

Management report to Council

Agenda item 6.8

Waste Minimisation and Innovation Fund 2019–20 recommendations

Council

Presenter: Deb Cailles, Director, Waste and Recycling

26 November 2019

Purpose and background

1. The purpose of this report is to seek Council’s endorsement of the recommended projects for the inaugural Waste Minimisation and Innovation Fund (WMIF).
2. The WMIF is a key action in the Waste and Resource Recovery Strategy 2030, endorsed by Council on 16 July 2019. The WMIF was open from Monday 23 September to Thursday 17 October.

Key issues

3. The WMIF has \$200,000 in 2019–20 budget to be awarded in grants, split across four grant programs:
 - 3.1. \$100,000 was allocated between the Small Business Grants and Social Enterprise Grants. Seven waste-related projects are proposed to be funded through these grant programs, from a total pool of 75 waste-related applications. Details can be found in the Small Business Grants and Social Enterprise Grants Council paper.
 - 3.2. \$100,000 was allocated between the Small Community Grants and the Large Start-up and Research Grants, administered by the Waste and Amenity team. The Small Community Grants received 11 applications, and the Large Grants received 35 applications.
4. Recommended projects of the Small Community Grants and the Large Start-up and Research Grants are detailed in Attachment 2. Eight projects are recommended for funding.
5. Over 120 waste-related applications were received through all grant programs. This demonstrates significant enthusiasm from businesses and the community in improving the waste and resource recovery system. Council should build upon this success by funding the WMIF in 2010–21, as well as advocating for matching Victorian Government funding and support.
6. In August 2019 our consultant produced a Zero Waste Melbourne Roadmap outlining how to further support innovation through grants, leadership, advocacy, and mentoring. This roadmap will help design next year’s waste minimisation and innovation grant program.

Recommendation from management

7. That Council:
 - 7.1. Approves the Waste Minimisation and Innovation Fund 2019–20 grants for recommended projects as detailed in Attachment 2.
 - 7.2. Authorises the Director Waste and Recycling to execute final funding agreements with each organisation in accordance with this Council resolution and the Waste Minimisation and Innovation Fund guidelines.

Attachments:

1. Supporting Attachment (Page 2 of 23)
2. Recommended projects (Page 3 of 23)
3. WMIF grant guidelines (Page 4 of 23)

Supporting Attachment

Legal

1. There are no direct legal issues arising from the recommendations from management. Successful applicants will be required to enter into a funding agreement with Council and complete an acquittal report.

Finance

2. Council's 2019–20 budget includes \$200,000 for the WMIF. This recommendation is for \$199,506 to be allocated to fund the 15 recommended projects.

Conflict of interest

3. All Council staff panel members were required to declare any direct or indirect interests they may have in relation to the applications.
4. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Health and Safety

5. As part of Council's funding agreements, all successful applicants will have to have insurance relevant to their business, comply with all legislative requirements and meet Occupational Health and Safety standards when delivering their outcomes.
6. All grant recipients will carry out obligations under the contract/agreement and include providing and maintaining a safe working environment.

Stakeholder consultation

7. A targeted communications plan was delivered using a mix of paid and unpaid, digital and non-digital channels to promote the current funding round.
8. Four information sessions were held in October, with a total of 23 external attendees. These smaller sessions allowed for more informal discussion between potential applicants and City of Melbourne staff. Sessions were held at different times of the day to increase attendance.

Relation to Council policy

9. The WMIF is a key action under the Waste and Resource Recovery Strategy 2030, and supports the Council Plan 2017–21 sustainability outcomes.

Environmental sustainability

10. All WMIF applicants were required to address environmental sustainability issues or opportunities as part of their application.
11. The projects predominantly target household and commercial waste. The projects span the waste hierarchy, particularly avoidance and reuse, and target a range of materials with a strong focus on food and plastic waste.

