

Love Food Hate Waste Grants Round 6

Love Food Communities

Application Guidelines

Applications close 4pm, 19 November 2018



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Introduction

In NSW, more than 750,000 tonnes of food waste is disposed of to landfill every year. This is made up of 586,000 tonnes from households and 170,000 from businesses. Much of this waste could have been avoided.

Background

When food is wasted, the resources that went into growing, transporting, storing and cooking that food are also wasted. Further, when food breaks down in landfill it releases methane which is a more potent greenhouse gas than carbon dioxide.

Food waste has economic impacts as well. For example, the average NSW household spends \$3,805 a year on food which is purchased but never eaten. For business, throwing away food leads to loss of profit and increases disposal costs.

There are many causes of food waste. In the home, these include cooking too much food, not using food that is available and not storing food correctly. In business, waste is generated while preparing and storing food, and from leftovers on customer plates.

Love Food Hate Waste was established in NSW in 2009 to increase householders' and businesses' awareness of food waste and skills to avoid it. It operates under licence from Waste and Resources Action Programme in the United Kingdom and is managed by the Environment Protection Authority (EPA) in NSW. The EPA provides funding and resources to more than 300 partners who run workshops, cooking demonstrations and social media campaigns.

Other EPA programs that support the avoidance, diversion and recovery of food waste from landfill include:

- Food donation infrastructure and education grants
- Organics collections grants
- Organics infrastructure (large and small) grants
- BinTrim
- Circulate
- Better Waste and Recycling Fund.

Aims

This grant stream aims to support local government to plan and deliver a community wide/ whole of city approach to food waste reduction, aligned with the waste hierarchy (Figure 1), where avoidance is the optimal outcome.

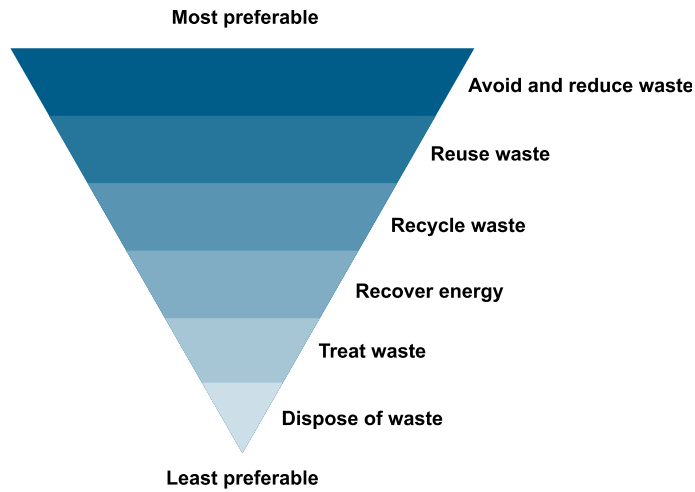


Figure 1: The most and least preferable ways of dealing with food waste

Program objectives

The objectives of this grant stream are to:

- Embed waste avoidance across an entire community, using the EPA developed Food Smart and Your Business is Food programs as the platform for household and food business education.
- Support the development of partnerships between the applicant and other local organisations, such chambers of commerce, schools, industry, business and local sporting groups, to increase reach, scope and scale of food waste avoidance practice.
- Enable participating communities to tap into other EPA food waste opportunities to reduce food waste across the community's entire food waste management cycle.

You should demonstrate ways in which your project intends to meet these objectives.

Contact us

If you have questions about any of the information in this guideline, please contact the EPA Organics Unit (organics.grants@epa.nsw.gov.au)

The Love Food Hate Waste Grants Program

This grants program is part of the EPA's Waste Less, Recycle More initiative, through which the EPA is providing \$802 million over nine years to increase the amount of waste diverted from landfill in NSW.

The grants program is funded through the \$105.5 million Organics Infrastructure Fund which is diverting both food and garden waste from landfill. This is achieved by funding food waste avoidance education, kerbside organics collections, food processing and donation infrastructure and organics market development.

A total of \$5 million is available for LFHW from 2017–21, including \$1.6 million in grant funding. These grants are administered by the EPA and are available under three funding streams, outlined below.

