



Waste Less, Recycle More

Love Food Hate Waste Grants Program

Round 4 Guidelines for Applicants

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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What you need to know about this program

The Organics Infrastructure Fund

The NSW EPA's Waste Less, Recycle More provides \$70 million under the Organics Infrastructure Fund to divert food and garden waste from landfill. With 45.3 percent of household red lid bin contents consisting of food and garden organics that could be recycled, the program is tackling the problem from every angle. It includes funding for:

- community education and awareness
- new or improved local council kerbside collection systems for organics
- organics processing infrastructure, including large and small scale infrastructure and equipment, and onsite processing options
- equipment to collect, store and redistribute more surplus food to people in need
- markets for composted organics
- regulation and compliance

The Love Food Hate Waste (LFHW) Program is addressing the food waste issue at the avoidance end. It aims to increase NSW households' and businesses' capacity to avoid food waste by improving skills and knowledge around positive behaviours.

In addition to the state-wide program, LFHW is partnering with the Environmental Trust to provide grants totalling \$1.4 million over four years. The funding rounds held so far have allocated \$941,241 to 29 projects. Summaries of these projects can be viewed on the [Trust website](#). This is the fourth and final round of the program where up to \$470,000 is available for allocation.

The Love Food Hate Waste program and grants

The LFHW program aims to raise awareness of the food waste issue and to provide households and businesses with simple actions they can implement to reduce the amount of edible food thrown away in NSW. An integral part of this program is supporting food waste avoidance education initiatives of partner organisations such as councils, council groups, non-government organisations and community groups through grant funding.

Results from the NSW Food Waste Avoidance Benchmark study and subsequent tracking surveys show that current knowledge of the scale and impact of food waste is limited, along with knowledge about the actions people can take to avoid it. Quantitative research revealed that NSW households waste on average \$1,036 worth of edible food each year – at a state level, this amounts to more than \$2.5 billion each year. The four top food wasting household groups are:

1. Young consumers (18-24 year olds).
2. High income households (combined income over \$100,000 per year).
3. Families with young children (under 16 years).
4. Small to medium enterprises (SMEs) in the food retail/hospitality sectors.

LFHW grant projects must predominately focus on one of the above groups. Food is most commonly wasted because we buy too much, cook too much and are unsure about how to best store food. The NSW Food Waste Avoidance Benchmark study also found that people are most willing to take action by:

- writing a menu plan
- shopping to a list
- buying only the food they need
- storing food correctly
- cooking the right amount
- using leftovers

LFHW grant projects must predominantly target behavioural change in at least one of these actions.

Resources developed by the LFHW program, including focus group research with householders, and a series of qualitative and quantitative social research projects and the communication and education materials developed from it are available to LFHW applicants to inform their projects. Grant activities that duplicate, rather than utilise, existing LFHW resources are discouraged. Projects that involve the development of new or enhance enduring resources that can be used by other LFHW partners and food lovers are encouraged.

Love Food Hate Waste Business Program

The Love Food Hate Waste program has recently developed new resource kits for businesses to identify and avoid food waste by providing an all-in-one information package. Applications are encouraged in this round for LFHW partners to work with the local food businesses in using the kit. The kit includes:

- Templates.
- How-to videos.
- Forms to complete a food waste review.
- Action plan to avoid spoilage, preparation and plate waste.
- Tools to educate staff and customers.

For more information and a sample of the kit, contact the Love Food Hate Waste team at info@lovefoodhatewaste.nsw.gov.au.

Aim

The LFHW grants aim to educate about food waste avoidance by:

- Increasing awareness about the food waste issue.
- Supporting householders and businesses to uptake new behaviours that avoid food waste.

By funding local and regional projects, LFHW education grants aims to:

- Increase exposure and awareness of the LFHW messages across NSW.
- Encourage innovative local and regional initiatives to reduce household and business food waste.
- Support partnerships and collaboration among organisations keen to reduce food waste.
- Enable households and businesses to learn and practice food waste avoidance behaviours including those associated with buying, cooking and storing food.

Eligibility

Eligible organisations

Organisations eligible to apply include:

- community groups
- councils
- groups of councils
- non-government organisations
- not-for-profit organisations (must comply with the [ATO's definition](#))

Not-for-profit organisations incorporated under the Corporations Act 2001 – Sect 111K must provide proof of their non-profit status, details of which can be found on the ATO website.

Community organisations, including community groups, must also be an incorporated association under the NSW Associations Incorporation Act 1984. Community groups which are not incorporated are eligible to apply, but only if they arrange for the grant to be administered by a council or other incorporated non-profit organisation.

Nominating an administrator

Community groups/organisations, including those who do not meet eligibility, may nominate another organisation to administer grant funds on their behalf.

The administrator must be a legal entity and Grant Agreements are prepared in the name of the administering body. Grant payments are paid to the administrator who is responsible for dispersing funds on the grantee's behalf and the preparation of financial reports. An agreement should be reached between the grantee and the administrator in relation to project management, and evidence provided with the application. It is expected that the project will be led by the applicant and not the administrator.

Love Food Hate Waste partners

Applicants must also be a LFHW partner to be eligible for grant funding. To become a registered LFHW partner, complete the [online application form](#) prior to submitting the grant application.

There are many benefits to becoming a LFHW partner including access to LFHW resources, merchandise and promotional channels. A commitment to becoming a LFHW partner includes an obligation to reduce food waste beyond the outcome of your grant application. Please consider your ability to perform partnership actions whether you are successful or unsuccessful in receiving a grant. It is understood that partners will still complete their partner activities regardless of the outcomes of their grant application. You will not be funded for activities you have already committed to as a partner. For enquiries call (02) 9995 6890 or email info@lovefoodhatewaste.nsw.gov.au

Joint projects

Joint projects between multiple organisations are encouraged to enhance the delivery and reach of projects. They also enable non-incorporated community groups to access the grant funding. A lead organisation acts as the grant applicant and administrator of the project, including signing the letter of agreement and submitting milestone reports. It is expected that an agreement has been reached between all partners in relation to project management, roles, responsibilities and funding contributions before the application is submitted. A Memorandum of Understanding signed by each partner or a letter from each partner detailing their roles, responsibilities and commitments must be submitted with your grant application.