Recommended projects**1. Assessment criteria**

Small grants criteria:

- Alignment with Waste and Resource Recovery Strategy 2030 and the waste hierarchy
- Community need
- Organisational capacity
- Sound budget

Large grant criteria:

- Alignment with Waste and Resource Recovery Strategy 2030 and the waste hierarchy
- Innovative and unique
- Potential impact
- Technically and conceptually sound
- Feasibility and scalability

Small Grant recommended winners

Applicant	Project	Location	Amount
Southbank Sustainability Group	New community composting facility near Boyd Community Hub.	Southbank	\$4971
Unison Housing	Education campaign in social housing to improve recycling and support their new composting facility.	Kensington	\$5000
Inner Melbourne Community Legal	Transitioning to a paperless filing system, and supporting other community legal centres to do the same.	North Melbourne	\$4545
Transition Town Kensington	Community bike workshop space to teach people to build and fix bikes	Kensington	\$4990
Love Our Street Docklands	Holding a Vertical Village Waste Market in 2020 to educate and engage about recycling	Docklands	\$5000
	Total		\$24,506

Large Grant recommended winners

Applicant	Project	Location	Amount
CERES	A food waste hub providing education and an onsite machine turning food waste from households and cafes into compost.	Docklands	\$25,000
Open Food Network	Designing a transparent and effective supply-chain platform to connect food waste producers, collectors and processors.	N/A	\$25,000
University of Melbourne	Manufacturing and testing modular permeable pavement blocks that contain recycled tyres and aggregates.	Parkville	\$25,000
	Total		\$75,000

Reserve applications

One large grant has been placed on a reserve list that may be offered funding should any of the recommended applicants not proceed or decline their funding offer.

Non-recommended and ineligible applications

The non-recommended applications generally did not adequately meet all of the eligibility criteria or did not strongly address the program's key objectives and guidelines. The most common issues were:

- limited benefits to the City of Melbourne
- no demonstrated strong point of difference
- not aligned with the strategy
- unclear pathway to success



Waste Minimisation and Innovation Fund

Small grants up to \$5000 for:

- schools
- resident groups
- community groups
- not-for-profit organisations

Grants Guidelines 2019

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City of Melbourne Waste Minimisation and Innovation Framework

The Waste Minimisation and Innovation Fund forms part of the City of Melbourne's [Waste and Resource Recovery Strategy 2030](#)¹. The fund aims to stimulate innovation and support waste minimisation initiatives that meet the strategic aims of the Waste and Resource Recovery Strategy 2030.

Through the Waste Minimisation and Innovation Fund, the City of Melbourne provides funding to socially-oriented organisations that address waste minimisation and innovation to support communities in taking steps towards reducing their waste impact.

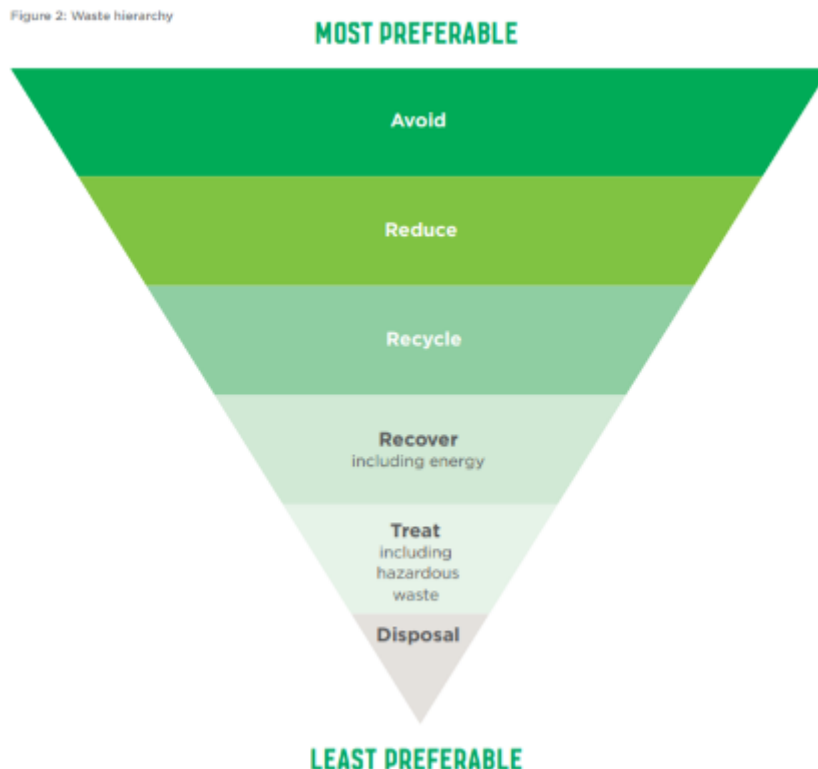
Purpose of the Waste Minimisation and Innovation Fund

City of Melbourne is providing the Waste Minimisation and Innovation Fund to support waste reduction initiatives. The fund comprises primary and secondary schools, resident groups, community groups and non-profit organisations as these organisations are well placed to understand and respond to the waste minimisation needs of their local areas. We will provide grants of up to \$25,000 to these organisations to enable them to start new waste minimisation initiatives or grow existing initiatives.