Each grants stream has its own guidelines and application form. **This guideline is for Stream 3 – Love Food Communities only.**

Stream 1 – Household education

Grants of up to \$20,000 to deliver the Food Smart program to households.

Ten projects are currently underway, funded with \$171,938. Successful applicants in Stream 1 are eligible to apply for funding in this stream.

Stream 2 – Business education

Grants of up to \$30,000 per year, for up to two years, to deliver the Your Business is Food education program to businesses.

Eight projects are currently underway, funded with \$359,309. Successful applicants in Stream 2 are eligible to apply for funding in this stream.

Stream 3 – Love Food Communities (this stream)

Grants of up to \$250,000 to support local government in up to five NSW towns, cities or regions in planning and delivering a two-year whole-of-city/ local government area approach to food waste prevention. Up to \$1.25 million is available for this stream.

Based on the 10 Cities program delivered by Waste and Resources Action Programme in the United Kingdom, successful communities will form partnerships to tackle food waste from every angle. It is expected that these projects will not only roll out Food Smart and Your Business is Food to households and business, they will also engage organisations across the community to reduce food waste, including schools, clubs, sporting groups, aged care and health service, retailers, charities and social welfare services.

This stream will be assessed in two stages:

Stage 1

Applicants will complete the Expression of Interest (EOI) form which outlines the proposed project including activities that will be delivered and partners who will participate in the delivery of the project. This form will be assessed by a Technical Review Committee (TRC) who will recommend projects to be forwarded to Stage 2. Applicants successful in Stage 1 can seek up to \$20,000 to develop a formal project plan which will be submitted in Stage 2.

Stage 2

Only applicants who have been successful in Stage 1 are able to apply in Stage 2. This stage is scheduled to open in late 2018 once Stage 1 grantees have been assessed. Applicants have three months from notification to develop their project plan. The TRC will assess the detailed project plan against the Stage 2 criteria and recommend projects for up to \$250,000 funding

A note on funding – any funds not spent in Stage 1 can be used in Stage 2. Applicants can use the entire \$250,000 on delivering their project (i.e. in Stage 2).

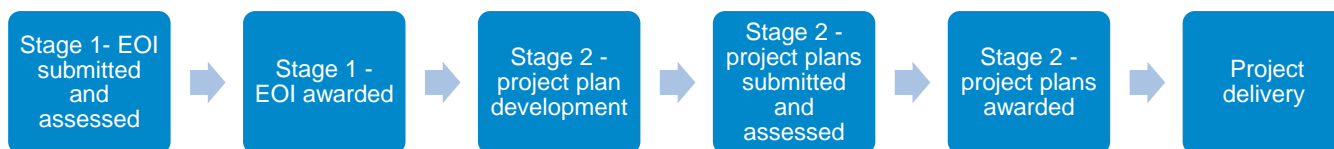


Figure 2: Showing application process for Stages 1 and 2

Organisations eligible for funding

Grants under Stream 3 are open to NSW councils and regional organisation of councils.

Only successful Stage 1 applicants will be invited to apply in Stage 2.

Conditions of eligibility

You must also meet the following conditions to qualify for funding:

1. For Stage 1 - Complete the EOI form and budget form. For Stage 2 complete the project plan and detailed budget form.
2. Have your application signed and endorsed by the Council General Manager or delegated senior officer, such as Chief Financial Officer. For groups of councils, evidence of support must be provided for the General Managers, or their delegates, of all participating councils.
3. Ensure your application is received by the closing date and time. Late applications will not be accepted.
4. Demonstrate in your application that your project is aligned with the grant program aims and objectives, provides value for money and significantly incorporates food waste avoidance and the waste hierarchy.
5. Demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered.
6. Submit projects that will be completed by May 2021 – this includes submitting the final report.
7. Submit projects that target food waste generated by their community, including households and business and other sectors such as schools and sporting clubs.
8. Demonstrate you have the means or support to complete the project and related administrative work by the required date. This should include support from project partners.

