



# Waste Less, Recycle More

## Love Food Hate Waste Grants Program Round 4 Application Form

Closing date: 5pm Tuesday 14 June 2016

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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**Report pollution and environmental incidents**

Environment Line: 131 555 (NSW only) or [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

See also [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

OEH 2016/0011

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## Instructions: How to complete this form

- To complete this form you must have the latest **Adobe Acrobat Reader** installed. You can download the latest version from the [Adobe website](#).
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. You must use **Adobe Reader**.
- Complete the **eligibility checklist first** to ensure you are eligible to apply prior to continuing.
- Answer all questions in the application form. Incomplete or ineligible applications will not be considered.
- Complete and attach Application Budget (Part B) as an Excel Spreadsheet.
- Complete and attach Project Plan (Part C) as a WORD document.
- Submit your application by the closing date: **5pm Tuesday, 14 June 2016**.

## Eligibility

### 1. Legal status of your organisation

Are you one of the following organisations? See page 2 of the guidelines.

NSW council

Group of councils

Non-government organisation

Community group

Not for profit organisation Must comply with the [ATO's definition](#)

Other (please specify)

### 2. Love Food Hate Waste Partnership

Applicants must be a Love Food Hate Waste partner to receive funding.

Applicant is a Love Food Hate Waste partner

A Love Food Hate Waste partnership application has been submitted to the EPA via the [Love Food Hate Waste website](#)

### 3. Conditions of eligibility

Please read page 4 of the [Application Guidelines](#)

## Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Tuesday, 14 June 2016** via email to: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au). Any applications that are late or incomplete will not be considered.

### 1.1 Primary contact details

Contact person	<input type="text"/>				
Organisations	<input type="text"/>				
ABN	<input type="text"/>	Registered for GST			
Postal Address	<input type="text"/>				
Suburb		State	<input type="text"/>	Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

### Secondary contact details

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

### 1.2 Administrator details – Only complete if someone is going to administer this grant for you

Contact person	<input type="text"/>				
Organisations	<input type="text"/>				
ABN	<input type="text"/>	Registered for GST			
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

### 1.3 Contact details for partners (if applicable)

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions must be submitted with the application.

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

2 Has your organisation previously received NSW Environmental Trust, EPA or OEH funding?

Yes  No **If yes, please provide reference numbers and/or project title.**


3 Insurance

It is a condition of your grant that you have adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance. Please provide details of your insurance below.

**Note:** Insurance cannot be used as part of your eligible contribution to this project.

Company

Policy numbers

Coverage

Currency (expiry date)


Project details

4.1 Project title and duration

Project name:

Start date:

End date:

**Note:** Funding for this grant is likely to be awarded by October 2016. Projects cannot start before grants have been awarded. Projects will be expected to be substantially completed by 30 June 2017, however, the Trust will consider allowing extensions to submitted project timelines if there are valid logistical reasons.

4.2 Project category. Please select **ONE** only.

New project  Enhancement LFHW project

**Enhancement projects only** describe how experience and lessons from previous LFHW projects have been incorporated into the design and delivery of the enhancement project.

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### 4.3 Geographical reach

Primary area. This must be the local government and state electorate for the project site address. To help you, please use the links below to confirm the correct council and state electorate are being selected.

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

Secondary areas. If more than one, please list the areas below.

Local government areas

<input type="text"/>
<input type="text"/>
<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>

State electorates

<input type="text"/>
<input type="text"/>
<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>

Provide location information for your project. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on 'What's here'?

**Latitude** (decimal degrees)

**Longitude** (decimal degrees)

#### 4.4 Payment and milestone schedule

Complete this part of the application form once you have completed Part B: Application Budget and Part C: Project Plan. Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Amount requested cannot exceed \$70,000.

The first instalment amount is 90 per cent of your total funding amount requested, and the final instalment is 10 percent. No financial instalments are provided at milestone 2. **This is when you will be paid not when you will necessarily spend the money.** Your expenditure will need to be recorded and reported at each milestone.