The waste hierarchy and circular economy are the two principles that underpin the Waste Minimisation and Innovation Fund. A circular economy designs out waste and pollution, keeps materials in use as long as possible, and returns materials to the economy through efficient recycling processes. A circular economy minimises environmental impacts by reducing consumption of finite natural resources and limiting the amount of waste to landfill both of which help to avoid climate breakdown and ecological destruction. We acknowledge that this is not an easy goal to achieve and that all of Melbourne is on a journey towards achieving zero waste.

We are interested in projects that can inspire and educate the community, and connect with other organisations.

The waste hierarchy, from the City of Melbourne's Waste and Resource Recovery Strategy 2030:



¹ melbourne.vic.gov.au/about-melbourne/sustainability/pages/waste-and-resource-recovery-strategy-2030.aspx

Diagram of circular economy, sourced from the Department of Environment, Land, Water and Planning:



Objectives of the Waste Minimisation and Innovation Fund

The Waste Minimisation and Innovations Fund for schools, community groups, resident groups and non-profit organisations allows the City of Melbourne to:

- value the strengths, needs and aspirations of our communities,
- empower community to identify and respond to local issues, concerns and priorities,
- foster community participation and increase access and inclusion,
- work towards achieving the goals of the Waste and Resource Recovery Strategy 2030, through community actions.

Eligibility criteria

To be eligible to apply for funding through the Waste Minimisation and Innovation Fund, applications must meet the following criteria:

- Applicants must be a not-for-profit constituted body or a school. Auspiced applications are permitted in this program except for capital works projects.
- Applicants must be located within, or be running the project within, the City of Melbourne municipality.
- Applications must have a focus on the City of Melbourne's waste and recycling system.
- Applications must have a focus on City of Melbourne's local communities.
- Applicants may apply to the Waste Minimisation and Innovation Fund even if they have applied for a 2019 Community Grant for the same project. If the applicant is assessed to be successful for both the Community Grants and the Waste Minimisation and Innovation Fund, then they may choose which one they accept, but not both.

- Capital works projects:
 - Capital works projects will be considered for funding for local community organisations whose work aligns with Council priorities.
 - Auspiced applications will not be accepted for capital works projects.
 - Capital works applications will only be considered where the facility is located within the City of Melbourne boundary and owned by not-for-profit organisations. Funding cannot be used for capital works projects on Council owned land or property.

Funding will not be considered for:

- core operational funding
- projects with a religious or political focus
- commercial activities and/or organisations
- fundraising activities, competitions, prizes or award events
- interstate and international travel costs including travel costs for facilitators/consultants
- activities that have already commenced or occurred
- projects that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs
- activities run by the City of Melbourne
- organisations with outstanding acquittals or debts owing to the City of Melbourne
- incomplete applications
- late submissions.

Funding level

Applications for Waste Minimisation and Innovation funding can be made for any value up to \$5000.

Key dates

- Applications open 9am on Monday 23 September 2019.
- Applications close 9am on Thursday 17 October 2019.
- Applicants will be advised of the outcome of their application by the end of November 2019.
- Projects must start after 1 December 2019.
- Projects must be fully invoiced by 30 June 2020.

Assessment process

After the application period has closed and we have received your application:

- You will receive an email confirming receipt of your application.
- Your application will be assessed against the eligibility and assessment criteria by a panel of assessors.
- Funding decisions will be submitted for approval by Council.

- All applicants will receive a notification via email with the result of their application by the end of November 2019.
- Information about grant decisions will not be given over the phone.
- The list of successful applicants will be published on the City of Melbourne's website approximately a month after all applicants have been notified of the outcome of their application.