Applications that do not satisfy all the above conditions will be deemed ineligible and will not be assessed.

Funding

Funding available

A maximum of \$250,000 per project.

Stage 1 applicants can apply for an upfront payment of up to \$20,000 to develop a detailed project plan, including establishing formal, legally binding partnerships arrangements. These funds will be subtracted from the \$250,000 available for each project. Applicants can choose to spend the entire \$250,000 on project delivery.

No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested. There is no appeal process.

Co-contribution

No co-contribution is required for either Stage 1 or 2. However, it is highly encouraged for Stage 2. The more an applicant can demonstrate additional value in the project from their own contributions, the higher the project will rank under the 'value for money' criterion. Co-contribution can be either as cash or in-kind from either the applicant or their partners.

In-kind contributions include using existing resources (such as venues or equipment), promotional activities (such as social media posts), staff or volunteer time – and can come from the applicant or project partners.

Funding from other sources

Applicants can seek other funding to supplement their delivery of this project for either stage.

In Stage 2, applicants are required to detail the funding source. Non-EPA funding can be included as the applicant's co-contribution, if it has been secured at the time of the Stage 2 application.

Funding from EPA grants or programs (such as Better Waste and Recycling fund or other Organics Infrastructure Fund grants) cannot be included as the co-contribution, however it can be used to fund additional activities that will supplement your Love Food Communities project.

Items that will be funded

Stage 1 funding can only be used for the development of the Stage 2 project plan. It supports staff/contractor time to research and develop the plan, negotiate partnerships and prepare formal agreements, including legal fees and expert advice.

Applicants can choose to defer the Stage 1 project plan payment to incorporate into the main project plan when they are invited to submit an application for Stage 2.

Examples of activities/items eligible for funding include, but are not limited to, the list shown below. If the item is not included on the list below, please contact the EPA to confirm if the item is eligible for funding before including it in your application.

- salary costs (including on-costs) for new staff, additional hours by existing staff or contractors
- community displays, education activities, campaign costs, workshops, training activities, events and festival stalls and other community engagement activities
- production of resources to support households and businesses to avoid food waste. Note: The EPA will provide grantees with Food Smart Action Cards and Your Business is Food Information Guides. Other items that will form part of the 'kit' are expected to be tailored to projects and produced by you to meet local requirements
- communication and promotional activities such as TV, radio and newspaper advertisements, use of social media

- purchasing of equipment such as video cameras, marquees that is not funded by other Waste Less Recycle More grants or EPA's Better Waste and Recycling Fund
- small equipment such as scales and buckets for businesses.

Items that will not be funded

Grant funding will not be provided for:

- activities that have already started or are carried out before the grant is offered and accepted
- activities happening outside NSW
- operational costs such as rent, IT equipment, electricity, insurance, etc that are part of standard business operation
- attendance at workshops or participation in the project activities – for either the grantee or their audiences
- activities (or parts of activities) that have been or could be funded by other EPA programs such as Waste Less Recycle More grants or EPA's Better Waste and Recycling Fund
- ongoing activities that occur once the grant is completed, such as app licencing (beyond the grant period)
- projects that focus solely on the research or the production of resources and promotional items
- commercial composters, dehydrators and the like.

Budget

A budget outline is required for Stage 1 and is available as an Excel spreadsheet. A detailed budget will be required for Stage 2 and will be provided to successful Stage 1 applicants.

Goods and services tax (GST)

Goods and services tax (GST) should not include any GST in the application budget. The EPA will add 10 per cent GST to the grant payment.

A tax invoice is required for the amount of each milestone payment of the grant. The invoice should include GST as a separate component if applicable.

Funding allocation

Successful Stage 1 applicants will be provided with 90 per cent of up to \$20,000 funding up front with the final 10 per cent on submission of the Stage 2 project plan.

It is proposed that funding allocation for Stage 2 be as follows:

1. 40 per cent of approved funding on signing the Grant Agreement
2. 50 per cent of approved funding on submission and approval of the end of year 1 report (this report will also include a financial report)
3. 10 per cent of approved funding at end of project.

