

Management report to Council

Agenda item 6.7

Waste Minimisation and Innovation Fund 2020-21**Council****Presenter:** Deb Cailes, Director Waste and Recycling

25 May 2021

Purpose and background

1. The purpose of this report is to seek Council's endorsement for Waste Minimisation and Innovation Fund (WMIF) 2020-21 allocation.
2. The WMIF is a key action in the Waste and Resource Recovery Strategy 2030, endorsed by Council on 16 July 2019.
3. The WMIF was allocated \$200,000 in the 2020-21 budget, comprising of \$175,000 Circular Economy Innovation Grants Program and \$25,000 contribution towards the 2020 Connected Communities Grants Program. The Connected Communities Grants Program allocation of \$25,000 was endorsed at Council meeting on 24 November 2020, funding two community compost initiatives.
4. Circular Economy Innovation Grant Program allocation recommendations are now available.

Key issues

5. The Circular Economy Innovation Grant program was open from 19 March to 6 April 2021, available to non-food start-ups, small non-food businesses and small non-food social enterprises, and small to medium food businesses.
6. Grant applications were assessed by a panel of judges in accordance with the grant guidelines (Attachment 2) which included evaluation criteria such as innovation, potential impact to reducing waste and solution feasibility. A rubric (Attachment 3) was used to score each of the applicants against the evaluation criteria.
7. The Circular Economy Innovation Grant program received a total of 46 grant applications. The judging panel assessed 41 compliant applications, with five applications ineligible. The judging panel recommend a total of \$150,932 to be allocated across 28 applicants.
8. Recommendations represent 16 food businesses, six small non-food businesses, four start-ups and two social enterprises. The recommended grant recipients list is contained in Attachment 4.
9. The recommended allocations will support waste reduction as well as diversion from landfill. Examples include:
 - 9.1. Prototype testing for a social enterprise to re-use professional clothing to support migrant women entering the workforce
 - 9.2. Prototype funds to support a start-up making wine bottles from wine grape by-products which can be refilled many times and can be composted at end of life.
 - 9.3. Organics processing technology for food businesses to enable on site waste management and reduction in landfill
10. Feedback will be offered to all non-recommended applicants, including referral to other City of Melbourne opportunities where relevant.
11. This concludes the WMIF allocations for 2020-21 resulting in an overall budget underspend of \$24,068.

Recommendation from management

12. That Council:
 - 12.1. Approves the Waste Minimisation and Innovation Fund allocation to recommended grant recipients.
 - 12.2. Authorises the Director Waste and Recycling to execute final funding agreements with each organisation in accordance with the Circular Economy Innovation Grant guidelines.

Attachments:

1. Supporting Attachment (Page 2 of 28)
2. Circular Economy Innovation grant guidelines (Page 3 of 28)
3. Scoring rubric (Page 21 of 28)
4. Funding recommendations (Page 25 of 28)

Supporting Attachment

Legal

1. The recommendations from management note that the successful organisations will be required to enter into funding agreements.

Finance

2. The budget allocation to the WMIF in 2020-21 totals \$200,000. A total of \$150,932 is recommended for funding in accordance with this resolution. This is in addition to the \$25,000 already awarded through the Community Grants at Council meeting November 2020.

Procurement

3. This matter accords with the Centre Led Procurement Policy.

Conflict of interest

4. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.
5. As part of the Council's usual tender management process, all those involved in the evaluation process were required to complete a declaration of interests prior to commencing work on the tender, with the intent of identifying and managing possible conflicts before the evaluation process commences.

Health and Safety

6. In developing this proposal, no Health and Safety issues or opportunities have been identified.

Stakeholder consultation

7. The program was promoted through number of communication channels including social media, newsletters, mail lists and via professional networks. This approach reached both existing stakeholders and new and emerging stakeholders.
8. Due to COVID-19 restrictions there were no face to face information sessions. Three online information sessions were held in June with a total of 11 external attendees. Staff members were available via phone and email to provide advice to applicants as required.

Relation to Council policy

9. The WMIF is a priority action of the Waste and Resource Recovery Strategy 2030.

Environmental sustainability

10. All grant applicants were required to address environmental sustainability issues or opportunities as part of their application.
11. The projects predominantly target residential 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 waste.
12. All recommended grant recipients will provide waste reduction metrics as part of the grant acquittal process, which will contribute to meeting the target set in CoM's Waste and Resource Recovery Strategy to divert 90% of waste from landfill and reduce household waste production by 20%.



Circular Economy Innovation Grant Guidelines 2021

Available to:

- Start-ups, including social enterprise.
- Small non-food business.
- Small non-food social enterprise.
- Small to medium food businesses.

