

Food Donation Education Grants Round 3: Application Guidelines

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Contents

Aim	2
Background	2
Food rescue	2
The Organics Infrastructure Fund	2
Food Donation Infrastructure Grants	3
Food Donation Education Program	3
Program objectives	3
Food Donation Education Grants	3
Eligibility criteria	4
Nominating an administrator	4
Partnership projects	4
Multiple applications	5
Lead plus partnership applications	5
Conditions of eligibility	5
Funding available	5
Co-contribution	6
Funding from other sources	6
Items that will be funded	6
Items that will not be funded	6
Available funding and payment criteria	7
Grants conditions	7
Proposed project variations	7
Accountability and reporting	7
Project duration	7
Project preparation	8
Assessment criteria	8
Application Budget	9
Taxation – goods and service tax	9
Application and submission process	9
Assessing applications	10
Successful applications	10
Available resources and tools	10
Project promotion and copyright	11
Misleading information	11

Aim

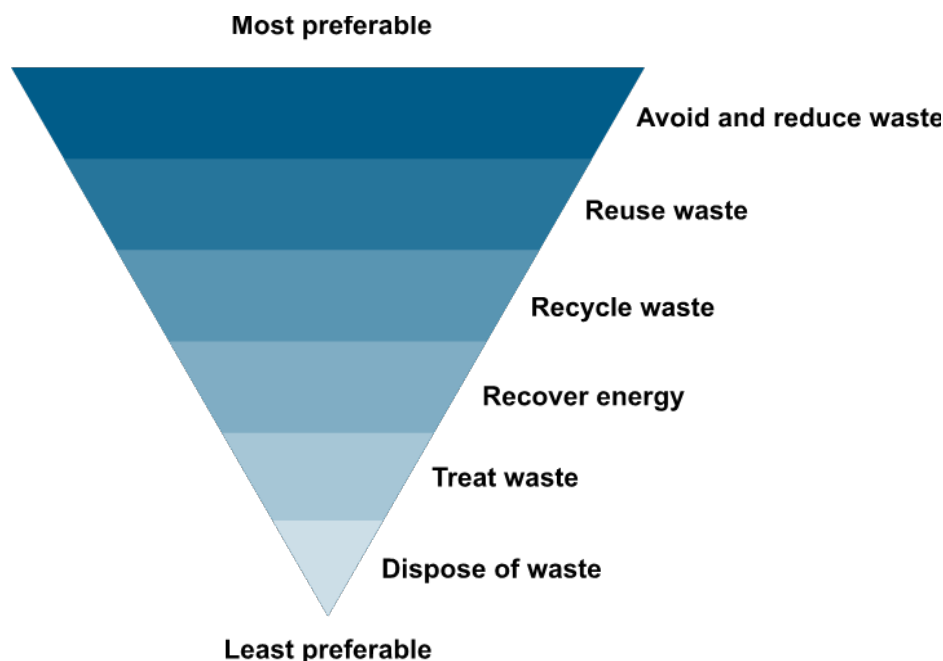
The NSW Department of Planning, Industry and Environment (DPIE) Food Donation Education Grants support projects that increase the efficiency and capacity of food relief organisations to collect and redistribute good quality surplus food to people in need, rather than it being sent to landfill. Food Donation Education Grants complement the funding available for food donation infrastructure through the Organics Infrastructure (Large and Small) Grants Program.

Background

Food rescue

Food is a significant component of the waste stream from businesses in NSW, accounting for an estimated 28% of café and restaurant waste (Bin Trim), 24% of shopping centre waste, 16% of retail waste and 10% of food manufacturing waste (2014 C&I audit). Food donation and redistribution to people suffering food scarcity is a great way to avoid food waste, which is the most preferable outcome on the waste hierarchy.

Figure 1: The waste hierarchy



Food rescue has the dual benefit of helping to feed the growing number of people suffering food insecurity in NSW and diverting food from landfill before it becomes a waste.