Grant conditions

Successful Stage 1 applicants must submit the following information before the start of the project:

1. An invoice to the EPA for the first milestone payment (if funding is requested)
2. A signed letter of agreement.

Successful Stage 2 applicants will need to:

- Sign the Grant Agreement. Grantees have up to 30 days from the date of formal notification of the offer of funding to sign the Grant Agreement. If the agreement is not signed within the specified period, the offer of funding may lapse.
- Provide an invoice to the EPA for the first milestone payment.
- Hold appropriate insurance and public liability coverage.
- Regularly engage (i.e. at least every quarter by phone) with the EPA's Organics Unit.
- Acknowledge the LFHW program and the support of the EPA on all publications, externally distributed reports, websites and publicity materials including resources, kit items, brochures, signage, advertising and invitations relating to the project, in accordance with the Grant Agreement.
- Invite a NSW Government representative to any launch or public event associated with this funding.
- Use and comply with LFHW branding requirements.

Partnership projects

It is expected that successful Love Food Communities project will involve strong and collaborative partnerships.

For Stage 1, the partnership agreements may be demonstrated with an email from the partner organisation stating that they intend to be involved in the project. When submitting your application please save all partnership emails as the one attachment.

Formal Memorandum of Understandings (MOUs), signed by both the applicant and the partner must be included in your Stage 2 application. The MOU will need to detail what actions/ activities each partner will perform and how that will contribute to the anticipated project outcomes.

Agreements must be reached between all partners relating to project management and reporting requirements before the Stage 2 application is submitted.

The applicant will be responsible for the performance of the partner organisations participating in the project.

Proposed project variations

Grantees can adjust their project scope and activities while developing the Stage 2 project plan. The project plan must provide an explanation for why the proposed activities outlined in the EOI have been adjusted.

It is expected over the two years of project delivery that variations in anticipated project activities and budget expenditure will occur, to allow for continuous improvement and adapt to new information as activities are evaluated and measured. During project delivery, variation requests must be submitted in writing to the EPA and approved before they can be implemented.

Reporting

No reports are required for Stage 1 though regular phone meetings with the EPA are required.

Stage 2 grantees will be required to meet quarterly with the EPA, either in person or over the phone.

A simplified reporting process has been introduced, requiring applicants to commit to and hold quarterly phone or face-to-face meetings with the EPA's Organics Unit and provide a milestone report as

required. Your commitment to meeting the reporting requirements is confirmed in the application and reiterated in the Grant Agreement should your application be successful.

Project duration

Applicants who are successful in Stage 1 will have three months to develop their project plan and formally establish partnerships.

Projects are expected to commence in July 2019 and be completed by May 2021 (including submitting the final report).

Projects are expected to start within three months of signing the Grant Agreement with the EPA. Delays in project commencement once the Grant Agreement has been signed may result in the withdrawal of the grant funding. Final payments will not be made until project acquittal requirements have been completed.

Project considerations

LFHW grants aim to tackle avoidable food waste – that is, food waste that can be prevented. Projects must predominantly target food waste avoidance behaviours, rather than recycling or re-use.

All new resources, including promotional materials developed by grantees, will need to:

- be approved by the EPA before release
- include acknowledgement of funding as detailed in the Grant Agreement
- be in keeping with the LFHW style guide.

Target audience

Projects will need to engage multiple sectors in your community such as households, food businesses, retailers, service providers, aged care/health facilities, clubs and schools.

Project promotion and copyright

The EPA reserves the right to publish articles about the project on its website, social media and in publications. Grantees must state their requirements for commercial or personal confidentiality.

Grantees must not promote their receipt of LFHW grant funding until the project has been formally announced.

Grantees must agree to share any document, resource or experience with other grantees or applicants for future rounds.

EPA holds the copyright for all the resources produced under the funded project.

Misleading or false information

Applications that knowingly provide misleading or false information will not be considered for funding. If the EPA is made aware of any issues relating to misleading or false information after a grant has been awarded, it can withdraw funding from the grantee. Any EPA funds spent on the project may need to be repaid.