Part of the Waste Minimisation and Innovation Fund 2020/21

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1. City of Melbourne's Circular Economy Innovation Grant

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

The Circular Economy Innovation Grant forms part of the Fund and champions circular economy innovation and fosters new ways of reducing Melbourne's waste impact.

A circular economy:

- designs out waste and pollution
- keeps materials in use at the highest value for as long as possible
- returns materials to the economy through efficient recycling processes
- minimises environmental impacts by reducing consumption of finite natural resources and limiting the amount of waste to landfill
- considers the waste hierarchy, prioritising waste avoidance over disposal options such as recycling (see Figure 1).

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

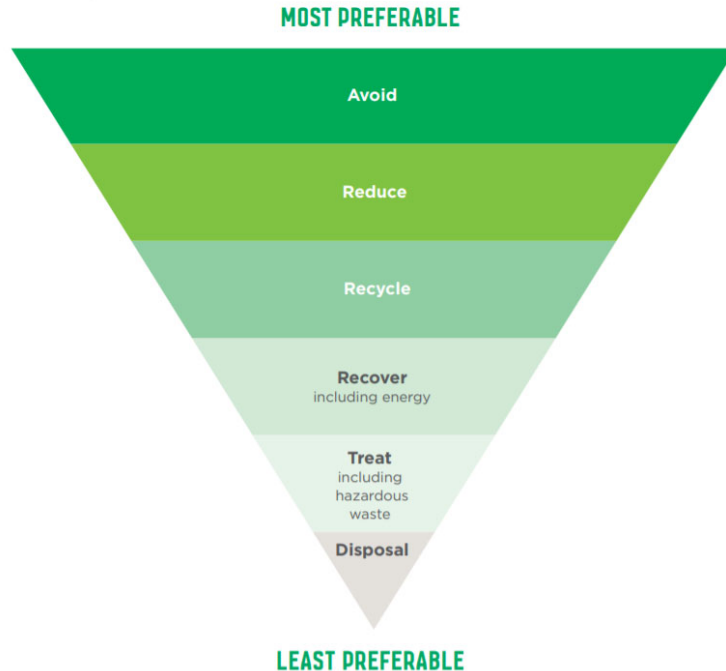


Figure 1 The waste hierarchy, from City of Melbourne's Waste and Resource Recovery Strategy 2030.

The grant provides funding to start-ups (including social enterprises), non-food small businesses, small social enterprises and small to medium food businesses (see [Section 4](#) for definitions) to develop innovative circular economy ideas.

Successful applicants will have identified a solution that targets one or more aspects of the circular economy identified in Figure 2 (below), and delivers against the key targets of the [Waste and Resource Recovery Strategy](#):

- 90% waste diverted from landfill (including residential, commercial, industrial, construction and demolition waste)
- 20% reduction in household waste produced.