Submitting multiple applications

Applicants may submit multiple applications. For example, an applicant might submit an individual project and be involved in several different joint projects. A separate application is required for each project and an overarching plan must accompany each application detailing:

- What each project proposes.
- How the applicants and any project partners will deliver the different projects.
- Rank the projects in your order of preference in case not all projects are successful.
- Explanation of how projects will be managed should multiple applications be successful.

Conditions of eligibility

Organisations that are eligible must also meet the following conditions to qualify for funding:

- Complete the Trust's Application Forms, including Part B - Application Budget and Part C - Project Plan.
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Company Secretary) who are able to attest to the accuracy of the information within the application.
- Ensure your application is received in full by the closing date and time. Late or incomplete applications will not be accepted.
- Demonstrate that previous Trust, OEH and EPA grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's approach will be improved.
- Have or can demonstrate that all necessary planning, regulatory or other approvals have been granted to ensure the project can be completed within the designated timeframe.
- Deliver projects that will be fully implemented within a year of signing a funding agreement and submit final report within three months of completing the project.

Unless your application satisfies all of the above conditions it will not be assessed.

Contestable grants of \$5,000 to \$70,000 are available to NSW local councils, council groups, non-government organisations, not for profit organisations and community groups for new projects or additional activities to existing LFHW projects.

Applicants will need to demonstrate they can provide a minimum of equal funding to the amount they are requesting from the Trust. This 50:50 funding can be in cash or in-kind contributions of eligible items. For example, if you apply for \$70,000 you must contribute \$70,000 as cash or in-kind for eligible items.

Applicants may enhance the project by describing additional ineligible costs in their application form. However, these ineligible items will not be funded by the Trust nor can be included as part of the applicant's 50:50 contribution.

The program is a contestable grants program and an application may or may not receive the full amount requested. Value for money is an assessment criterion under this program. Applicants who are able to demonstrate best value for money will rank higher than those who do not.

What will be funded?

In-kind contributions can include items such as staff/volunteer time, venue hire, use of equipment and other activities directly related to your project.

Projects that are funded will:

- Meet and contribute to the objectives of the LFHW program and the Waste Less Recycle More initiative.
- Include project monitoring and evaluation that is planned and integrated into the project which measures changes in community knowledge, attitudes and behaviours relating to food waste avoidance.
- Use LFHW resources, website and key messages.

Funding is also available for:

- Development of new materials that assist households/business to implement food waste avoidance behaviours (must not duplicate existing LFHW resources).
- Staff costs for new staff.
- Staff cost for additional hours by existing staff dedicated to the project, for only the work that is beyond their usual duties. The Trust will not pay for staff already employed by your organisation that will be supervising/project-managing or working on the project as part of their usual duties.
- Project management can only be included as the applicant's eligible **in-kind contribution** for projects that involve more than two main partners (please refer to Joint partners on page 3). Project management **will not** be funded by the Trust for:
 - overseeing the project
 - managing other staff to deliver the project
 - coordinating the project
- Project administration costs of up to 10 per cent of the 'total project budget' which includes:
 - time to schedule meetings and workshops
 - pay project invoices
 - answering queries from participants
 - organising activities that directly support project delivery
 - completing reporting requirements

The **total project budget** is the amount requested from the Trust plus the applicant's contribution. For example, the amount requested from the Trust is \$70,000 plus the applicant's contribution of \$70,000 equals a **total project budget** of \$140,000.

What will not be funded?

Activities, projects and elements that are ineligible for grant funding and **cannot be included in your matching contribution** to the project include:

- Composting, worm farming or gardening projects and related equipment.
- Projects focusing on food donation and related items such as fridges and refrigerated vans.
- Work that has been completed or work that has been contracted before the date of the letter of agreement.
- Organics collection and/or processing costs such as rent, insurance, bills etc.
- On-going operational/delivery costs for the project or organisation.
- Projects or parts of projects happening outside of NSW.
- Projects working only with school aged children (i.e. activities must include parents/guardians).
- Research.
- Give-aways/incentives that are not directly related to food waste avoidance behaviours.
- Prizes or give-aways/incentives valued above \$100 for a single item.
- Teacher relief.
- Capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the project. Costs for capital items should generally not exceed 20 per cent of the total project budget.
- One-off information activities, events and similar projects that will not lead (or contribute to) sustained behaviour change.
- Projects that fund devolved grants (i.e. Projects offering grants to other organisations).
- Activities and resource development that form part of your initial LFHW partnership commitments.
- Ongoing maintenance/delivery of projects to which organisations have previously committed as part of a previous grant or core business operations.
- Reimbursement of salaries of staff who will be supervising or working on the project as part of their **usual** duties.

Funding from multiple sources

The Trust recognises that some projects may require funding from multiple sources. In order for us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise the Trust if you:

- Have secured funding from another source for the same or related activities to those funded by the Trust.
- Have current applications lodged with other funding sources.
- Receive other funding while your project is underway.

The Trust will inform you of how it will progress your application if these circumstances arise.

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

What happens if I supply false or misleading information?

If applicants supply information that is false or misleading, 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.