Assessment process

The TRC will assess your application against the criteria in the tables below based on the information you include in your application form and budget form. You must therefore ensure your application explains how your project will meet these criteria.

TRC members may not know much about you or what you want to do, so make sure you provide all the information to demonstrate your project meets the criteria and you can successfully complete it.

The application form is designed to help you provide the type of information the TRC needs to assess whether your project meets the assessment criteria. The EPA's Organics Unit can also help you prepare a well-considered and complete application. Contact us on (02) 9995 6890 or (02) 9995 6926 for assistance.

Table 1 Stage 1 assessment criteria.

Expression of interest – assessment criteria	Questions
1 Project background	
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> Project has appropriate evaluation metrics, will leave a lasting impact and shows value for money. 	3.1 and 3.2

Table 2 Stage 2 assessment criteria.

Expression of interest – assessment criteria

1 Project preparation (30% of the assessment score)

Project plan demonstrates thorough project preparation

- Clear explanation of why you have taken this approach. The rationale for your project is explained.
- Clear explanation of why this approach will help people reduce food waste.
- Food Smart and Your Business is Food are integrated into your project with potential barriers to uptake identified, considered, analysed and mitigated.
- Other innovative, locally tailored food waste initiatives are included and the rationale explained.
- Your understanding of your community's food waste practices is demonstrated. Steps to address gaps in knowledge have been considered and incorporated into the project plan.
- Sound project management is demonstrated. Key personnel for each stage of the project are identified and their capacity to deliver is explained. Project needs are identified and have been addressed in the project plan.
- Demonstrated understanding of the skills and experience needed to deliver the project.
- Partners have been identified, their role and activities in the project are clearly identified and their commitment to participate is confirmed in a formal, signed Memorandum of Understanding.

2 Project implementation (30% of the assessment score)

Project Plan demonstrates that the project will be delivered to a high standard

- Project delivery, timelines, risk management and community engagement strategies are clearly explained.
- Activities and strategies to engage people in the project, including Food Smart and/ or Your Business is Food programs are included and explained.
- Activities to measure and evaluate project outcomes are integrated into the project from the outset, including delivery of pre and post surveys and ongoing communication.
- Timelines are clear and realistic.
- Risks are identified and you have effective strategies to manage them to be put in place.

3 3. Project outcomes and value for money (40% of the assessment score)

Project plan includes realistic, measurable outcomes and targets and a detailed budget, illustrating value for money

- Immediate, short term and long-term outcomes and how they will be reached are identified.
- Behavioural change, food waste and engagement targets are set.
- Project will be effectively evaluated against measurable set key performance indicators.
- Project is sustainable and will deliver ongoing benefits beyond the funding period.
- Budget is detailed and well costed. Project costs are realistic and demonstrate value for money when compared to the identified outcomes of the project.

Application process and support

In Stage 1 your application must include the completed expression of interest form and budget form. Both can be downloaded from the [EPA website](#).

If successful in Stage 1 you will be invited to apply in Stage 2. In Stage 2 your application must include your project plan and detailed budget form. These will be provided by the EPA.

Any supporting documents can be submitted with your application as attachments. Attachments must not be more than a total of 10 MB in size. Large attachments may not be forward to the TRC.

Stage 1 documents must be submitted by 4pm, 19 November 2018 by emailing organics.grants@epa.nsw.gov.au with the subject line: 'Your organisation name: Love Food Communities application'. The submission date for Stage 2 applications will be provided by EPA to successful Stage 2 applicants.

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

Multiple applications

Applicants can not submit multiple Stage 1 applications where they are the lead applicant. Councils can be part of an application submitted by a regional organisation of councils as well as submitting their own application. Please note that the EPA will only fund one project in each Local Government Area.

Resources and tools

A range of tools and resources are available including:

- an outline of the [Food Smart](#) and [Your Business is Food](#) programs.
- [Love Food Hate Waste](#) research

Contact us

If you have any questions about any of the information in this guideline or are unsure whether your organisation or project is eligible for funding, contact the EPA's Organic Unit on (02) 9995 6926 or (02) 9995 6890.