the funds

- Remember to keep electronic copies of all receipts (e.g. a photo or scan of receipts).
- If your school does not spend all the funds received, the remaining funds must be returned to the WARR account.
- No retrospective payments – ensure you have received the approval letter before purchasing!

# If circumstances change...

- Costs may change or project may be delayed
  - Request a **grant budget variation or extension form** via SmartyGrants

The screenshot shows a web form titled "WasteSorted Schools Grant Variation Request". On the left is a "Form Navigation" sidebar with "1. WasteSorted Schools Grant Variation Request" selected. The main content area has a blue header with the title and a red asterisk note: "\* indicates a required field." Below this is a section titled "1. Project details" with two input fields: "Applicant organisation \*" and "Title of project". The "Applicant organisation" field has a tooltip that says "Please enter the full name of the school e.g. ABC Senior High School (do not use abbreviations)".

- If your primary project contact or user may change, email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) and provide the new user contact details.

# After purchasing all items

- Acquit using the **acquittal form** linked to your SmartyGrants application.
- The funding must be acquitted within 9 months of receiving the funds (we take into account summer holidays).
- Upload electronic copies of all receipts.
- Receipts must be fully paid (not quotes).

Form Navigation

Project Details

1. Project Details
2. Variations and Extensions
3. Project Financials
4. Acknowledgement / Promotion
5. Declaration
6. WasteSorted Schools Grants Feedback

\* indicates a required field.

Organisation

Name of School \*

Project contact name \*

Title	First name	Last name
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Project contact role at the school \*

Project contact email \*

Must be an email address.

Project contact phone number \*

Work phone or mobile

Project Details

Grant Round Name

This field is read only. The round this submission is in.

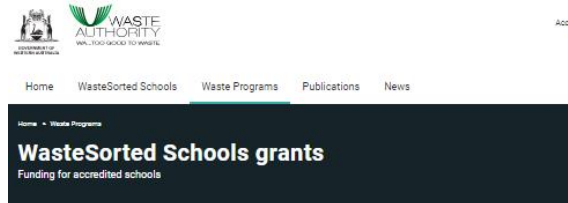
Application Number

This field is read only. The identification number or code for this s

# Tools to support you

[WasteSortedSchools.wa.gov.au](https://WasteSortedSchools.wa.gov.au)

- [WasteSorted Schools checklist](#)
- [WasteSorted Schools grant guidelines](#)
- [FAQ](#)
- [Grant budgeting examples](#)



WasteSorted Schools grants provide funding for schools to set up infrastructure and initiatives that avoid and recover school waste. Funding is available for projects that divert waste from landfill, such as paper and cardboard, food waste, single-use packaging and recycling. These projects aim to educate and engage students and the school community in waste avoidance and recovery practices. Grants of up to \$5,500 are available. All accredited WasteSorted Schools are eligible to apply.

Next grant round dates:

- Round 1 will open Wednesday 31 January and close 4pm Tuesday 12 March, 2024.
- Round 2 will open Monday 3 June, and close 4pm Tuesday 6 August, 2024.

All applications must be completed and submitted through the Department of Water and Environmental Regulation's [SmartGrants portal](#).

Please read the WSS grant guidelines below and email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) for further information.

Please note schools are eligible for the WasteSorted schools grants program and not the [WasteSorted Community Education Grants program](#).

## WasteSorted Schools grants information webinar



## Grant resources

For more information, please view the following support materials:

- [WasteSorted Schools grant guidelines](#)
- [Frequently asked questions](#)
- [WasteSorted Schools grant funding agreement](#)
- [The WasteSorted Schools grant information webinar slides](#)
- [School success stories](#) to see what schools have achieved
- [WasteSorted Schools grant budgeting examples](#)



# Summary

- Check you are eligible
  - Is your school accredited in the current calendar year?
  - Does your school have any outstanding WSS grants?
- Register and log in to SmartyGrants and preview the application form (open 3<sup>rd</sup> June 2024).
- Draft your project title and description in Word first (check word limit).
- Make sure your Principal is on board and will sign off on the submission.
- Research and collect costs – save as electronic copies.

**TALK TO THE WASTESORTED SCHOOLS TEAM!**

# Questions?



# Questions

- How much funding is available?
- What can the grant money be used for?
- Does there need to be any funding from other sources for projects e.g. P&F, class budget etc?
- Can we apply for a grant if we have been accepted last year?
- What are the timeframes for applying for grants?
- If we are unsuccessful, when can we reapply?
- When will applicants from the Feb/March grant round be notified if they were successful or not?
- Can we use the funding to build a chicken pen to help us recycle our food scraps and garden waste?
- What type of language should I use when applying?

# Contact us with any further questions

E: [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au)

Ph: (08) 6364 6829