Grant Agreement – Environmental Trust

Successful applicants will be required to enter into a performance-based grant agreement which will stipulate all funding obligations and conditions. The Trust will monitor the progress of projects. Funding is normally provided against agreed milestones and continuing funding is dependent on satisfactory Milestone Reports.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a [grant agreement](#). If the agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Provide written evidence from any project partners who are contributing funds or resources to the project.
- Forward a tax invoice to the Trust for each instalment of their grant, plus GST if applicable.
- Seek prior approval to alter the approved project plan, project measures, timeframe or budget.
- Comply with all conditions contained in the funding agreement.
- Provide milestone and final evaluation reports in accordance with the reporting requirements outlined in the funding agreement, including an independently audited financial statement of expenditure.
- Provide a timeline and communications plan in accordance with the requirements outlined in the funding agreement.
- Acknowledge the Trust's and EPA's support in all promotional material or any public statement about your project. Your acknowledgement must include the combined Trust and the EPA logo in written material, and where appropriate the LFHW logo must also be included.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust.

Assessment criteria

Selection for Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the following table.

The application form will allow the TRC to assess your project. Your application should be prepared with these criteria in mind. Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. All questions in the application form must be answered fully.

<p>1. Engage a range of participants to build the capacity of the target audience to avoid food waste (see Question 6 of the Application Form)</p>	<ul style="list-style-type: none"> • Target a LFHW priority group • Estimated direct reach of project • Involvement of partners, other organisations, businesses, networks or groups • Clarity of project objectives • Evidence of local need for the project • Proposed education/community engagement methods
<p>2. Measure behavioural changes related to avoiding food waste (see Question 7 of the Application Form)</p>	<ul style="list-style-type: none"> • Description of immediate, intermediate and ultimate outcomes and key performance indicators • Evidence of monitoring and evaluation throughout the project • Measurement of behaviour change • Incorporation of LFHW behaviours
<p>3. Integrate existing LFHW resources into the project and integrate the project into your organisation's ongoing activities (see Question 8 of the Application Form)</p>	<ul style="list-style-type: none"> • Number of LFHW resources utilised, modified or enhanced, or • Creation of resources that leave a legacy and can be used by others • Projects that link to other sustainability initiatives or related activities in the region • Promotion and dissemination of project achievements • Continue to promote food waste avoidance after the completion of the grant project
<p>4. Value for money (see Question 9 and Part B: Application Budget Form)</p>	<ul style="list-style-type: none"> • Detailed budget showing equal contribution from the applicant • In-kind input to the project cost effectiveness
<p>5. Deliver the project to a high standard (detailed in Part C: Project Plan form)</p>	<ul style="list-style-type: none"> • Detailed project plan • Detailed risk management plan (including work health and safety and project delivery risks). This document may form a separate attachment to your project plan. • Range of resources and skills to undertake the project

Overview

Part B of the application form, Application Budget, is an Excel document and is separate from the main application form. When you complete Part B electronically (i.e. in Excel), the figures you enter will be totalled automatically. Do not cut and paste data into this document as it alters the formatting and may cause errors. If you see an error message, it means the form has not been completed correctly.

Do not submit the budget form with an error message as your application may be deemed ineligible. If you are unable to remove the error message from your spreadsheet by correcting the inputs, email waste.recycling@environmentaltrust.nsw.gov.au for guidance.

There is one worksheet with three sections in the Excel file:

- Section 1: Project Expenditure Breakdown
- Section 2: Other Sources of Project Income
- Section 3: Summary of Project Budget

All costings in your budget need to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costings indicate that your budget is well planned and linked to your project.

Taxation - good and services tax (GST)

- Organisations administering a grant (and are registered for GST) are not to include any GST in the application budget. The Trust will add 10 per cent GST to the grant payment.
- Organisations administering a grant **that are NOT** registered for GST are to include in the application budget any GST that will be incurred during the life of the project.
- A tax invoice is required for the amount of each milestone payment of the grant/project. The invoice is to include GST if applicable.
- All invoices from councils (as a government related entity) should be exclusive of GST.

Project planning

Refers to Part C of the application form, and is a separate WORD document.

The project plan shows how you intend to implement the project described in the application.

Project planning overview

This section will help to plan your project to maximise your chances of gaining funding and delivering your planned outcomes. Good project planning may require more time and effort up front, but will make delivering and finalising your project easier.

This section will also help to ensure that you are well prepared to provide the information that will be required if your application is successful.

If you are successful in obtaining a grant, reporting will draw on your project plan.

Guide to completing your project plan

How many objectives should I have?

You should have a **maximum of three** objectives. Most projects may only have one to two targeted objectives.

For example:

If you believe your objectives to be:

- Deliver 10 workshops and educational materials.
- Educate families with young children on the importance of avoiding food waste.
- Teach families with young children simple food waste avoidance actions they can adopt at home.

We would suggest that you 'roll' this into one objective as the tasks to achieve the above three objectives are similar and would overlap.

We would suggest your objectives would be:

- Deliver 10 workshops to teach families with young children about food waste avoidance and easy actions they can adopt at home.

How much detail is required?

Complete your project plan according to the objectives of your project. The example below should only be used as a guide rather than a template.

Note: as applications are ranked and scored, you would benefit from providing more detail than the example below.

Need help with your application?

The NSW Environment Protection Authority's LFHW team is able to help applicants and provide feedback on your application. Please email info@lovefoodhatewaste.nsw.gov.au if you would like assistance.

Example of project plan

The table below provides an example of a project plan for a hypothetical LFHW project.

