# Food Donation Education Grants Round 3

Applications close 4pm, Thursday 21 November 2019

## How to apply

1. Read the *Food Donation Education Grants Round 3* *Application Guidelines*.   
   The Guidelines can be downloaded from the EPA website.
2. Complete the Application Form.
3. Complete the Application Budget Form.
4. Attach any supporting documents to be submitted with your application.
5. Submit your application no later than **4pm, Thursday 21 November 2019** by emailing: [organics.grants@epa.nsw.gov.au](mailto:organics.grants@epa.nsw.gov.au) with the subject line: Your organisation name: Round 3 NSW DPIE Food Donation Education Grants Program Application.

## Application Form

* Before starting the Application Form read the eligibility criteria on page four of the *Food Donation Education Grants* *Application Guidelines* to ensure you are eligible to apply.
* Answer all questions in the Application Form. Incomplete or ineligible applications will not   
  be considered.
* If you have any questions please contact the NSW Department of Planning, Industry and Environment (DPIE) Organics Team by email: [organics.recycling@epa.nsw.gov.au](mailto:organics.recycling@epa.nsw.gov.au) or   
  phone: (02) 9995 6876.

## Project eligibility

1. Applications are open to all NSW councils and not-for-profit organisations.
2. Regional Waste Groups, Regional Organisations of Councils or Joint Organisation of Councils may apply and coordinate projects on behalf of one or a number of NSW councils or food relief agencies within their regional area.
3. Not-for-profit organisations must comply with the [Australian Tax Office’s definition](https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/). Not-for-profit organisations incorporated under the *Corporations Act 2001* – section 111K must provide proof of their non-profit status. Details can be found on the ATO website.
4. Community organisations, including community groups, must also be an incorporated association under the *NSW Associations Incorporation Act 2009*. Community groups that 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 on their behalf.
5. Please read the *Food Donation Education Grants Application Guidelines,* including program objectives, and information on administrators, partnership projects and conditions of eligibility,   
   and ensure that you and your project meet the eligibility criteria before submitting your application. If you are unsure, contact the DPIE Organics Team.

## Application details

1. Please ensure at least one of the contact people listed below will be available throughout the entire grant delivery period.

#### Lead organisation

|  |  |
| --- | --- |
| 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? | 1. Yes/No |

#### Project manager (primary contact)

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

#### Secondary contact

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

#### Administrator (if different from above)

|  |  |
| --- | --- |
| 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? | 1. Yes/No |
| 1. Contact person |  |
| 1. Phone |  |
| 1. Email |  |
| 1. Involvement in project |  |
| 1. Have you signed an MOU with the administrator? |  |

## Project details

1. Please provide a project name and 100 word summary of your project (maximum). Include how the project will align with the Food Donation Education Grants program objectives outlined in the Application Guidelines on page three.

|  |  |
| --- | --- |
| 1. Project name | 1. Click here to insert project name |

|  |  |
| --- | --- |
| 1. Project summary | 1. Click here to insert your project summary (max 100 words) |

## Grant request

1. What grant amount are you applying for? Grants between $5,000 to $100,000 (excluding GST) are available to eligible organisations to deliver food donation education projects.

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| --- | --- |
| **Grant amount requested** | $ Click to insert amount you are requesting |

## Partnership projects

1. Is this a partnership project?
2. **No**: Continue to the next question.
3. **Yes**: Complete the table below:
4. If you have been appointed as the host organisation to act as the project lead and grant applicant, you will sign the grant agreement and will be responsible for submitting milestone reports.
5. If your application is successful it is expected that an agreement will have been reached between **all** partners in relation to project management and reporting requirements before **signing the Grant Agreement with DPIE**. This should be in the form of a Memorandum of Understanding signed by the Board of each partner organisation or a letter from each partner detailing their roles, responsibilities and commitments.
6. The applicant/grantee will be responsible for the performance of the partner organisations participating in the project. Please list all the partners that will be part of the project. Attach letters from each partner detailing their support for the project and intention to form a project Memorandum of Understanding (if one has not been signed already).

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of the organisation/individual | 1. Organisation/individual contact details | 1. Description of the organisation/individual | 1. Letter of support attached  (Yes /No) |
|  |  |  | 1. Yes/No |
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## Insurance

1. 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, worker’s compensation and volunteer insurance.

**Insurance details**

|  |  |
| --- | --- |
| 1. Insurance company |  |
| 1. Policy number |  |
| 1. Coverage |  |
| 1. Currency (expiry date) |  |

## Assessment criteria

Selection for the Food Donation Education Grants is a statewide, merit-based process. Eligible applications will be assessed by a Technical Review Committee against the assessment criteria set out in the following table.

Your grant submission should address each of the three assessment criteria and be clear about how the project will meet them. A reference to the relevant Application Form questions is listed next to each assessment criteria.