The Organics Infrastructure Fund

This grant program is part of the NSW Waste Less, Recycle More extension, which is providing \$337 million from 2017–21 to increase the amount of waste diverted from landfill in NSW. It sits under the \$35.5 million Organics Infrastructure Fund which is diverting both food and garden waste from landfill by funding food waste avoidance education, kerbside organics collections, processing and food donation infrastructure and organics market development.

Food Donation Infrastructure Grants

In addition to this funding for education, Food Donation Infrastructure Grants are available under the Organics Infrastructure (Large and Small) Grants Program, which is administered by the NSW Environmental Trust. It provides grants of up to \$500,000 for infrastructure like refrigerated vans and freezers that increase the capacity of food relief organisations to collect, store and redistribute surplus food from businesses to people in need.

The seven funding rounds held to date have allocated \$4 million to 28 projects providing capital equipment for collection and redistribution of more than 8,500 tonnes of surplus food per year.

These Food Donation Education Grants complement the Food Donation Infrastructure Grants.

Food Donation Education Program

The Food Donation Education Program (this program) was developed following extensive consultation with stakeholders and an evaluation of the Food Donation Infrastructure Grants. Both identified a need for education, communication and training support to enable food relief organisations to increase the volume of food donated.

This program addresses barriers to larger scale food collection and distribution services by supporting food donation education and/or communication activities. For example, by supporting smaller relief agencies to form collectives to share equipment and access expertise to garner more food donations from local businesses.

Program objectives

The objectives of the Food Donation Education Program are to:

- decrease the amount of food waste going to landfill that is fit for human consumption
- increase the number of quality food donation infrastructure grant applications
- increase the amount of surplus food donated by food businesses in NSW through improved relationships with existing and potential food donors
- increase the number of partnerships between food relief organisations to assist in the establishment of more durable and efficient food rescue organisations
- improve the ability of food relief agencies by facilitating an increase in skilled volunteers.

Food Donation Education Grants

A total of \$2 million is available over four years from 2017–21. The Food Donation Education Grants are administered by the NSW Department of Planning, Industry and Environment (DPIE) and are being made available through multiple funding rounds.

To inform the design of the grant program three pilot projects were undertaken focusing on three key areas of opportunity. Applications to these grants are encouraged to meet one of the three project themes identified:

Donor Engagement – projects that work with potential donors, such as supermarkets or other generators of surplus food to increase opportunities to identify and recover food before it ends in landfill.

Through the Donor Engagement pilot OzHarvest engaged and educated the staff of 20 Woolworths supermarkets in the Sydney area, implementing three different behaviour change intervention strategies around best practices in food donation at the retail level. These engagement methodologies were tested and trialled over a 10-week period with the effectiveness of each intervention compared and analysed based on two measures – volume and consistency of donation.

Awareness Raising – projects that raise the awareness of the problem of food waste and encourage increased donation through enhanced understanding of the opportunities and need in a local community.

Through the Awareness Raising pilot, FoodCare Orange, in partnership with NetWaste, brought together for the first time all food donation stakeholders in the NSW Central West region to test if raising local awareness around food waste would increase the number of businesses becoming active local food donors. The project delivered a campaign called *Food Rescue Central West* to encourage businesses, individuals, food manufacturers and growers to donate excess food to local community groups for redistribution. The campaign involved TV advertising with former *MasterChef* winner Kate Bracks coupled with a *Food Rescue Central West* [Facebook page](#). A postcard and poster were also created for the food relief organisations to hand out to current and potential donors.

Collaboration – projects that bring food relief agencies together to work more efficiently and effectively in a region to recover more surplus food, maximise the use of equipment and resources and help more people in need.