Assessment criteria

Waste Minimisation and Innovation Fund applications are assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

1. Alignment to the purpose and objectives of Waste Minimisation and Innovation Fund (35%)
 - 1.1. How does the project contribute to waste avoidance, minimisation, reuse, repair, repurposing, recycling or education about these matters?
2. Community need (25%)
 - 2.1. Is there a clearly identified need for this project?
 - 2.2. Has evidence of this need been provided?
 - 2.3. Will the project be successful in addressing this need?
 - 2.4. Has the applicant appropriately engaged with target participants and other community stakeholders prior to submitting the application?
 - 2.5. How many City of Melbourne residents are likely to participate?
3. Organisational capacity (20%)
 - 3.1. Is the scope of the project appropriate to the organisation's resources and expertise?
 - 3.2. Is the application well planned with clear deliverables and a realistic timeframe?
 - 3.3. Does the application identify appropriate partners that will work with them in a collaborative way?
 - 3.4. Does the organisation have a track record of delivering similar types of projects successfully?
 - 3.5. Does the application outline an evaluation plan?
4. Budget (20%)
 - 4.1. Does the budget accurately reflect the scope and scale of the project?
 - 4.2. Have other funding sources been identified?
 - 4.3. Have the resources that are required to deliver the project been clearly identified?
 - 4.4. Does the total revenue match the total expenses?
 - 4.5. Is the project financially sustainable if it is to continue beyond the funding period?
 - 4.6. Have quotes been provided to support capital purchases (if applicable)?

Additional assessment notes

City of Melbourne reserves the right to:

- not consider applications that do not meet the eligibility or assessment criteria
- request further information to inform our assessment

- recommend partial funding, in consultation with the applicant.

Normal permit requirements apply for all projects. If relevant, these should be outlined in the application. (Refer to the [City of Melbourne website](#)² for permits required within the City of Melbourne)

If quotes and/or other proposed services are provided by family, friends or committee members, this must be declared in the application.

Additional assessment notes for Capital Works applications:

- Building or landscape works for establishment, upgrade or renewal are a priority over routine maintenance applications.
- Body corporates can apply for grants to establish organic waste collection and/or recycling facilities within their property. Applicants must provide a copy of their constitution to show that they do not distribute profits or assets to their members.

Other factors that influence the final decisions for funding include:

- Supporting as many local organisations as possible and providing opportunities for new and emerging organisations and communities.
- Other funding provided to organisations by the City of Melbourne.
- Supporting a variety of organisations, community outcomes and community target groups.

Essential attachments for all applications

- Applicants must provide a certificate of currency for public liability or other relevant insurance. If applicants do not hold public liability insurance they must provide a risk assessment document identifying risks associated with their application and explaining how these risks will be managed. Council may determine that the risk assessment document is inadequate and require appropriate insurance coverage prior to releasing funding.
- If you are applying for capital works or maintenance on a community facility, you must submit at least one quote.
- If you are applying to purchase significant single expenditure items (e.g. single items like computers or items over \$1,000) you must include at least one quote.

Lobbying

Canvassing or lobbying in relation to an application is strictly prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies the Lord Mayor, City of Melbourne councillors or employees of the City of Melbourne.

² melbourne.vic.gov.au/pages/permits.aspx

Grant terms and conditions

If your application is successful, you will be required to:

- Sign a funding agreement with the City of Melbourne that provides details about the terms and conditions of funding. The funding agreement will outline reporting and acquittal requirements specific to your application.
- Grants up to \$5000 will be paid in one instalment.
- Supply all requested information prior to any funding being released.
- Submit paperwork within the allocated timeframes. Funding is allocated from 2019/20 financial year budgets and if paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation at 30 June 2020.
- In some instances, you may be required to meet or discuss your project with the grant manager and provide revised information.
- If the funded project includes contact with children aged 0-18 the organisation must ensure that all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these if requested by Council.
- Use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted, without the written permission of the City of Melbourne.
- Deliver the project within the allocated budget. City of Melbourne will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs.
- Acknowledge the City of Melbourne in all promotional materials relating to the successful application, including use of the logo
- Complete the project by the date stated in the funding agreement. Requests for extensions will need to be considered and agreed to by City of Melbourne.
- Invite the Lord Mayor and Councillors to attend any significant launches or events associated with the project
- Acquit the grant and provide receipts to demonstrate the expenditure of a minimum 75 per cent of the grant. Grants for capital works and/or capital purchases must provide receipts to demonstrate the full expenditure of the grant.

Completing your application

Applications will be submitted and managed online via SmartyGrants. Application forms can be accessed from the City of Melbourne website.

Applications will automatically be closed by the SmartyGrants system at 9am on the closing date.