**Note:** there are GST rules specific to government-related entities (GRE). Please refer page 9 of the [Guidelines for Applicants](#) for further information.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
<b>Milestone 1</b>  Signing of Deed of Agreement			<b>Milestone 1 Report</b> including the following: <ul style="list-style-type: none"> <li>• Signed Deed of Agreement</li> <li>• Project Measures Report (estimates)</li> <li>• Any document required as a Special Condition</li> <li>• Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column) with GST added if appropriate</li> </ul>
<b>Milestone 2</b>  Communication/ Education material and timeline approved by the EPA		No financial instalments are provided at this milestone	<b>Milestone 2 Report</b> including the following: <ul style="list-style-type: none"> <li>• Communication/Education plan and timeline approved by the EPA prior to implementation</li> <li>• All communication and education materials with LFHW artwork and logo as approved by the EPA</li> <li>• Copies of any project materials and communications to date demonstrating correct acknowledgement of the Trust funding as per the Letter of Agreement</li> <li>• Project Measures Report (progress)</li> <li>• Statement of Expenditure – to date</li> <li>• Copies of tax invoices/quotes from service providers,</li> </ul>
<b>Milestone 3</b>  Project completion and final report			<b>Final Evaluation Report</b> including the following: <ul style="list-style-type: none"> <li>• Final Report</li> <li>• Statement of Expenditure independently audited</li> <li>• Copies of final tax invoices for providers, suppliers, contractors</li> <li>• All communication and education materials with LFHW artwork and logo as approved by the EPA</li> <li>• Copies of all project materials and communications demonstrating correct acknowledgement of the Trust funding as per the Letter of Agreement</li> <li>• Project measures report (final)</li> <li>• Documentary evidence supporting completion of project (e.g. photos, videos, monitoring and evaluation report, media releases, council newsletters)</li> <li>• Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column) with GST added if appropriate</li> </ul>
<b>Total funding requested (maximum is \$70,000)</b>			



## Project details

5.1 Please provide a 100 word, maximum, summary of your project. This summary will be used to promote your project on the Environmental Trust website, LFHW Facebook and media releases.

5.2 Please explain why this project would not go ahead in the near future without funding from this program.

### Criterion 1: Engage a range of participants to build the capacity of the target audience to avoid food waste

6.1 Target audience

Young consumers (18-24 years of age)

High income households (combined income over \$100,000 per year)

Families with young children (under 16 years)

Small to medium businesses (under 200 employees) in hospitality and food retail

Other (please specify, e.g. culturally and linguistically diverse community)

6.2 Approximately how many people will your project directly reach?

6.3 Describe how partnerships, other organisations, businesses, networks or groups will increase the reach of your project or assist in targeting new hard to reach members of your target audience(s).

6.4 List the key objectives of your project

Objective 1

Objective 2

Objective 3

6.5 Describe the specific local needs you are addressing with this project.

6.6 Describe what education/community engagement methods you are going to use to engage/reach the target audience.

Criterion 2: Measure behavioural changes related to avoiding food waste

7.1 What will success look like if you achieve the objectives?  
Please list immediate, intermediate and ultimate outcomes and key performance indicators for each.

Immediate outcomes	Key performance indicators
Intermediate outcomes	Key performance indicators
Ultimate outcomes	Key performance indicators

7.2 Describe how you plan to collect data on the KPIs in the early stages of the project and feedback the results to adjust delivery of your project and activities.

7.3 Describe how you will measure behavioural change.

Criterion 3: Integrate existing Love Food Hate Waste resources into the project and integrate the project into your organisation's ongoing programs.

8.1 List the LFHW resources you will use in your project

Tick all that apply.

LFHW pull up banners

LFHW bag clips

LFHW business kit

LFHW aprons

LFHW web tiles

LFHW giant cutlery

LFHW brochures

LFHW tea towels

LFHW fridge thermometers

Resources developed by LFHW grant projects or partners (please list):

Other (please specify)

Describe any new or enhanced LFHW resources that will be created by your project

8.2 How does this project link to other sustainability initiatives or related activities in your community or region?

8.3 How will you promote and disseminate program achievements?

8.4 How will you continue to promote waste avoidance after the completion of the grant project?  
What long-term benefits or flow-on effects from your project, and how will they be sustained beyond the life of the project?

## 9.1 Resources from other sources

List any other grants or payments you (the applicant and partners listed in this application) will be using for this project.

**Note:** This grant will fund additional work, promotion or materials above existing commitments made by partners in the Love Food Hate Waste program. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs run by partners.

Funding payment source	Agency providing the funding/payment	Amount of funding payment \$	Describe the relations to this project

## 9.2 Additional contribution – ineligible grant items (cash and in-kind contributions)

This includes contributions by the applicant in delivering the projects for ineligible grant items. Ineligible items cannot be included as part of the applicant's co-contribution to the project. However, they can add value to the project by demonstrating to the Technical Review Committee that will assess your application that there are additional benefits for this project proceeding (see page 6 of the guidelines).

Title	Description/comment	Unit price \$	Number of units	Total

### 9.3 Describe how your project is delivering good value for money

### Part B: Application budget

Part B is relevant to assessment criterion 5: Value for money and project impacts

- The application budget is an Excel spreadsheet that can be downloaded from the website.
- The budget form must be completed and submitted with the application form.
- **DO NOT PDF** - the budget form must be submitted in EXCEL format only.