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| --- | --- |
| 1. 1: Project preparation – (30% of the assessment score) | 1. Section of Application Form |
| 1. Demonstration of thorough project preparation 2. Can you describe your project in detail? 3. Have you consulted on the project design? 4. Is there a team of people committed to managing the project? 5. Does the project clearly address a local need? | 1. Refer to  questions 1 to 6 |

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| --- | --- |
| 1. 2. Project implementation – (30% of the assessment score) | 1. Section of Application Form |
| 1. Demonstration that the project will be delivered to a high standard 2. Is the timeframe for your project realistic? 3. Have you considered the skills and experience needed to deliver the project? 4. Do you have clear objectives and targets? 5. How will you measure the success of your project? 6. How will partners be kept engaged and active in the project? | 1. Refer to questions 7 to 11 |

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| --- | --- |
| 1. 3. Project outcomes and budget – (40% of the assessment score) | 1. Section of Application Form |
| 1. Demonstration of efficient and effective support of increased rescue of good quality food from landfill 2. What do you expect the results of your project will be? 3. How many tonnes of food waste are you expecting to recover and redistribute? 4. How many people will be engaged as a result of the project? 5. Will the project continue to have an impact beyond the funded period? 6. Have you attached a detailed well costed budget? 7. Is the cost of the project realistic when compared to the desired outcomes of the project? | 1. Refer to questions 12 to 14 of the Application Form, and Excel Budget Form |

## 

## Criterion 1: Project preparation

1. 1. Describe your project in detail (no word limit) explaining what the project involves, what you expect to achieve and who you will be working with. Include a description of how the project idea developed and the work done to date to develop the project idea and project plan.

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1. 2. Who will lead the delivery of the project?

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1. 3. Who will monitor the ongoing implementation and outcomes, and report back to the DPIE Organics Team?

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1. 4. What management structure is proposed to be put in place to ensure the project continues to be implemented on time, on budget and to a high standard?

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1. 5. What internal/external consultation have you done to design this project? How did you identify the target stakeholders for your project and the proposed engagement methods?

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1. 6. How did you identify a need for this project?

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## Criterion 2: Project implementation

1. 7. What previous experience do you or your partners have in delivering this type of project?   
   Include any additional organisations that you will approach to support the delivery of the project (e.g. organisations with experience in delivering similar projects).

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1. 8. Outline the objectives, targets and key performance indicators (KPIs) for your project in the table below. The number of objectives, targets and KPIs will depend on the complexity of the project you are proposing.
2. Consider how you will collect the data on key performance indicators. If your application is successful, you will be required to report back to the DPIE Organics Team against these targets and KPIs.

#### Table example

|  |  |  |
| --- | --- | --- |
| 1. Overall objective | 1. Target | 1. KPIs |
| 1. Increase the efficiency and durability of food relief organisations in collecting and redistributing unwanted food in the <name> region. | 1. Engage a minimum of 10 agencies involved in food relief rescue and distribution operations in <name> region to discuss sharing skills and resources. | 1. Hold eight working group meetings to investigate more efficient distribution models and how these can be facilitated. Each meeting will have at least four organisations attend and/or a minimum of 10 people. |

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| --- | --- | --- |
| 1. Overall objective | 1. Target | 1. KPIs |
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1. 9. Provide a draft timeline for your project. Describe the key activities of your project each month using a maximum of 25 words. These timings do not need to be final but rather provide an estimated schedule of your project delivery. Successful applicants are expected to be notified in February 2020.

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| --- | --- | --- |
| 1. Months | 1. Activity | 1. Who is involved |
| 1. March 2020 | 1. e.g. project commences, project plan finalised (maximum 25 words) |  |
| 1. April 2020 |  |  |
| 1. May 2020 |  |  |
| 1. June 2020 |  |  |
| 1. July 2020 |  |  |
| 1. August 2020 |  |  |
| 1. September 2020 |  |  |
| 1. October 2020 |  |  |
| 1. November 2020 |  |  |
| 1. December 2020 |  |  |
| 1. January 2021 |  |  |
| 1. February 2021 | 1. e.g. project completed, final report and case study submitted. (Note: the project may last less than 24 months and therefore be completed earlier than February 2021) |  |

10. Describe the strategies / methods that will be used to ensure your stakeholders and/or project partners remain engaged in the project.

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1. 11. Agreement to submit a milestone report every six months plus monthly phone hook-ups with DPIE Organics Team.

In addition to the milestone reports, successful applicants will be required to have a monthly phone or face to face update meeting with the DPIE Organics Team.

Please confirm your commitment to milestone reporting and monthly update meetings by ticking the box below.

1. I agree to submitting milestone reports as required and to schedule and attend monthly meetings with DPIE Organics Team regarding project progress.

## Criterion 3: Project outcomes and budget

1. 12. Detail the expected outcomes of your project and how they will be sustained long term. In your description estimate additional food donations, additional capacity for food collection and distribution, or increased efficiency.

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1. 13. What is the geographical reach of your project?

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14. Have you applied for any other grants for all or part of this project? To make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

* have secured funding from another government agency for the same or related activities to those funded by the DPIE
* have current applications lodged with other government agencies
* receive other funding from other government agencies while your project is underway
* have already requested or willing to request funding to support this project from other non‑government funding source.

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| 1. **Organisation** | 1. **Amount** | 1. **Description of how the funding will be used** |
|  | 1. $ |  |
|  | 1. $ |  |
|  | 1. $ |  |

## Conflict of interest

1. 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.

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## Approval/Authorisation

1. Please provide the name of one senior office-bearer in your organisation (e.g. Chairperson, Treasurer, Chief Executive Office or Executive Officer) who is able to attest the accuracy of the information within the application.

|  |  |
| --- | --- |
| 1. Name |  |
| 1. Title/position |  |
| 1. Organisation |  |
| 1. Email |  |
| 1. Phone No |  |
| 1. Date |  |
| 1. Signature | 1. Click here to insert signature block |

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