Please avoid submitting your application at the last minute. If there is heavy use of the system with others submitting last-minute applications, there may be delays which will affect your ability to lodge your application before the deadline and it will be deemed ineligible.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system, please contact SmartyGrants directly.

SmartyGrants technical assistance

If you experience technical issues with the SmartyGrants system please contact them directly on email service@smartygrants.com.au or by phone: 03 9320 6888.

Contacts at the City of Melbourne

For all administration and general queries, please [contact the City of Melbourne](#)³ through the website.

Got questions or need help?

Information sessions

All information sessions will take place in the Mezzanine in Council House 2, 240 Little Collins Street, Melbourne. Bookings for these sessions are essential. Book your place through [Eventbrite](#)⁴.

Sessions are limited to 30 attendees.

- Tuesday 24 September 2019, 12pm-1pm
- Tuesday 1 October 2019, 2.30pm-3.30pm
- Friday 4 October 2019, 10.30am-11.30am
- Thursday 10 October 2019, 6.30pm-7.30pm

Application assistance

Assistance sessions are available for applicants who may:

- have difficulty with the language on the forms and / or
- have difficulty with access to or familiarity with technology (ie. online application system)

These sessions are not compulsory. If you are able to complete the form but would like to talk through your idea, feel free to contact a staff member that may be able to provide valuable advice that will strengthen your application; contact details of staff can be found above.

At the assistance sessions, people will have a one-on-one booking with a staff member to get assistance. The staff member will assist you to fill out the form but will not answer the questions for you.

Come prepared, thoroughly read through the guidelines and application forms so you are aware of the type of information required. Bring with you:

- An email address
- An idea that you plan to apply for
- A draft version of the application you may have started already online
- If you can't access the application form, let us know when you book and we will provide you with a hard copy.

³ melbourne.vic.gov.au/pages/contact-us.aspx

⁴ eventbrite.com.au/e/71023550351

Application assistance - bookings

Bookings for these sessions are essential. To make a booking please call 9658 9658, or email enquiries@melbourne.vic.gov.au. Make sure that you include in your email:

- your name
- your organisation or group name
- a contact phone number
- If you need an interpreter, please include the language you require.

Further questions?

Q: Can my organisation submit more than one application?

A: No only one application per organisation will be accepted.

Q: If we already have some funding allocated to this project, can we still apply for additional funding?

A: Yes. In fact we encourage multiple funding sources for a project as this can strengthen the application and create greater sustainability for the project. The application form will ask you to declare additional funding sources for your project.

Q: My organisation is located outside of the City of Melbourne; can I apply?

A: To be eligible, organisations must be located within, or offer a project within, the City of Melbourne municipality. In addition, the program has a focus on local communities. City of Melbourne suburbs include: Carlton, Central Business District (Melbourne), Docklands, East Melbourne, Fisherman's Bend, Kensington, North Melbourne, Parkville, part of Port Melbourne, Southbank, parts of South Yarra and West Melbourne. You can view a map of the boundaries at the City of Melbourne website⁵.

Q: My group is not incorporated; can I apply?

A: To be eligible, applications must come from a school or a not-for-profit community organisation that is a legal entity. If you are an individual or an unincorporated group, you will be required to find an auspice prior to applying for a Waste Minimisation and Innovation Fund grant. If you apply under the auspice of an organisation, the City of Melbourne requires that you provide a letter from your auspice confirming that they agree to this arrangement. Note that for successful applicants that have an auspice, the City of Melbourne pays the grant to the auspice organisation.

Q What is an auspice?

A: An auspice is an organisation that agrees to take legal and financial responsibility for administering the grant on behalf of the applicant where an applicant is not eligible or unable to apply for funding. To find out more about an auspice arrangement visit <http://www.nfplaw.org.au/auspicing>

Q What are 'capital works'?

A: Capital works projects including community organic waste recycling facilities, renovating existing buildings, constructing new buildings and purchase of items over \$1,000 that are not part of a larger project.

⁵ melbourne.vic.gov.au/sitecollectiondocuments/cityofmelbourne_boundarymap.pdf

Q: I am applying for capital works; can I apply using an auspice?

A: No, applications for capital works and community organic waste recycling facilities cannot be auspiced.

Q How many years can I apply for funding for the same project?

A: Projects are eligible for funding for a maximum of one year.

Q: Can I ask for funding for operational costs?

A: No, any costs that are considered operational will not be considered for funding.