Through the Collaboration pilot, food rescue organisations in the greater Newcastle area came together to identify the regional needs and opportunities and investigate the formation of food hubs to create economies of scale. Two food donation forums, held in Newcastle and Gosford, showed that while there is a general consensus that partnerships with other organisations and shared infrastructure may achieve greater social outcomes and greater diversion from landfill, there are key barriers to overcome to generate partnerships.

Eligibility criteria

Grants under the third round of this program are available to NSW councils and not-for-profit organisations.

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.

Not-for-profit organisations must comply with the [Australian Tax Office's definition](#). Not-for-profit organisations incorporated under the Corporations Act 2001 – section 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 2009*. 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 on their behalf.

Nominating an administrator

Not-for-profit organisations 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 made payable 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. It is expected that the project will be led by the applicant and not the administrator.

Partnership projects

A host organisation must be appointed to act as the project lead and grant applicant who will sign the Grant Agreement. They will also be responsible for submitting milestone reports. It is expected that an agreement will have been reached between all partners in relation to project management and reporting requirements before signing the Deed of 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. The applicant/grantee will be responsible for the performance of the partner organisations participating in the project.

Multiple applications

Applicants can submit multiple applications. Each require a separate application.

Applicants submitting multiple applications must also provide an overarching plan detailing what each project proposes, how they will be managed and details on the organisation's capacity to deliver multiple projects.

Lead plus partnership applications

Applicants can be both a lead applicant on an application and a partner on another project. If you will be supporting another project as a partner, you must provide a written statement showing how you will be able to undertake both projects if both applications are successful. Alternatively, applicants can prioritise projects and show which project would take priority if multiple applications are recommended for approval.

Conditions of eligibility

Eligible organisations must also meet the following conditions to qualify for funding:

1. Complete the following documents:

- Application Form
- Application Budget.

2. Include the name of a senior officer in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can confirm the accuracy of the information within the application.

3. Make sure the application is received by the closing date. Late applications will not be accepted.

4. Demonstrate the project is aligned with the program aims and objectives, provides value for money and will lead to significant food waste avoidance.

5. Demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned, taking these factors into account.

6. Submit projects that will be completed by February 2021.

7. Submit projects that target food waste landfilled in NSW.

8. Have the means or support available to complete the project and related administrative work by the required date.

Applications that do not satisfy these conditions will be deemed ineligible and will not be assessed.

Funding available

Applicants can apply for between \$5,000 to \$100,000. Maximum duration of eligible projects for Round 3 is 12 months.

Generally, applicants can determine how the budget will be allocated to different activities tailored to their individual projects. However, limits have been set for certain items or components of projects. These limits are detailed in the 'Items that will be funded' section.

Competition for funding will be strong. Applications will be assessed against three criteria. Projects that meet the budget limitation requirements, that demonstrate value for money in terms of grant funding expenditure for the activities to be undertaken and deliverable outcomes are more likely to succeed in securing funding compared to applications that do not demonstrate such good value for money.

Co-contribution

No direct funding co-contribution is required for this grant. However, applicants are encouraged to demonstrate how they will also be contributing to the project. This may include in-kind contributions, such as using existing resources owned by the applicant, volunteer time or cash contributions. The more an applicant can demonstrate additional value in the project from their own contributions, the higher the project will rank in the 'Project outcomes and budget' criteria.

Additional contributions also reflect wider support for the project, which will rank it more highly in the collaboration and partnership components of the 'Project preparation' and 'Project implementation' criteria.

The budget spreadsheet table allows applicants to provide details on additional contributions as well as the project elements needing grant funding support.

Funding from other sources

Applicants can seek other grant funding to supplement their delivery of this project. This will improve value for money from the DPIE funding. Applicants must detail the funding source and how the other funds will be used. Please refer to question 14 of the application form.