Item	Detail
Background/context	<p>EPA figures show 35 per cent of waste in the NSW domestic waste stream is food, while Loving Food Council's 2013/14 waste audit shows 45 per cent of all waste is food. This above average data clearly shows that a food waste avoidance education program is much needed in Loving Food LGA.</p> <p>Families with children have been identified as one of three top three wasters in the LFHW 2009 Benchmark Study. ABS Data shows that in the Loving Food Council area, 30 per cent of the population is families with young children. More than 50 per cent are full-time working parents. Based on the biannual council survey result (which was sent to residents), the key reasons behind why this group wastes food is because they time poor and lack skills to use up leftovers.</p> <p>This project will tap into these networks to target families with children to assist them to foster a sustainable food waste avoidance behaviours, in particular meal planning and using up leftovers.</p>
Objectives	<p>Deliver 10 interactive hands-on workshops that will educate families with young children on the benefit of avoiding food waste and provide them with the knowledge and skills to sustain food waste avoidance behaviours at home.</p>
Outcomes	<p>Improved household knowledge and food waste avoidance behaviours such as:</p> <ul style="list-style-type: none"> • checking the pantry and fridge first before meal planning • meal planning and shopping to a list • storage tips to keep food fresher and longer • using up leftovers
How will the success of the project be measured	<ul style="list-style-type: none"> • number of participants at workshops • pre and post workshop surveys and a three month follow-up survey looking at knowledge, attitudes, skills and behaviours • comparison of number of food waste avoidance behaviours before, after workshops and three months after the workshops
Output/s	<ul style="list-style-type: none"> • workshop promotional material (e.g. newspaper advertisements, posters, social media, posters, radio/television advertisements) • workshop activities – cooking demonstration for common leftover ingredients • workshop worksheets and other educational material • take home resources (e.g. recipe card and factsheet)
Governance	<p>The project will be managed by the Loving Food Council under its Waste Department. A internal matrix team will be set up consisting of:</p> <ul style="list-style-type: none"> • Project Manager - <i>Name</i> <ul style="list-style-type: none"> ▪ responsible for the coordination of food waste education programs, including regular team meetings, reporting, managing the budget and liaising with the EPA on use of the LFHW program resources – x hours committed to the grant project • Team Member 1 - <i>Name</i> <ul style="list-style-type: none"> ▪ responsible for developing and implementing the communication and promotional plan, including development of promotional material, website updates and advertising– x hours committed to the grant project • Team Member 2 - <i>Name</i> <ul style="list-style-type: none"> ▪ responsible for partnership engagement, developing and implementing the monitoring and evaluation plan, education plan, including creating workshop materials, hiring and briefing the contractor to facilitate the workshops – x hours committed to the grant project • Team Member 3 – <i>Name</i> <ul style="list-style-type: none"> ▪ Responsible for administration and project report including workshop arrangement, venue and catering booking – x hours committed to the grant project
Resources	<p>The project will be managed internally via a matrix team detailed above. Project specific education and promotional material will be developed and produced. The materials will include:</p> <ul style="list-style-type: none"> • the funding acknowledgement statement • Trust/EPA dual logo • LFHW logo • Loving Council's logos

Item	Detail
	A workshop venue and catering will be required. LFHW aprons and banners will be borrowed from the EPA's LFHW program. It will be promoted through the Loving Food Council and LFHW Facebook pages.
Stakeholders	<p>Internal stakeholders include:</p> <ul style="list-style-type: none"> • the communication team • community relationship team • waste/sustainability team <p>There are several external active networks that are working closely with the target audience and they are:</p> <ul style="list-style-type: none"> • Family Day Care Network • Immunisation programs • Community Centres <p>Target audience is households - specifically families with young children.</p>
Project risks and minimisation strategies	Project Risk Management plan is attached with details of the strategies for minimising project delay, participation rate, lack of behaviour change, marketing, budget, and Work Health and Safety (WHS) risks.
Related projects	<p>Loving Food Council Spring Festival: a weekend of activities highlighting local services, information and support for families with young children. Food waste avoidance workshops will become a yearly part of the festival.</p> <p>Council is currently undertaking community wide food waste avoidance and recycling of unavoidable food waste education as part of a new organics bin service.</p>
Guidelines/standards	<p>All appropriate NSW Work Health and Safety (WHS) Act 2011 requirements and our internal WHS requirements will be adhered to.</p> <p>As food will be prepared, all food handling licence and permits will be gained before commencing delivery of the workshops.</p> <p>The project will comply with the Application Guidelines as provided by the Trust and EPA.</p> <p>When developing materials the LFHW program Style Guide will be adhered to.</p>
Quality control	<p>A monitoring and evaluation plan will be developed at commencement of the project. The plan will identify key measures that will be monitored to ensure the project remains on track to achieve objectives. For example all workshops will be reviewed directly after the workshop and improvements included in subsequent workshops.</p> <p>Education and communication plans as well as project delivery timeline will be submitted to the EPA's LFHW team for approval at the commencement of the project.</p>
Sustainability	<p>The project will help reduce food waste and contribute to emission reductions from landfill.</p> <p>All workshop venues will be sustainable. For example they will have waste avoidance and recycling in place, be energy and water efficient and use reusable crockery. Any leftover food will be donated to a local food charity.</p> <p>All promotional material will be produced in electronic format where practical or on recycled content paper with environmentally friendly ink.</p>
Economic benefits	<p>Local businesses will have preference to produce the project resources and promotional materials and provide catering for the workshops.</p> <p>Participants and residents who uptake food waste avoidance behaviours will be able to save up to \$1,000 per household, per year</p>
Social benefits	The community connections of families with young children will be strengthened.
Procurement strategy	The project will comply with the requirements contained within the Local Government Act and Regulations as they relate to council's sustainable policy.
Tasks – key project steps	<ol style="list-style-type: none"> 1. Project Plan by 20 October 2016 <ul style="list-style-type: none"> • Project team will complete the timeline and education and communication plan to be approved by EPA prior to implementation as per the grant agreement. • Waste educator will be preparing the workshop contents, liaison with contractors and partners in workshop delivery • Media team will be working on communication and promotion material and website/ social media release planning. 2. Resource development by 28 October 2016

