



## Frequently asked questions

### 1. How are the WasteSorted Schools grants structured?

The WasteSorted Schools grant program has been structured to support schools to apply for funding for their waste management projects. It involves:

- a straightforward application process
- an accreditation requirement in the current calendar year to apply
- the maximum level of funding you can apply for being \$5,500 (inclusive GST)
- the ability to apply for funding in each grant round. Your schools must acquit previous Waste Wise Schools or WasteSorted Schools grants.

### 2. What is the maximum amount of funding schools can apply for?

The maximum amount of funding you can apply for in each grant round is \$5,500 (including GST).

### 3. How do I prepare to apply?

Check when the grant round opens or contact us to be added to our mailing list. Make sure your school's accreditation is current for the calendar year. For example, if you are applying for a grant in 2022 then you will need to be accredited for 2022. If your school has never been accredited, firstly apply for accreditation and submit the relevant documents ahead of time. Ensure you have acquitted any previous grants. Organise your quotes for individual or total number of items costing \$500 and above. Please contact us if you have any questions at [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) or refer to the [website](#) and grant guidelines.

### 4. Who is eligible?

All Western Australian schools are eligible to apply. This includes all public and independent schools. Your school must be accredited for the current year and all previous grants acquitted.

### 5. Does my school need to be accredited?

Yes. Your school needs to be accredited for the current year, so to apply for a grant in 2022 you need to be accredited for 2022.

### 6. How many grant rounds are there each year?

Two grant rounds will be open each calendar year, funding permitting. There will be notification on the [website](#), Facebook, and in the WasteSorted Schools newsletter.

You can subscribe on the website to receive notification via the newsletter, or email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) to be added to our mailing list.

### 7. How do I apply?

Apply online via the Department of Water and Environmental Regulation SmartyGrants platform for WasteSorted Schools. Use the link on the WasteSorted Schools grants webpage and you will

be directed to the application landing page where instructions will be provided. Tip: Preview and save/download your online submission **before** you submit.

**8. How often can I apply?**

It's possible twice every 12 months. In all cases, any previous grants need to be acquitted and the school needs to be accredited for the current calendar year.

**9. What is SmartyGrants?**

It is an online grant submission system for the management of grants. Please go to [SmartyGrants | Home](#) for further information about SmartyGrants.

**10. What if my school has received Waste Wise Schools or WasteSorted Schools grants previously?**

Having previously received a Waste Wise Schools program grant is not a barrier to applying for a WasteSorted Schools grant. Your school will still need to meet the required acquittal and accreditation criteria.

**11. What evidence do I need to provide?**

You will need to provide quotes for individual or the total number of items costing \$500 or more. This includes a screenshot from a website or a written quote from a business. No additional evidence is required and will not be taken into consideration by the assessment panel.

**12. What items are eligible for funding?**

School projects that require funding for waste management infrastructure and reduce waste going to landfill.

**13. Are emailed applications accepted?**

No, all applications are to be submitted via the SmartyGrants online submission system for WasteSorted Schools.

**14. When will I know the outcome of my application?**

All applicants will be notified via email of the outcome of their submission. Please allow up to 12 weeks from the grant round closing date for assessment and notification of the outcome. If your application for funding is successful, you will receive a Grant Agreement letter of offer. Feedback will also be provided to unsuccessful applicants.

**15. What is a Grant agreement letter?**

If your grant is successful, a Grant agreement letter will be emailed to the school principal and primary grant contact to sign and return to WasteSorted Schools. This states the amount of the grant funding, any conditions, and the acquittal terms.

**16. How long do I have to complete the proposed project?**

You will have nine months to purchase the approved items and acquit the grant funds. Your acquittal due date will be stated on the Grant agreement letter.

**17. What if we need more time to complete the project?**

You will need to apply for a grant variation via the SmartyGrants portal, please request a grant variation form by email to [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) . It will be the same log in you used to submit your application.

**18. If I have trouble completing/submitting my application, who can I contact?**

Contact WasteSorted Schools for any guidance needed in completing your application, or for feedback on your project ideas, email [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) or call 6364 6829

**19. If I am unsuccessful, can I apply in the next round?**

Yes. For any assistance in planning your project, please contact WasteSorted Schools, [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au).

**20. What if I need to make changes to the approved budget?**

You will need to apply for a grant variation via the SmartyGrants portal, please request a grant variation form by email to [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au) . It will be the same log in you used to submit your application.

**21. What if I am unable to proceed with the grant project after receiving the grant funds?**

Please contact WasteSorted Schools at [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au). Grant funds will then need to be returned in full to WasteSorted Schools program and invoicing instructions will be provided.

**22. Will the grant round be competitive?**

The WasteSorted Schools grant applications are assessed by a grants panel according to the assessment criteria outlined in the grant guidelines. The program has a set funding allocation each financial year and it is a competitive assessment process.