Items that will be funded

Funding is available to deliver a range of food donation education activities. Applicants must demonstrate how the activity will result in more food being donated from businesses and distributed to people in need. Examples of activities eligible for funding (and funding limits, if relevant) include, but are not limited to, the following:

- Salary costs – Applicants must demonstrate how the employment will deliver on project goals, with evidence in milestone reports if the project is successful. Driver salaries are not eligible. Project coordination, implementation and hub establishment officer salaries are eligible.
- Feasibility studies to investigate the existing resources and infrastructure to increase donation across a specific geographical area, to maximum of \$20,000.
- Workshops – Up to \$1,500 per workshop to a maximum of 10 workshops per project. Applicants must demonstrate how the workshops will lead to increased food rescue. Workshops must also involve a minimum of 10 people each or four organisations and include a training element.
- TV, radio, newspaper advertisement and promotion, to a maximum of \$40,000.
- Project monitoring and evaluation.
- Small-scale storage and kitchen equipment, for funding up to \$5,000.

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
- projects and activities that are not directly related to, or are not for the main purpose of achieving an increase of food diversion from landfill for the purpose of human consumption
- infrastructure projects such as the purchase of major capital items, defined as furniture, vehicles, building improvements and equipment, computer hardware and media equipment
- time for staff who are already employed to deliver the same activity
- salaries of food rescue drivers
- on-cost for project co-ordinators and implementation officers.

If you are unsure if an item or activity is eligible for funding, please contact the NSW DPIE Organics Team on (02) 9995 6876 before submitting your application.

Available funding and payment criteria

Total maximum funding available per application is \$100,000. Applicants can apply for projects that will be completed within 12 months of commencement.

Awarded projects will be required to submit a mid-term and final milestone report. Instalments will be paid every six months.

The first instalment will be 40% of the total amount requested from DPIE, followed by six month instalments and milestones equalised over the remaining 60%.

In addition to the regular milestone reports, successful applicants will be required to have a monthly phone or face-to-face update meeting with the DPIE Organics Team to ensure projects are on track and meeting targets.

You must agree to regular reporting by ticking the box at question 11 of the Application Form, confirming your commitment to the milestone reporting and meeting requirements.

Grant conditions

Successful applicants will also be required to agree to the following:

- after receiving an offer of funding, signing and returning the DPIE's Grant Agreement, including evaluation and monitoring plan
- hold appropriate insurance and public liability coverage
- acknowledge the support of the NSW Government on all publications, externally distributed reports, websites and publicity materials including brochures, signage, advertising and invitations relating to the project, in accordance with the funding agreement
- invite a NSW Government representative to any launch or public event associated with this funding
- regularly engage with the DPIE Organics Team and report on agreed milestones.

Proposed project variations

Any changes to the project expenditure and activities must be submitted to DPIE in writing for approval.

In the event of cancellation of a funded activity, the DPIE Organics Team must be notified in writing and unspent funds returned.

Accountability and reporting

All successful applicants approved for funding will be required to enter into a Grant Agreement with DPIE.

Funds will be released according to the terms and conditions set out in the funding agreement.

All grantees must submit a final financial acquittal report.

All grantees must submit milestone report(s) in addition to the final acquittal report. Larger projects and longer or more complex project will involve more milestone reports.

Project duration

Following the assessment and approval process, successful applicants are expected to be notified in February 2020.

Projects will need to be completed within 12 months of signing the funding agreement. Projects may be completed earlier than one year.

The project activities need to begin within three months of signing the Deed of Agreement with DPIE. Delays in project commencement or completion once the agreement has been signed may result in the withdrawal of the grant funding.

Project preparation

All new resources developed by grantees, including signage, banners and media releases, will need approval from the DPIE Organics Team before release. All resources will need to provide acknowledgement of funding through inclusion of DPIE branding or a formal statement acknowledging the funding source, as detailed in the funding agreement.

Assessment criteria

The Food Donation Education Grants will be assessed by a Technical Review Committee (TRC) against the assessment criteria set out in the following table.

The TRC will assess applications based on the information included in the application and budget forms. It is critical applications address the criteria and explain how the project will meet them.