Item	Detail
	<ul style="list-style-type: none"> • Educators will be providing the contents and media team will lead graphic design and publishing. • Food waste avoidance tools for participants sourced by educator and assisted by administrator • Event promotion throughout the project delivery: <ul style="list-style-type: none"> ○ Media team will book in council column, full page ads, rate notice, website and social media advertising schedule. Bi-monthly evaluation with educator with participation rate and feedback ○ Media releases will be prepared and issued in accordance with detailed communications plan <p>3. Workshop delivery from 12 October to 15 April 2016</p>
Statutory approvals, licences and permits	<p>As food will be served as part of the workshops, council's food inspectors will be consulted. Venue and food providers will have sufficient public liability insurance cover. All necessary steps to ensure food management meets food safety standards will be undertaken. Participants will be requested to detail any dietary or allergy requirements in advance.</p>
Technical standards and legislative requirements	<p>The project will adhere to the EPA legislative requirements and the project grant agreement requirements, including acknowledgement of funding.</p>
Capturing the Lessons Learnt	<p>Evaluation will involve:</p> <ul style="list-style-type: none"> • Pre, post and three month post workshop survey will be sent to participants and the result will determine if the lessons learnt at the workshop have been continued at home. • The project team will evaluate each workshop to determine if it was value for money and if participants' knowledge on the food waste issue and food waste avoidance behaviours increased after the workshop and was sustained for at least three months. • The project will be assessed against the objectives outlined in the project proposal. <p>At the completion of the project, all lessons will be incorporated into a final evaluation report which will be made available to all stakeholders and published on council's website. Successes will be celebrated with the community at community festivals and in council publications and reports.</p>

Application and submission process

The Application Form consists of three parts:

Part A Application Form PDF Document	Part B Application Budget Excel Document	Part C Project Plan Word Document
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These documents can be downloaded from the [Trust's website](#). For further information on Part B: Application Budget, please refer to the instructions within the [Excel document](#).

Note: Both Part A and B application forms are locked. This means that the size of the text boxes will not expand, so ensure your answer fits in the space provided. Part C: Project Plan form will expand to accommodate your answers.

Who to contact if you need further help

Application Assistance NSW Environmental Trust Phone: (02) 8837 6093 Email: waste.recycling@environmentaltrust.nsw.gov.au	General program issues or questions NSW Environment Protection Authority Phone: (02) 9995 6890 Email: info@lovefoodhatewaste.nsw.gov.au
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Attachments

Any additional material submitted with your application must be kept to a minimum. Please limit the number and size of attachments, as large attachments will not be forwarded to the Technical Review Committee for consideration.

Example of acceptable attachments:

1. Partnership letters (maximum 2 pages)
2. Summary of previous projects (maximum 2 pages)
3. Letters of support signed by senior officers (maximum 2 pages)
4. Risk management plan (maximum 2 pages)
5. Gantt chart (A4)

Should you require more pages, please contact Trust Administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au regarding any planned attachments.

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

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

Acknowledgement of receipt of applications

The Trust will acknowledge receipt of your email within 2 working days. Within three weeks of the closing date you should expect to receive a confirmation email with a unique reference number for your application. This reference number should be used in all correspondence to and from the Trust.

If you have not received notification of receipt of your email within 2 working days, it is your responsibility to contact the Trust to ensure that your email has been received. Please contact the Trust on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au.

Notification of grant decisions

The Minister for the Environment is expected to publicly announce the successful applicants. Applicants will also be notified in writing.

Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is eligible and complete for assessment purposes.

The Trust establishes an Independent Technical Review Committee for each grant program. The Trust's Technical Review Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups, industry and government. Committee members agree to undertake their duties within the principles of ethical conduct – integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The independent Technical Review Committee will assess the merit of your proposal by using the assessment criteria outlined on page 8, and will make recommendations to the Trust who will ultimately approve the funding. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

All applicants will be advised in writing of the outcome of their application after the Minister for the Environment announces the successful applicants. Unsuccessful and ineligible applicants can request feedback on their applications by contacting the Trust Administration staff.

Decisions by the Trust are final. There is no appeal process.

Confidentiality

The Trust will use the information you supply to assess your project for funding. Information on funded projects may be used for promotional purposes.

We will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the Trust are subject to *the Government Information (Public Access) Act 2009*.

Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. This includes recipes and images. The applicant will be required to grant the EPA and Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

Tax

Good and Services Tax (GST) applies to payments made under this program. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that potential recipients seek independent legal and financial advice if uncertain of the taxation obligations.

Refer to Taxation - good and services tax (GST) on page 7 for more information.

Partnerships

Partnerships can help you deliver a successful project. They can significantly add value to a project by spreading 'ownership' of the project to a wider audience and sharing responsibility for the project outcomes. You must provide evidence of your project partners' support when submitting your application. This can be in a form of a signed MOU.

Program changes

The Trust reserves the right, as its sole and absolute discretion and at any time, to change the eligibility and selection criteria for this program. Current eligibility and selection criteria for the fund are described by this document.

Conflict of interest

Refers to question 11.2 in your Application Form

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- The project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant.
- Members, or relatives of members, of the applicant organisation are being paid as project managers with Trust funds.
- Members, or relatives of members, of the applicant organisation are being paid as contractors with Trust funds.
- Works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential conflict of interest. The committee will assess each situation on its merits and environmental need.

Section 2: Guide to completing your application

The information below will be useful when answering specific questions in your application. Guidance notes have not been provided for those questions where the answer is considered to be apparent.

