

Love Food Hate Waste Grants Round 6

Love Food Communities

Expression of interest form

Applications close 4pm, 19 November 2018

 [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

© 2018 State of NSW and the NSW Environment Protection Authority

With the exception of photographs, the State of NSW and the NSW Environment Protection Authority (EPA) are pleased to allow this material to be reproduced in whole or in part for educational and non-commercial use, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of photographs.

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.

All content in this publication is owned by the EPA and is protected by Crown Copyright, unless credited otherwise. It is licensed under the [Creative Commons Attribution 4.0 International (CC BY 4.0)](http://creativecommons.org/licenses/by/4.0/deed.en), subject to the exemptions contained in the licence. The legal code for the licence is available at [Creative Commons](http://creativecommons.org/licenses/by/4.0/legalcode).

The EPA asserts the right to be attributed as author of the original material in the following manner: © State of New South Wales and the Environment Protection Authority 2018.

Cover: Image of frittata surrounded by ingredients, Phu Tang/ Phu Tang photography

Published by:

NSW Environment Protection Authority
59 Goulburn Street, Sydney NSW 2000
PO Box A290, Sydney South NSW 1232
Phone: +61 2 9995 5000 (switchboard)
Phone: 131 555 (NSW only – environment information and publications requests)
Fax: +61 2 9995 5999
TTY users: phone 133 677, then ask for 131 555
Speak and listen users: phone 1300 555 727, then ask for 131 555
Email: info@epa.nsw.gov.au
Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

**www.epa.nsw.gov.au**

Report pollution and environmental incidents
Environment Line: 131 555 (NSW only) or info@epa.nsw.gov.au
See also [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

EPA 2018P1156
September 2018

Contents

[Submitting an Expression of Interest 4](#_Toc523746535)

[EOI form 4](#_Toc523746536)

[Application details 4](#_Toc523746537)

[Project details 5](#_Toc523746538)

[Grant request 6](#_Toc523746539)

[Insurance 6](#_Toc523746540)

[Assessment criteria 6](#_Toc523746541)

[Criterion 1: Project background 7](#_Toc523746542)

[Criterion 2: Project implementation 8](#_Toc523746543)

[Criterion 3: Project outcomes and impact 9](#_Toc523746544)

[Conflict of interest 10](#_Toc523746545)

[Approval 10](#_Toc523746546)

## Submitting an Expression of Interest (EOI)

1. Read the Guidelines for Applicants document which can be downloaded from the [EPA website](http://www.epa.nsw.gov.au/working-together/grants/organics-infrastructure-fund/love-food-hate-waste-education).
2. Complete this EOI form.
3. Complete the budget form (Excel document, available to download on the [EPA website](http://www.epa.nsw.gov.au/working-together/grants/organics-infrastructure-fund/love-food-hate-waste-education).
4. Attach any supporting documents to your application (not larger than 10 MB in total).
5. Submit your application by 4pm, 19 November 2018 by emailing organics.grants@epa.nsw.gov.au with the subject line: “Your organisation name: Love Food Communities: Grant Application”.

## EOI form

Start by reading the Application Guidelines - Stream 3 to ensure you are eligible to apply. The Stream 3 Love Food Hate Waste grant funding is offered to **councils, groups of councils and regional organisations of councils only.**

Answer all questions in the EOI form and budget form. Late, incomplete or ineligible EOIs will not be considered.

If you have any questions while completing the EOI form, contact the NSW EPA Organics Unit by emailing organics.grants@epa.nsw.gov.au or phoning (02) 9995 6926 or (02) 9995 6890.

## Application details

Please complete the following details. One of the contact people listed below must be available during the entire grant delivery period.

#### Lead organisation

| Details  |  |
| --- | --- |
| 1. Name of organisation
 |       |
| 1. ABN
 |       |
| 1. Postal address
 |       |
| 1. Street address
 |       |
| 1. Suburb
 |       |
| 1. Postcode
 |       |
| 1. Local Government Area
 |       |
| 1. State Electorate
 |       |
| 1. Website address
 |       |
| 1. Registered for GST?
 |       |

#### Project Manager (primary contact)

| Details |  |
| --- | --- |
| 1. Title
 |       |
| 1. Name
 |       |
| 1. Organisation
 |       |
| 1. Email
 |       |
| 1. Phone
 |       |
| 1. Role in project
 |       |

#### Secondary contact

| Details |  |
| --- | --- |
| 1. Title
 |       |
| 1. Name
 |       |
| 1. Organisation
 |       |
| 1. Email
 |       |
| 1. Phone
 |       |
| 1. Role in project
 |       |

#### Administrator (if different from above)

| Details  |  |
| --- | --- |
| 1. Name of organisation
 |       |
| 1. ABN
 |       |
| 1. Postal address
 |       |
| 1. Street address
 |       |
| 1. Suburb
 |       |
| 1. Postcode
 |       |
| 1. Local Government Area
 |       |
| 1. State Electorate
 |       |
| 1. Website address
 |       |
| 1. Registered for GST?
 |       |

## Project details

What area will the project take place in?

| Details |  |
| --- | --- |
| 1. Project area
 |       |

## Grant request

Love Food Communities provides grants of up to $250,000 (excluding GST). You can apply for any amount up to the maximum amount, depending on the size and scale of your community and intended activities.

