

## Introduction

**The Can Do Communities program supports community led activities in the Barwon South West region with a focus on waste reduction, repair, repurpose or recycling.**

As part of this program, Barwon South West Waste and Resource Recovery Group (BSWRRG) is offering small grants of up to \$500 (GST exclusive) to incorporated community groups for eligible waste reduction activities. In the 2019-2020 financial year, the total amount available is \$5,000 or a maximum of 10 x \$500 grants.

## What will be funded?

**The Can Do Communities Program Guide sets out the types of activities that will be funded:**

- Can Do Community Events
- Plastic Free Communities
- Boomerang Bags Groups
- War on Waste Groups
- Litter Champions
- Repair Cafés
- Turn Your Trash into Cash Days
- Community Gardens
- Share Your Spare produce swaps and carts
- Food Waste Reduction activities & Bulk buying community co-ops
- Transition Streets & Towns

Examples of activities and items that will be funded include composting workshops, Boomerang Bags materials, Repair Café starter kits, and litter clean-up days.

Please contact BSWRRG prior to submitting your application to confirm your project eligibility and availability of funds.

## What will not be funded?

**The following are ineligible for funding:**

- Activities that do not align with the Can Do Communities program
- Activities that do not clearly contribute to empowering the community to take action to reduce waste and or improve recycling behaviours.
- Activities that have already commenced or are completed
- Projects delivered outside the Barwon South West Waste and Resource Recovery Group region
- Political and lobbying activities
- Projects managed by groups who have not satisfactorily acquitted a previous grant from BSWRRG
- Recurring costs such as administration and insurance
- Projects from groups that have already received Can Do Communities funding in that financial year.

## Who Can Apply?

**Eligible applicants must meet the following criteria:**

- Applicants must be incorporated, not-for-profit community groups
- Applicants must have a current ABN
- The project must be delivered in the Barwon South West Waste and Resource Recovery Group region which includes, City of Greater Geelong, Surf Coast Shire Council, Borough of Queenscliffe, Colac Otway Shire Council, Corangamite Shire Council, Moyne Shire Council, Warrnambool City Council, Glenelg Shire Council and Southern Grampians Shire Council

If your group is not incorporated, please contact BSWRRG for assistance with identifying an appropriate potential auspice.

## Funding criteria

**Applications will be considered against the following criteria:**

- Ability to build community capacity and awareness on waste and recycling issues
- Ability to lead behaviour change to reduce waste and increase resource recovery
- Level of community support and benefit
- Value for money
- Level of project planning
- Funding a spread of projects across the region

## Funding timelines

**The Can Do Communities small grants program is open all year around. Applications will be assessed as they are received.**

Applicants should allow at least 60 days between submission of the application and planned commencement date.

Applicants will be notified of application outcome as soon as possible.

Applications are subject to available funding. There is a total of \$5,000 (GST exclusive) available for the 2019-2020 funding program.

## Funding Conditions

**If successful, funding will be paid directly into the bank account specified on the application form.**

Funds allocated must be spent in accordance with this grant application form. No variation is allowed without the prior written consent of Barwon South West Waste and Resource Recovery Group.

All projects must be completed within 12 months of receiving funding unless prior approval has been provided by BSWWRRG,

Successful grant applicants agree to acknowledge Barwon South West Waste and Resource Recovery Group, Can Do Communities Small Grant in all public presentations, publications, publicity and media related to the project. Please keep copies to attach to acquittal form.

All successful applicants must submit a project acquittal report to BSWWRRG at the completion of the project. A copy of the project acquittal form is attached.

Applicants must ensure that all necessary permits and approvals required to complete the project have been obtained prior to commencement.

BSWWRRG will accept no responsibility for budget over-runs.

## How to Apply

**Please contact BSWWRRG prior to applying to discuss your project and its eligibility:**

**Linda Grant**  
*Education Officer*

Barwon South West Waste and Resource Recovery Group  
linda.grant@bswwrrg.vic.gov.au  
Mobile: 0417 522 039

To apply, please completed the application form and submit via post or email to:

**Barwon South West Waste and Resource Recovery Group**  
PO Box 82  
BELMONT VIC 3216  
info@bswwrrg.vic.gov.au

BSWWRRG will acknowledge receipt of your application within 3 business days of receipt.

## Filling in the Application Form

- **Title of Project:** give your project a name that's easy to say and remember
- **Amount request:** Groups may apply for up to \$500 (GST exclusive) per financial year.

## Applicant

- **Name of Organisation:** Fill in the full and correct name of your organisation – we will use it to check incorporation status.
- **ABN:** Enter your organisation's Australian Business Number. You can look it up at <https://abr.business.gov.au/>
- **Are you registered for GST?** You can check this on the ABN register. If you don't have an ABN, you will not be registered for GST and may need to be auspiced. Contact us to discuss.
- **Contact Person:** Nominate the key contact person who knows the most about the project and who is available to answer any questions we may have.
- **Position:** Tell us if the contact person is the Chairperson, Secretary, Non-Executive Member etc.
- **Email:** provide a current email address that is checked frequently
- **Telephone:** provide a business hours contact phone number for the contact person
- **Mailing Address:** provide a mailing address for the organisation
- **Organisation Bank Account Name:** provide the exact name on the organisation's bank account.
- **Bank:** What's the name of the banking institution the account is held with?
- **BSB:** provide the Organisation's BSB number
- **Account Number:** provide the Organisation's Account number

## Auspicing Body (if applicable)

If your group is incorporated, leave this section blank.

If your group is not incorporated, you will need to arrange for an incorporated association to apply for the grant on your behalf. The project you are applying for needs to be compatible with the purpose of the Incorporated Association. E.g. An Incorporated Community Garden Association would be a suitable auspice to run a composting working.

Once the Auspicing Organisation has agreed to auspice you, ask them to complete the Auspicing Body section of the application. The Auspicing Body Declaration must be signed by someone with the authority to enter into the agreement, such as the Chairperson, Secretary, Public Officer or Executive Officer.

## Project Description:

Write a project description that addresses the questions outlined in the section.

An **output** is something you do – an action eg. write a media release, deliver a workshop, etc.

An **outcome** is the result of the action – 500 people read the media release and became aware of the impact of plastic pollution or, 12 people developed and demonstrated the skills to build a compost heap, potentially diverting tonnes of organic waste from landfill.

## Project Budget:

Develop your project budget by researching the costs associated with doing the project. Do some online research to cost materials and get quotes for delivery of workshops, making sure that the service provider will honour the quote for the period of the project.

To fill in the project budget, list the project activity and items. For each activity or item, list the amount of funding requested from BSWWRRG and the contribution (cash or in-kind) that your group or other groups will contribute. Please note that there is no requirement for groups to contribute funds to projects.

For in-kind contributions, making a note of who is providing the in-kind contribution and how you calculated the value. E.g. Community House- 500 brochures @ \$0.50 each = \$250 in-kind contribution.

Make sure that all amounts listed are GST exclusive.

## Project Checklist:

The checklist is to help you check that you are ready to submit your application.

## Signatures

Please make sure you have two people from your group sign your application.