Eligibility	
Page i	<p>What is the legal status of your organisation?</p> <p>Please refer to page 3 of these guidelines regarding the eligibility.</p>
	<p>LFHW partnership</p> <p>Applicants must be a LFHW partner to receive funding. To register, complete the online form. This must be done before submitting your grant application.</p>
Application contact details	
1.1	<p>Primary contact details</p> <p>The person that will be contacted before, during or after the project for additional information, updates on progress etc. Please ensure that this person will be available for the duration of the grant project. If this person changes it is your responsibility to communicate the new contact details to the Trust.</p>
1.2	<p>Contact details for partners (if applicable)</p> <p>If you are submitting an application as an individual organisation please only complete 1.1.</p> <p>For partnership projects the primary contact listed in 1.1 is the lead applicant who will act as administrator of the grant program including signing the letter of agreement and submitting milestone and financial reports. The lead applicant must be or have applied to become a LFHW partner before submitting your application.</p> <p>A letter from each partner (or an MOU), confirming participation, roles, responsibilities and funding contributions must be submitted with the grant application.</p>
2	<p>Has your organisation previously received LFHW, EPA, OEH or NSW Environmental Trust funding?</p> <p>Please only include grants your organisation received within the last five years. Assessment of your grant application will include a consideration of how well previous grants were implemented.</p>
3	<p>Insurance</p> <p>Please provide details of your 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.</p>
Project details	
4.1	<p>Project title and duration</p> <p>The project title will be used on all promotional material, on the Trust website, funding agreement and any other relevant project materials. It should be no more than 68 characters long.</p> <p>Provide the proposed start and end dates for the project. Your project cannot begin until the funding agreement has been signed and returned to the Trust which is anticipated to occur by October 2016. For this last round, projects must be completed by 30 June 2017.</p>
4.2	<p>Project category</p> <p>Is your project a new or enhanced project? Tick 'new project' if you or your main partners have never conducted this project (in relation to LFHW) previously. Tick 'enhanced' if this project relates to LFHW projects you or your main partners are currently or have previously performed in a different way. For example:</p> <ul style="list-style-type: none"> • If your organisation has never run LFHW workshops and you have applied to run LFHW workshops, this is a new project • If your organisation has previously run LFHW workshops and have applied to include cooking demonstrations/classes as part of the workshops, this will be an enhanced project. <p>Projects that are building on previous experience in delivering food waste avoidance projects often provide good value for money. Explain how your experience and learnings from previous projects have been incorporated into the design and delivery of this project e.g. modification of resources from previous projects to reach new audiences.</p> <p>You may wish to attach examples that summarise your previous LFHW (or relevant) activities, highlighting successes and learnings from previous projects and the differences between past projects and the current grant application.</p>
4.3	<p>Geographic reach</p> <p>List the local government areas and state electorates covered by your project.</p>

4.4	<p>Payment and milestone schedule</p> <p>Complete this part of the application form once you have completed Part B application budget, and Part C project plan.</p> <p>Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. The total funding requested cannot exceed \$70,000.</p> <p>The first instalment amount is 90 per cent of your total approved funding, and final instalment is 10 per cent. These amounts cannot be altered.</p> <p>Please provide the milestone dates that you expect to achieve milestones 2 and 3, based on your project plan. Milestone 1 should be approximately February 2016. The proposed project cannot begin until the funding agreement has been signed by the Trust.</p> <p>Grant activities must be completed by 30 June 2017.</p>
Project description	
5.1	<p>Project description</p> <p>Please provide a 100 word summary of your project. This will need to be succinct and include the main activities and outcomes that you want to achieve. This summary will be used to promote your grant in media, on websites etc.</p> <p>Think of it as an 'Elevator Pitch'; a punchy easy to understand statement that explains what the project is about and the benefits it aims to deliver.</p> <p><i>Project X is about It's important to do because When it is finished the project will</i></p>
5.2	<p>Please explain why this program would not go ahead in the near future without funding from this program</p> <p>Funding will not be provided for activities which it is reasonable to expect would occur without funding from this grants program.</p> <p>Please provide an explanation of why this project would not proceed without funding assistance.</p> <p>For example: The lead applicant is a not for profit organisation and does not have budget for some aspects (e.g. resource design and printing) for the project. The funding will enable us to develop resources which we can incorporate into the on-going initiatives of our organisation. Further external expertise (e.g. a graphic designer) is needed to develop these resources and budget is required for this.</p>
Criterion 1: Engage a range of participants to build the capacity of the target audience(s) to avoid food waste	
6.1	<p>Target audience</p> <p>Your project must focus predominately on one of the priority audiences for LFHW projects. They are:</p> <ol style="list-style-type: none"> 1. young consumers (18-24 year olds) 2. high income households (combined income over \$100,000 per year) 3. families with young children (under 16 years) 4. small to medium enterprises (SMEs) in the food retail/hospitality sectors <p>Approximately 20 per cent of the grant funding will be awarded to projects targeting business waste.</p> <p>While you can focus on more than one target group, projects that target a specific audience tend to have maximum behavioural change impact. Tick the target audience that applies to your project.</p>
6.2	<p>Approximately how many people will your project directly affect?</p> <p>This is an estimate of the number of participants <i>directly</i> involved in your project's behaviour change activities. For example, if you are planning five workshops with 20 participants each, list a reach of 100. You may have raised awareness of food waste avoidance to 500 when promoting the availability of the workshops, but these people did not directly attend, so should not be included.</p>
6.3	<p>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</p> <p>Describe the involvement and contribution of other organisations/businesses/networks/groups and any listed partners. For example, will certain local businesses be promoting your project? If so, how? How does your project extend the reach of the LFHW messages?</p>
6.4	<p>List the key objectives of your project</p> <p>What do you aim to achieve with this project? For example: improve community knowledge and skills to reduce food waste; promote sustainable food waste reduction actions? If the behaviour change action is specific, such as planning meals or shopping to a list, or work with local CALD communities to adapt resources, make that clear. Make your objectives SMART (specific, measurable, achievable, relevant and time bound). E.g. have 80 per cent of workshop participants writing a shopping list by June 2017.</p>