### Criterion 5: Demonstrated ability to deliver the project to a high standard

### 10. Project measures table

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation (the people)	SC2	People employed using Trust funds ( <b>Mandatory</b> )	This excludes contractors and/or consultants, these individuals must be included under project measure SC3.	Number of individuals	
			Total hours contributed by those staff that are funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors engaged using Trust funds (Mandatory)	This project measure excludes individuals recorded under SC2.	Number of individuals	
			Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed NOT using Trust funds ( <b>Mandatory</b> )	For example council staff or staff employed by other organisations. Non Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	SC5	Volunteers involved	This project measure excludes those already identified as part of project measure SC2, SC3 and SC4.	Number of individuals	
			The total combined hours contributed to the project by volunteers.	Combined hours contributed	
	SC8	Tertiary students involved	This may include class room learning or activities involving hands on work.	Number of individuals	
				Combined hours contributed	
	SC9	Organisations engaged	Any organisation that has ongoing involvement with the project. An organisation is a group of individuals that are registered to pursue a common goal or purpose.	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
	<b>SC10</b>	Training sessions conducted	<p>This can include:</p> <ul style="list-style-type: none"> <li>• training sessions</li> <li>• seminars</li> <li>• workshops</li> <li>• conferences</li> </ul> <p>It excludes field days, festivals, cultural events, and meetings that are primarily aimed at awareness raising. These are to be captured under SC13.</p> <p>If your project records against this project measure, you must also report on SC12.</p>	Number	
	<b>SC12</b>	People trained	The number of people trained or who attended activities associated with project measures SC10.	Number	
	<b>SC13</b>	Awareness raising events	<p>Activities that would contribute towards this project measure include:</p> <ul style="list-style-type: none"> <li>• Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences</li> <li>• Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences</li> </ul> <p>It excludes training workshops, study tours, meetings and conferences that are primarily aimed at training or skill enhancement which are to be captured under SC10.</p>	Number	
	<b>SC14</b>	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted by the project through activities associated with SC13.	Number	
	<b>SC15</b>	Educational products/resources developed	<p>Items to include:</p> <ul style="list-style-type: none"> <li>• Brochures, unaccredited training materials, posters, fact sheets</li> <li>• Updates/modifications of existing material to ensure it is regionally relevant</li> <li>• Newsletters produced on a regular basis</li> <li>• Posters that advertise events and activities resulting from the grant</li> <li>• Web content published to as part of the project activities</li> <li>• Conference posters that display the results of research or scientific investigations or studies</li> <li>• Brief summary documents from scientific data collection, investigation reports and regional planning documents.</li> </ul> <p><b>Note:</b> Please count each resource only once, do not provide data for example on number of brochures printed.</p>	Number	
	<b>SC16</b>	Individuals potentially reached ( <b>Mandatory</b> )	Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	



Category	Code	Project measure	Definition	Unit of measurement	Projection
	<b>SC16a</b>	Individuals known to have been reached	Use hard data such as number of people spoken to at a festival stall as opposed to total number attending the event.  This may be drawn from a combination of sources, such as sign on event attendance sheets, contact registers, incoming phone records, incoming email enquiries, unique hits on a social media site, Google Analytic data, etc.	Number	
	<b>SC18</b>	Partnerships established with community and/or government	This includes informal and formal partnerships established between community and/or government.	Number	
Economic	<b>EC5</b>	Other cash contributed to the project (\$) <b>(Mandatory)</b>	This measure reports the total of cash contributions that are directly made to this project but come from sources other than the Trust. It could include contributions from partners, community groups, donors, grantee organisation, etc. This information should come from your project budget.	Dollars	
	<b>EC6</b>	Total amount of in-kind support contributed (\$) <b>(Mandatory)</b>	This measure captures the other support made to this project by way of in-kind contributions. It could include non-Trust funded salary equivalents, services, materials, venue access, vehicles use, etc. This information should come from your project budget.	Dollars	

Participant survey results: Pre-project baseline	
Number of participants submitting completed surveys	
Percentage of participants aware of the environmental impact of food waste	
Percentage of participants performing 5 or more food waste avoidance behaviours	

### Part C: Project Plan, including risk management

- This part of the application is a separate Word document that can be downloaded from the website.
- This form must be completed and submitted with the application form.
- **DO NOT PDF**- the project plan form is to be submitted in WORD format only.

### Other supporting information

If you are successful in your application, the EPA will:

- Work with grant recipients to ensure the LFHW branding is used according to the LFHW style guide
- Work with grant recipients to finalise the communication and education plan and timeline and approve prior to implementation – make sure you allow time and resources for this stage
- Work with grant recipients to ensure the LFHW social research learnings and key messaging are used appropriately

11.1 It is expected that the project will implement best practice in sustainability. Please detail how you intend to achieve this. Also, detail any other benefits of the project. In particular, Triple Bottom Line outcomes.