The Application Form provides clear instructions on the type of information needed to address the assessment criteria. The DPIE Organics Team is available to help applicants submit a well-considered and complete application. Please email us on organics.recycling@epa.nsw.gov.au for help.

All questions in the Application Form should be answered fully. The assessment criteria and what is required to address each criteria is set out in the table below. The second column shows which questions in the Application Form provide the opportunity to explain how the project meets each criteria.

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

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

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

Application Budget

The Application Budget Form is an Excel document, separate from the Application Form. It can be downloaded from EPA website.

The Application Budget Form should not include GST unless your organisation IS NOT registered for GST.

In order to complete the budget correctly do not cut and paste data into the document as this can alter the formatting and cause errors.

When you populate the budget spreadsheet, the figures you enter will be totalled automatically.

Enter the data manually and submit the completed form as an Excel document so that it can be uploaded directly into the DPIE Organics Team database. **DO NOT PDF.**

Although no co-contribution is required for this grant, applicants are encouraged to show how they will contribute to the project in the form of in-kind or cash contributions.

An incorrect or incomplete Application Budget Form may render your application ineligible and/or reduce the review panel's confidence in the applicant's capacity to deliver the project and manage the finances. If you are unclear about what is eligible and ineligible for grant funding or how to complete the Application Budget Form, contact the DPIE Organics Team for advice.

Taxation – goods and service tax

Organisations administering a grant (and registered for GST) are not to include any GST in the Application Budget. The DPIE will add 10% GST to the grant payment.

Organisations administering a grant that are NOT registered for GST must 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 as a separate component if applicable.

Application and submission process

The application consists of minimum two documents:

1. Application Form
2. Application Budget Form.

Any supporting documents can be submitted with the application as attachments.

All the documents must be submitted by **4pm, Thursday 21 November 2019** by emailing: organics.grants@epa.nsw.gov.au with the subject line: Your organisation name: Round 3 NSW DPIE Food Donation Education Grants Application.

For any enquiries, email organics.recycling@epa.nsw.gov.au or phone (02) 9995 6876.

Any additional material submitted electronically with the application must be less than 10 MB. Large attachments may not be forward to the TRC.

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

Assessing applications

Applications will be assessed by a Technical Review Committee.

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

Organisations that submit an application will be advised by phone and/or email whether they are successful or not and given the opportunity to seek feedback.

Successful applications

The DPIE will try to notify successful applicants by February 2020. Successful applicants will be required to submit the following information prior to the start of the project:

1. An invoice made out to the NSW Department of Planning, Industry and Environment for the first milestone payment.
2. The signed grant agreement.
3. A monitoring and evaluation plan (if not included in the initial application).
4. For partnership projects a Memorandum of Understanding signed by the Board of all participating project partners (if not included in the initial application).

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a funding agreement. If the Grant Agreement is not signed within the specified period, the offer of funding may lapse.

Available resources and tools

A range of tools and resources are available on the [EPA website](#) including:

- *Feed People Not Landfill* video – showcasing the work food rescue organisations in NSW do for their communities, how they have used the funding to help people in need and the very real alternatives for rescued food instead of landfill.
- Food Donation Infrastructure Grants information – including how to apply and previous funded food donation projects.
- Information on the legal requirements on donating food.

Project promotion and copyright

Successful applicants will be required to liaise with the DPIE Organics Team in relation to all media or other promotion of the project and will be required to acknowledge the funding contribution made by DPIE through Waste Less, Recycle More.

The DPIE reserves the right to publish articles about the project on its website and in publications. Applications must state their requirements for commercial or personal confidentiality.

Successful applicants must not promote their receipt of Food Donation Education Grants Program funding until the project has been formally announced.

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

The DPIE holds the copyright for all the resources produced under the funded project.

Misleading information

Applications that knowingly provide misleading or false information will not be considered for funding. If DPIE 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. Further, any DPIE funds spent on the project may be required to be repaid.