If you are successful in progressing to Stage 2 of this application process, you will be entitled to up to $20,000 to prepare the detailed project plan in recognition that this will involve a lot of work. Some councils might prefer to use that money as part of the project delivery and will be able to carry over unspent funds from project planning to the project itself if their Stage 2 application is successful.

Please indicate below the total estimate of requested funding for each stage. Include any contributions you or your partners intend to make. If you are successful in Stage 1, you will be required to prepare and submit a detailed budget within your project plan submission at Stage 2.

| Details |  |
| --- | --- |
| 1. Grant amount requested – Stage 1
 |       |
| 1. Grant amount requested – Stage 2
 |        |
| 1. Applicant contribution
 |       |

## Insurance

It is a condition of your grant that you have adequate insurance cover, including public liability insurance of $10 million, worker’s compensation and volunteer insurance. Provide details of your insurance:

| Details |  |
| --- | --- |
| 1. Insurance company
 |       |
| 1. Policy number
 |       |
| 1. Coverage
 |       |
| 1. Expiry date
 |       |

## Assessment criteria

The assessment process for these grants is a statewide, merit-based process. Eligible applications are assessed by a Technical Review Committee (TRC) against the assessment criteria.

State clearly how your project meets each of the three assessment criteria. Refer to the application guidelines for advice on addressing the criteria. All questions in the application form should be answered clearly and succinctly.

|  |  |
| --- | --- |
| Expression of interest – assessment criteria | Questions  |
| 1 Project background |  |
| * Project idea aligns with food waste issues in the project area and focuses on avoidance
* EOI demonstrates clear understanding of food waste in your community, including in different sectors, and sound rationale for the proposed approach
* EOI demonstrates your organisation’s capacity to deliver a two-year, multi sector community wide project.
 | 1.1 to 1.6 |
| 2 Project implementation  |  |
| Project includes: * Delivery of Food Smart to households and Your Business is Food to business
* Evidence of solid partnerships or potential partnerships, demonstrably leading to better food waste reduction outcomes
* New food waste related activities
* Assessment of risks and barriers and mitigation strategies.
 | 2.1 to 2.4 |
| 3 Project outcomes and value for money |  |
| * Project has appropriate evaluation metrics, will leave a lasting impact and shows value for money.
 | 3.1 and 3.2 |

## Criterion 1: Project background

1.1 Provide a 500 word (maximum) summary of the project showing how it aligns with the food waste issue in your area. Show how the project aligns with the objectives outlined in the Love Food Communities Guidelines.

|  |
| --- |
|       |

1.2 What do you know about food waste in your community? Outline your community’s food waste story, such as where is food wasted? What data do you have to inform your approach? What experience in food waste reduction programs do you have? What are you already doing to manage food waste, including avoidance, food donation, collections, recycling or processing activities.

|  |
| --- |
|       |

1.3 What previous experience, if any, does your organisation and/or project partners have in delivering multi-sector, community-wide programs?

|  |
| --- |
|       |

1.4 What sectors of your community will you engage in your project? (All projects must include delivery of Food Smart to households and Your Business is Food to business, plus target at least one other sector).

|  |
| --- |
|       |

1.5 How many households/ businesses/ others (e.g. schools, sporting groups, community groups) do you plan to directly engage? What proportion of the total number of households or businesses or others do they represent?

| Reporting requirements | Number | Percentage of total (e.g. X% of households/businesses/other) |  |
| --- | --- | --- | --- |
| Households  |       |       |  |
| Business |       |       |  |
| Other (please list all) |       |       |  |

1.6 How will you develop the project plan for Stage 2 if you are successful? Will it be developed by an existing staff member or by a contractor/ consultant? Explain the process you intend to take.

|  |
| --- |
|       |

## Criterion 2: Project implementation

2.1 Outline the key activities of your project. Include how this project will incorporate existing food waste activities such as Food Smart and Your Business is Food. Will you be linking with other food waste reduction activities in your community, such as food donation, composting programs and organics collections? These activities can be delivered by you or partner organisations.

|  |
| --- |
|       |

2.2 Who will you partner with for this project and why? What contribution will they make? What activities will they deliver to support the work? How will you ensure partners deliver on their commitments and keep them engaged in the project?

|  |
| --- |
|       |

2.3 List proposed partner organisations below and, where possible, provide evidence of their commitment to the project. An email is fine. List partner names and discussions you have had to date to explore opportunities for contribution. Include whether that includes, cash, in-kind or project delivery contributions.

| Organisation | Nature of partnership | Evidence of commitment provided |
| --- | --- | --- |
|       |       |[ ]
|       |       |[ ]
|       |       |[ ]

2.4 Describe the risks and barriers associated with the project. Outline how you plan to overcome them.

|  |
| --- |
|       |

## Criterion 3: Project outcomes and impact

3.1 What outcomes will be achieved by this project? How will you evaluate whether they have been achieved? What data sources will you use to collect this information?

|  |
| --- |
|       |

3.2 How will you keep your community engaged in reducing food waste during the project and ensure ongoing benefits from your project after the funding is complete?

|  |
| --- |
|       |

## Conflict of interest

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.

|  |
| --- |
|       |

## Approval

Provide the name of one senior office bearer in your organisation (e.g. General Manager, Chief Financial Officer, Mayor) who can attest to the accuracy of the information within this application and confirm your organisations commitment should your application be successful.

| Approver  |  |
| --- | --- |
| 1. Name
 |       |
| 1. Title/position
 |       |
| 1. Organisation
 |       |
| 1. Email
 |       |
| 1. Phone
 |       |