- Sustainability/environmental
- Economic
- Social

11.2 Please declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection. (See page 18 of the [guidelines](#)).

11.3 Community Benefit: Detail how this project will specifically benefit the local community it is located in and the broader NSW community. Refer to page 22 of the [guidelines](#).

Include information such as:

- Additional jobs both during construction and ongoing operational.
- New or expanded waste services.
- Sale of new products from recovered materials.
- Procurement of goods and services including communications, advertising, technical, financial, transport etc.

Local community

Broader NSW

11.4 Third party assistance. List all parties who have contributed to the submission of this application.

Name of third party	Type of assistance and cost	Aspect of application

## Part D: Authorisations

**APPLICANT** Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to attest to the accuracy of the information within the application. **No signature is required at this stage**

### What happens if I supply false or misleading information?

Applicants must certify that all of the information in the application is true and correct. Please note that if applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Date	<input type="text"/>
Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Date	<input type="text"/>

## Part E: Enquiries

### NSW Environmental Trust

Telephone: (02) 8837 6093  
Email: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)

### NSW Environment Protection Authority

Telephone: (02) 9995 6876  
Email: [info@lovefoodhatewaste.nsw.gov.au](mailto:info@lovefoodhatewaste.nsw.gov.au)

## Section F: Feedback

Please provide some basic feedback on your experience with applying to the Love Food Hate Waste Grants Program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

### 1. Time taken to develop your project (including negotiation with collaborators)

- Less than 3 days     3 – 5 days     5 – 7 days     More than 7 days

### 2. Time taken to complete the Trust application form

- Less than 1 day     1 – 2 days     2 – 3 days     More than 3 days

### 3. Difficulty completing the application

- Very easy     Easy     Moderate     Difficult     Very difficult

### 4. Assistance from others

- Consultant (please specify)  
 Other (please specify)

### 5. Contact with the Trust and EPA (tick all that apply)

- EPA     Trust     Webinar     Workshops  
 Other (please specify)

### 6. Where did you hear about this program?

## Part G: Application submission

It is recommended that you read all sections of the [Guidelines for applicants](#), particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

**Applicants must adhere to the naming instructions for submitting their application documents.**

Before submitting your application, please refer to the submission process set-out below.

<ul style="list-style-type: none"> <li>• Answer <b>all</b> questions in Part A - Application Form.</li> <li>• Submit your entire application by <b>ONE</b> of the methods below. (<b>DO NOT</b> Email AND post). <b>Email is the preferred option.</b></li> <li>• <b>Do not fax</b> any part of your application.</li> <li>• Type only in the spaces provided in the application form. The boxes provided for answers to questions are a set size, and will not expand to accommodate additional text.</li> <li>• Complete and submit Part B - Application Budget spreadsheet. Do not include ineligible items in your budget.</li> <li>• Complete and submit Part C - Project Plan.</li> <li>• Have your application authorised by the appropriately authorised people.</li> <li>• Attach all required supporting information. Additional information should be kept to a minimum. <b>If your application refers to a large document, only include the relevant pages of that document</b> i.e. title page, executive summary, relevant pages.</li> <li>• Submit your application form and all other documents by the <b>closing date 5pm Tuesday, 14 June 2016</b></li> </ul>		
<p><b>Email to:</b></p>	<p>waste.recycling@environmentaltrust.nsw.gov.au</p>	<ul style="list-style-type: none"> <li>• <b>Do not ZIP your application.</b></li> <li>• <b>Email subject line must use this format:</b> <i>Organisations Name - LFHW Application</i>. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after program name.</li> <li>• <b>Application form must be sent as the PDF smart form.</b> Name your form <b>ONLY</b> as: <i>Organisation Name and application number if more than 1</i></li> <li>• The <b>budget, financial analysis and cost benefit analysis spreadsheets must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF.</b> Name your document <b>ONLY</b> as: <i>Application Budget, Project Plan</i> respectively.</li> <li>• Attachments can be emailed as Word, Excel or PDF documents only. <b>PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc.</b></li> <li>• Ensure you email your entire application, including all attachments.</li> <li>• <b>Note:</b> Emailed applications must not be larger than <b>10MB</b> including all attachments.</li> </ul>
<p><b>Post to:</b></p>	<p>NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124</p>	<ul style="list-style-type: none"> <li>• If your application exceeds 10MB, you may submit all your forms and supporting documents on a USB.</li> <li>• Hardcopies will not be accepted.</li> </ul>

**Any application that is late, incomplete or ineligible will not be considered.**