Waste Minimisation and Innovation Fund

Large grants up to \$25,000 for:

- Startups, including social enterprise startups
- Universities, including researchers and students

Grants Guidelines 2019

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City of Melbourne Waste Minimisation and Innovation Framework

The Waste Minimisation and Innovation Fund forms part of the City of Melbourne's [Waste and Resource Recovery Strategy 2030](#)⁶. The fund aims to stimulate innovation and support waste minimisation initiatives that meet the strategic aims of the Waste and Resource Recovery Strategy 2030.

Through the Waste Minimisation and Innovation Fund, the City of Melbourne provides funding to startups (including social enterprise startups) and universities (including researchers and students) to support innovation and foster new ways of reducing Melbourne's waste impact.

We are interested in bold and inventive solutions, challenging the notion of what 'waste' is, and finding pathways towards a circular economy and towards zero waste.

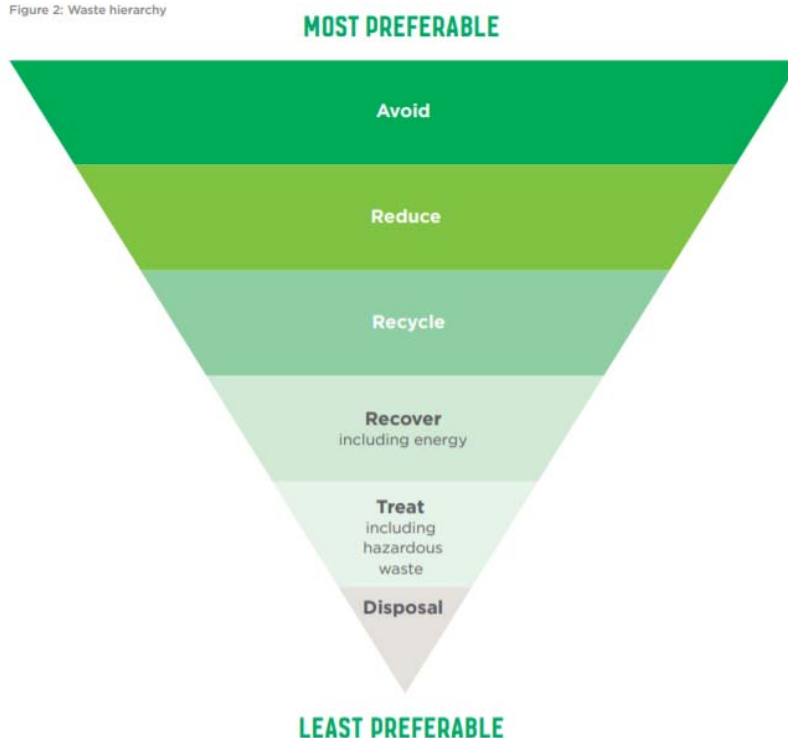
Purpose of the Waste Minimisation and Innovation Fund

City of Melbourne is providing the Waste Minimisation and Innovation Fund to stimulate waste reduction initiatives and innovations. The fund comprises startups (including social enterprise startups) and universities (including researchers and students). We will provide grants of up to \$25,000 to enable groups to develop their innovative projects. We invite feasible, impactful ideas to bring new thinking to identify ways of solving waste challenges.

The waste hierarchy and circular economy are the two principles that underpin the Waste Minimisation and Innovation Fund. A circular economy designs out waste and pollution, keeps materials in use as long as possible, and returns materials to the economy through efficient recycling processes. A circular economy minimises environmental impacts by reducing consumption of finite natural resources and limiting the amount of waste to landfill both of which help to avoid climate breakdown and ecological destruction. We acknowledge that this is not an easy goal to achieve and that all of Melbourne is on a journey towards achieving zero waste.

The waste hierarchy, from the City of Melbourne's Waste and Resource Recovery Strategy 2030.

Figure 2: Waste hierarchy



⁶ melbourne.vic.gov.au/about-melbourne/sustainability/pages/waste-and-resource-recovery-strategy-2030.aspx

Diagram of circular economy, sourced from the Department of Environment, Land, Water and Planning:



Objectives of the Waste Minimisation and Innovation Fund

The Waste Minimisation and Innovations Fund for startups and universities allows the City of Melbourne to:

- support a bold, inspirational and sustainable startup community,
- creates participation opportunities that are open and accessible to all,
- helps all startups and entrepreneurs reach their full potential,
- work towards achieving the goals of the Waste and Resource Recovery Strategy 2030, through the actions of startups and universities.