6.5	<p>Describe the specific local needs you are addressing with this project</p> <p>If you have conducted research into your specific situation please include that information here. The more specific information about your local need, the more competitive your application will be.</p> <p>For example:</p> <ul style="list-style-type: none"> • Food outlets at our local shopping centre produce 48 tonnes of food waste (which is higher than similar centres) .The project will help these businesses improve their ordering, storage, preparation and portion control practices, to reduce business costs and increase their sustainability. Each business will concentrate on one of the above behaviours. • 58 per cent of people in our community are from a culturally and linguistically diverse (CALD) background. Existing LFHW material and activities will be adapted so that residents from CALD backgrounds can more actively participate in reducing their food waste. • Further, many of these residents currently dispose of leftovers as they believe they have lost their nutritional value. This project will educate CALD residents about how to store leftovers to retain their nutritional value. <p>Census data shows that 80 per cent of our population is young families. The project will provide learning opportunities for young families around food waste avoidance. Focus will be placed on how shopping to a list can save money and enable the family to eat a balanced diet, both of which are important to these families.</p>
6.6	<p>Describe what education/community engagement methods you are going to use to engage/reach the target audience</p> <p>How will you make the target audience aware of the project? How will you get them to participate in your project?</p> <p>What strategies will you use to encourage participants to adopt new behaviours? (e.g. provide workshop participants with resources such as menu planners)</p> <p>How will you overcome the barriers associated with people not being able to perform food waste avoidance behaviours?</p>
<p>Criterion 2: Measure behavioural changes related to avoiding food waste</p>	
7.1	<p>What will success look like if you achieve the objectives? List immediate, intermediate and ultimate outcomes and key performance measures (KPIs) for each</p> <p>It is important to consider what the overall success (expected outcomes) of this project would look like and how you will know you have succeeded.</p> <p>For example, an immediate outcome may be to design education material and a promotions plan for workshops with KPIs of day/month/year for completion.</p> <p>An intermediate outcome may be to have full participant numbers at each of five planned workshops with a KPI being at least 20 participants per workshop.</p> <p>The ultimate outcome may be to have 75 per cent of participants undertaking the learned food waste avoidance behaviours at home/work with a KPI being the number of participants continuing to implement food waste avoidance behaviours three months after the workshop.</p> <p>All outcomes must be able to be measured during the delivery of your project. You may want to have an ultimate outcome of reducing food waste in NSW by 60 per cent, but if you cannot measure it, consider another outcome.</p>
7.2	<p>Describe how you will collect data on KPIs and feedback the results to adjust delivery of your project and activities</p> <p>For the example in the previous question you might:</p> <ul style="list-style-type: none"> • Have a progress meeting on the nominated date for completion of education and promotional material and adjust the proposed workshop dates if the material is not ready. • Monitor workshop RSVPs and cancel a workshop if less than 10 people are booked in one week before or put on an extra workshop if more than 30 book in. <p>Ask workshop participants to complete pre and post surveys to measure before and after food waste avoidance behaviours and adjust workshop content if less than 75 per cent of attendees are not performing the specified LFHW behaviours.</p>
7.3	<p>Describe how you will measure behavioural change</p> <p>This grant program aims to encourage people to adopt food waste avoidance behaviours. In your application show how your project will lead to changes in behaviour rather than just making people more aware of the food waste issue. Also describe how you will measure behaviour change (e.g. surveys, audits, etc.)</p>

Criterion 3: Integrate existing LFHW resources into the project and integrate the project into your organisation's ongoing programs	
8.1	<p>List the existing LFHW resources you will use in your project.</p> <p>There are many existing LFHW resources available for you to use. Resources include:</p> <ul style="list-style-type: none"> ● LFHW food business kit ● posters ● banners ● menu planner and shopping list ● aprons ● bag clips ● Facebook ● DL and A4 brochures ● print advertisement ● web tiles ● fact sheets ● fridge thermometers ● giant cutlery <p>Some of these resources are supplied by the EPA on loan basis, such as aprons and banners. The LFHW team will courier them to LFHW partners for events, workshops and other initiatives.</p> <p>Previous LFHW grant recipients have also developed resources that you can use, include:</p> <ul style="list-style-type: none"> ● Holroyd Council Love Your Leftovers App and cookbook ● Willoughby and Hornsby Council Food Lover's Republic website ● Institute of Sustainable Future, University of Technology Sydney 'Love Food Film' competition clips ● Camden Council's 'What's for dinner?' story book ● Hunter Councils' videos and factsheets for businesses <p>Visit the Resources for Partners section of the LFHW website to view the resources.</p>
8.2	<p>How does this project link to other sustainability initiatives or related activities in your community or region?</p> <p>How will your project complement and add value to these other projects? Research other sustainability initiatives or related activities in your community such as home composting, food and garden collection service education programs, community sustainability education and awareness programs. Assess how your project will tie into the broader targets and goals of your community.</p>
8.3	<p>How will you promote and disseminate program achievements?</p> <p>What forums or avenues of promotion and dissemination will you undertake? For example, television advertisements, website launches, billboards, pamphlets, flyers in the local supermarket, social media, conferences and existing networks.</p>
8.4	<p>How will you continue to promote food waste avoidance after the completion of the grant project? What long-term benefits or flow-on effects will result from your project, and how will they be sustained beyond the life of the project?</p> <p>Please provide information on the longevity of this project and flow on effects after the grant funding has been spent. For example workshop material incorporated into an existing waste and sustainability education program and resulting food waste reduction measured through a council's on going bin audits.</p>
Criterion 4: Value for money	
9.1	<p>Resources from other sources</p> <p>List any other grants or payments you (the applicant and partners listed in this application) will be using for this project.</p> <p>Note: That this grant will fund additional work, promotion or materials above existing commitments made by partners in the LFHW program. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs run by LFHW partners.</p>
9.2	<p>Additional contribution – ineligible grant items</p> <p>Include items /activities that are ineligible for funding within the grant guidelines, but which demonstrate you are adding resources and value to the project For example, composting workshops that complement your project.</p> <p>Neither Trust funds nor your contribution can be used for ineligible items.</p> <p>Do not include ineligible items as part of the project budget (Attachment B). If you do, you may find you are offered a reduced amount of funding if your project is successful because the ineligible items have been deducted from the requested total.</p> <p>Refer to What will not be funded on page 3. DO NOT include ineligible items in the project budget</p>
9.3	<p>Describe how your project is delivering good value for money</p> <p>Please provide detail on how this project will deliver good value for the investment made in cash and kind.</p>