Eligibility criteria

To be eligible to apply for funding through the Waste Minimisation and Innovation Fund, applications must meet the following criteria:

- Applicants must identify as either a startup (including social enterprise startups) or be part of a university (including researchers and students).
- Applicants must demonstrate how their project will benefit the City of Melbourne municipality and align with the intention of the Waste and Resource Recovery Strategy 2030.
- Applications must have a focus on the City of Melbourne's waste and recycling system.

Funding will not be considered for:

- core operational funding, unless expanding into the City of Melbourne
- projects with a religious or political focus
- fundraising activities, competitions, prizes or award events
- interstate and international travel costs including travel costs for facilitators/consultants
- activities that have already commenced or occurred
- projects that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs
- activities run by the City of Melbourne
- organisations with outstanding acquittals or debts owing to the City of Melbourne
- incomplete applications
- late submissions.

Funding level

Applications for Waste Minimisation and Innovation funding can be made for any value up to \$25,000.

Key dates

- Applications open 9am on Monday 23 September 2019.
- Applications close 9am on Thursday 17 October 2019.
- Applicants will be advised of the outcome of their application by the end of November 2019.
- Projects must start after 1 December 2019.
- Projects must be fully invoiced by 30 June 2020.

Assessment process

After the application period has closed and we have received your application:

- You will receive an email confirming receipt of your application.
- Your application will be assessed against the eligibility and assessment criteria by a panel of assessors.
- Shortlisted applicants will be invited to present their project a face-to-face meeting with the judging panel.
- Funding decisions will be submitted for a decision by Council.
- All applicants will receive a notification via email with the result of their application by the end of November 2019.
- Information about grant decisions will not be given over the phone.
- The list of successful applicants will be published on the City of Melbourne's website approximately a month after all applicants have been notified of the outcome of their application.

Assessment criteria

Waste Minimisation and Innovation Fund applications are assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

Weight	Theme	What needs to be demonstrated
25%	Alignment to the purpose and objectives of Waste Minimisation and Innovation Fund	How does the idea contribute to waste avoidance, minimisation, reuse, repair, repurposing, recycling?
15%	Innovation: How is your solution different or unique to something that may already exist?	To what extent is your submission unique to, or adds value to, any existing solutions?
15%	Impact: What is the potential impact of your solution?	We are interested to know the potential impact of your idea on the target audience in regards to the opportunity area/s.
15%	Technically and conceptually sound: To what extent is your solution supported by quantitative or qualitative data?	Describe how this data has influenced the development of your solution i.e use of City of Melbourne's Open Data, other research, evidence and insights, or consultation with users.
15%	Feasibility: How can your solution translate into a sustainable and cost effective operating model?	We are interested to know how easy it would be to create a sustainable and cost effective business from this idea
15%	Scalability: Briefly describe your strategy to implement and scale your solution	How do you plan to encourage adoption of your solution, particularly by your target audience, and what is the potential to scale?

Additional assessment notes

City of Melbourne reserves the right to:

- not consider applications that do not meet the eligibility or assessment criteria
- request further information to inform our assessment
- recommend partial funding, in consultation with the applicant.
- Normal permit requirements apply for all projects. If relevant, these should be outlined in the application. (Refer to the City of Melbourne website⁷ for permits required within the City of Melbourne)
- If quotes and/or other proposed services are provided by family, friends or committee members, this must be declared in the application.

Other factors that influence the final decisions for funding include:

⁷ melbourne.vic.gov.au/pages/permits.aspx

Other funding provided to organisations by the City of Melbourne.

Essential attachments for all applications

- Applicants must provide a certificate of currency for public liability or other relevant insurance. If applicants do not hold public liability insurance they must provide a risk assessment document identifying risks associated with their application and explaining how these risks will be managed. Council may determine that the risk assessment document is inadequate and require appropriate insurance coverage prior to releasing funding.
- If you are applying to purchase significant single expenditure items (e.g. single items like computers or items over \$1000) you must include at least one quote.

Lobbying

Canvassing or lobbying in relation to an application is strictly prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies the Lord Mayor, City of Melbourne councillors or employees of the City of Melbourne.