<p>Part B</p>	<p>Part B: Application budget</p> <p>This part of the application is a separate Excel document which can be downloaded from the Trust website. You will be required to enter your full budget, including all sources of income and all source of expenditure for eligible items. Only include eligible grant items by referring to the 'what will be funded' and 'what won't be funded' sections of these guidelines.</p> <p>It is also where you will determine milestone payments. Instructions are contained within excel document.</p> <p>Do not include ineligible items – these ineligible items can be included in question 9.2.</p> <p>Note: All applicants must be able to provide equal contribution to their project. For example if you are applying for \$70,000 you must also contribute \$70,000 (as cash or in-kind) to the project. Only eligible grant items can be included as part of the application budget. Both the cash and in kind contribution to eligible grant items should be included in the Excel form.</p> <p>If you see errors on your spreadsheet, please review your spreadsheet before submitting it to the Environmental Trust. Errors may indicate your application as ineligible to be assessed.</p>
<p>Criterion 5: Demonstrated ability to deliver the project to a high standard</p>	
<p>10</p>	<p>Project measures table</p> <p>The project measures included in this table offer a range of baseline data and target measures that are meant to help you record, monitor and guide the outcomes of your project. The table captures projected quantitative data for your project. If you are successful in receiving a grant, this will be measured against actual (or achieved) quantitative data for each stage of your project.</p> <p>Data provided in this question should correlate with outputs detailed in Part C: Project planning, including risk management.</p> <p>Why: The project measures table allows you to demonstrate what outputs will be delivered as part of your project. In this way it can become a kind of quick ready reckoner for you to check how the project is tracking against the projected measures. The Trust can use this information to help support all our grant recipients as we review the outcomes of their projects. The Trust can combine project measure data received to build a broader picture of the achievements across all of our grants programs.</p> <p>Note: Measures that are highlighted as Mandatory must be included.</p> <p>How: It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p> <p>Note: Only nominate project measures that relate to your project, making sure you include those marked as Mandatory which are applicable to all projects. Once you have provided data projections for the mandatory and the relevant project measures, the other measures can be left blank.</p>
<p>Part C</p>	<p>Part C: Project planning, including risk management</p> <p>This is a separate WORD document which can be downloaded from the Trust website. This document is where you will detail your project objectives, outcomes, risks, tasks etc. All sections of the template should expand and allow you to write detailed responses.</p> <p>An example project plan is provided on pages 11-13 of these guidelines. Part C- Project planning definitions can be downloaded from the Trust website and should also be used as a guide. Ensure you include a detailed risk management plan (which includes work health and safety and project delivery risks) as well as detail of the resources and skills to undertake the project.</p>
<p>Other supporting information</p>	
<p>11.1</p>	<p>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.</p> <p>Best practice can be defined as being mindful of the 'big picture' in designing and implementing a project. This could include: the use of recycled materials; utilising online resources versus hard copy information; using public transport to events; or encouraging the use of active transport to events.</p> <p>Environmental Describe your organisations commitment to the implementation of the NSW Government's Sustainability Policy in this project and any associated actions your organisation has already implemented, or intends to implement, including reference to local strategies, policies or plans. Examples could include avoiding office waste and recycling where possible.</p> <p>Economic Examples could include use of local produce in catering, supporting local businesses.</p> <p>Social Examples could include promotion of better nutrition, assistance for socially disadvantaged to participate in the project, and creating stronger networks amongst participants.</p>

11.2	<p>Please declare any real, potential or perceived conflict of interest that you may be aware of.</p> <p>This can relate to land ownership, salary and/or contractor payments. Applicants are required to declare any real, potential or perceived conflicts of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:</p> <ul style="list-style-type: none"> • the project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant • members, or relatives of members, of the applicant organisation are being paid as project managers with Trust funds • members, or relatives of members, of the applicant organisation are being paid as contractors with Trust funds • works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives <p>Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential COI. The Committee will assess each situation on its merits and environmental need.</p>
11.3	<p>Community Benefit. Detail how this project will specifically benefit the local community it is located in and the broader NSW community.</p> <p>Include information such as:</p> <ul style="list-style-type: none"> • 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. <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
11.4	<p>List all of the people/organisations who have contributed to the information in this application.</p> <p>Include other divisions or units within council and outside consultants. Ensure that you have a full understanding of, and can substantiate, the information supplied for your specific situation as you may be required to explain or expand on the details of your project.</p>

Additional resources

The Trust strongly recommends that you consult with the EPA to discuss your project ideas and for assistance with your application. The NSW Environment Protection Authority's LFHW team is able to help applicants and provide feedback on your application. Please email organics.recycling@epa.nsw.gov.au if you would like assistance.