Grant terms and conditions

If your application is successful, you will be required to:

- sign a funding agreement with the City of Melbourne that provides details about the terms and conditions of funding. The funding agreement will outline reporting and acquittal requirements specific to your application.
- supply all requested information prior to any funding being released.
- Grants may be paid in one installment.
- Submit paperwork within the allocated timeframes. Funding is allocated from specific financial year budgets and if paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation.
- In some instances, you may be required to meet or discuss your project with the grant manager and provide revised information.
- If the funded project includes contact with children aged 0-18 the organisation must ensure that all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these if requested by Council.
- use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted, without the written permission of the City of Melbourne.
- deliver the project within the allocated budget. City of Melbourne will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs.
- acknowledge the City of Melbourne in all promotional materials relating to the successful application, including use of the logo
- complete the project by the date stated in the funding agreement. Requests for extensions will need to be considered and agreed to by City of Melbourne.
- invite the Lord Mayor and Councillors to attend any significant launches or events associated with the project

- acquit the grant and provide receipts to demonstrate the expenditure of a minimum 75 per cent of the grant.

Completing your application

Applications will be submitted and managed online via SmartyGrants. Application forms can be accessed from the City of Melbourne website.

Applications will automatically be closed by the SmartyGrants system at 9am on the closing date.

Please avoid submitting your application at the last minute. If there is heavy use of the system with others submitting last-minute applications, there may be delays which will affect your ability to lodge your application before the deadline and it will be deemed ineligible.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system, please contact SmartyGrants directly.

SmartyGrants technical assistance

If you experience technical issues with the SmartyGrants system please contact them directly by email: service@smartygrants.com.au or by phone: 03 9320 6888.

Contacts at the City of Melbourne

For all administration and general queries, please [contact the City of Melbourne](#)⁸ through the website.

Got questions or need help?

Information sessions

All information sessions will take place in the Mezzanine in Council House 2, 240 Little Collins Street, Melbourne. Bookings for these sessions are essential. [Book your place](#)⁹.

Sessions are limited to 30 attendees.

- Tuesday 24 September 2019, 12pm-1pm
- Tuesday 1 October 2019, 2.30pm-3.30pm
- Friday 4 October 2019, 10.30am-11.30am
- Thursday 10 October 2019, 6.30pm-7.30pm

Application assistance

Assistance sessions are available for applicants who may:

- have difficulty with the language on the forms and / or

⁸ melbourne.vic.gov.au/pages/contact-us.aspx

⁹ eventbrite.com.au/e/71023550351

- have difficulty with access to or familiarity with technology (i.e. online application system).

These sessions are not compulsory. If you are able to complete the form but would like to talk through your idea, feel free to contact a staff member that may be able to provide valuable advice that will strengthen your application; contact details of staff can be found above.

At the assistance sessions, people will have a one-on-one booking with a staff member to get assistance. The staff member will assist you to fill out the form but will not answer the questions for you.

Come prepared, thoroughly read through the guidelines and application forms so you are aware of the type of information required. Bring with you:

- an email address
- an idea that you plan to apply for
- a draft version of the application you may have started already online
- If you can't access the application form, let us know when you book and we will provide you with a hard copy.

Application assistance - bookings

Bookings for these sessions are essential. To make a booking please call 9658 9658, or email enquiries@melbourne.vic.gov.au. Make sure that you include in your email.

- your name
- your organisation or group name
- a contact phone number
- if you need an interpreter, please include the language you require.

Further questions?

Q: Can my organisation submit more than one application?

A: No only one application per organisation will be accepted.

Q: If we already have some funding allocated to this project, can we still apply for additional funding?

A: Yes. In fact we encourage multiple funding sources for a project as this can strengthen the application and create greater sustainability for the project. The application form will ask you to declare additional funding sources for your project.

Q: My organisation is located outside of the City of Melbourne; can I apply?

A: To be eligible, organisations must be located within, or offer a project within, the City of Melbourne municipality. In addition, the program has a focus on local communities. City of Melbourne suburbs include: Carlton, Central Business District (Melbourne), Docklands, East Melbourne, Fisherman's Bend, Kensington, North Melbourne, Parkville, part of Port Melbourne, Southbank, parts of South Yarra and West Melbourne. You can view a [map of the boundaries](#)¹⁰ at the City of Melbourne website.

Q How many years can I apply for funding for the same project?

A: Projects are eligible for funding for a maximum of one year.

¹⁰ melbourne.vic.gov.au/sitecollectiondocuments/cityofmelbourne_boundarymap.pdf