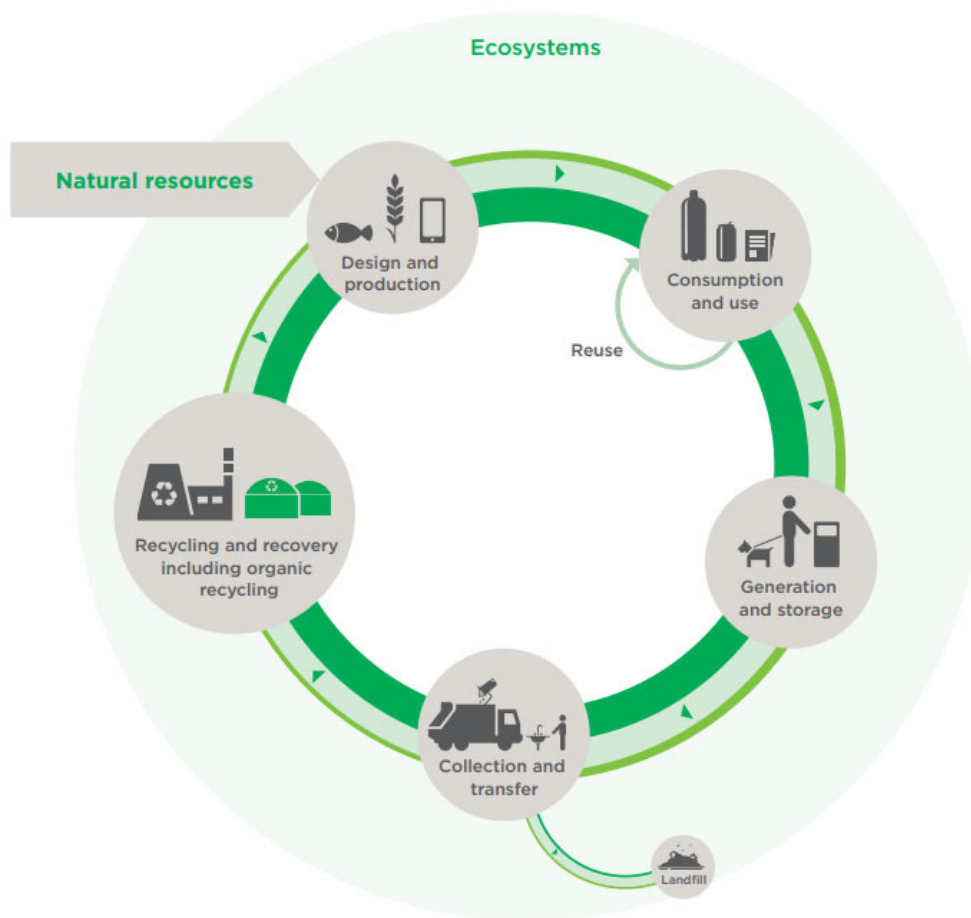


Figure 2 Diagram of circular economy, from City of Melbourne's Waste and Resource Recovery Strategy 2030.

2. Why is City of Melbourne providing the Circular Economy Innovation Grant?

2.1 Objectives of the Circular Economy Innovation Grant

The Circular Economy Innovation Grant is designed to support start-ups, small businesses, small social enterprises and small to medium food businesses and allows the City of Melbourne to:

- work towards achieving the goals of the Waste and Resource Recovery Strategy 2030,
- support a bold, inspirational and sustainable start-up community,
- help start-ups and entrepreneurs reach their full potential.

3. Funding overview

Three streams of funding are available:

- **Stream 1:** up to \$2,500 funding. Open to small non-food business, small non-food social enterprise, start-ups and small to medium food businesses. Stream 1 offers a circular economy focused skills development, including mentorship sessions and optional impact reporting course that will enable organisations to measure the impact of their projects on circular economy.
- **Stream 2:** up to \$5,000 funding. Open to small non-food business, small non-food social enterprise and start-ups. Stream 2 offers funding for ideas development activities such as product research, piloting, prototype development and scale-up activities.
- **Stream 3:** up to \$5,000 funding. Open to small to medium enterprise food businesses. Stream 3 offers funding to implement projects that will reduce the volume of organic waste created and divert unavoidable organic waste away from landfill.

Applicants are able to apply for multiple eligible funding streams, with each stream application assessed independently. Applicants may be awarded none, one, or two of their nominated streams.

The total maximum value an applicant may receive is \$7,500 ex GST.

All projects must be completed by 31 March 2022, and acquittals returned by 31 May 2022.

The grant program involves a competitive, merit-bases application process through SmartyGrants. Follow the links here to apply via SmartyGrants: [Stream 1 application](#), [Stream 2 application](#), [Stream 3 application](#).

Organisations eligible to apply for grant stream	Funding streams available		
	Stream 1: Mentorship and expertise up to \$2,500	Stream 2: Researching an idea up to \$5,000	Stream 3: Implement an idea up to \$5,000
Small non-food business	✓	✓	
Small non-food social enterprise	✓	✓	
Start-up	✓	✓	
Small to medium food business	✓		✓

3.1 Funding details

Stream 1 - Mentorship and expertise	
Maximum funding available per organisation	Up to \$2,500 ex GST
Open to	<p>Small non-food business</p> <p>Small non-food social enterprise</p> <p>Start-ups</p> <p>Small to medium food businesses</p>
What is included in this stream	<p>Access to mentorship services and <u>optional</u> access to an impact reporting course that will enable organisations to measure the impact of their projects on circular economy.</p> <p>Applicants will nominate which service option they are applying for.</p> <p>Mentorship services only</p> <ul style="list-style-type: none"> Recipients of this grant option will receive up to \$2,500 in funds to engage a mentor from a pool of quality mentors. The mentors will have specialist knowledge and experience relevant to start-ups, social enterprises and businesses with circular economy solutions. Examples of mentor assistance include: identifying potential ways

	<p>to decrease waste streams and divert waste from landfill, articulating problem statements, defining core value proposition, business case development, design of pilot projects and user research design.</p> <p>Mentorship services <u>and</u> impact reporting services</p> <ul style="list-style-type: none"> • Recipients of this grant option will receive: <ul style="list-style-type: none"> ○ up to \$1,000 in funds to engage a mentor from a pool of quality mentors, and ○ up to \$1,500 in funds to engage impact reporting services from Circular Economy Victoria. • The mentors will have specialist knowledge and experience relevant to start-ups, social enterprises and businesses with circular economy solutions. • Examples of mentor assistance include: identifying potential ways to decrease waste streams and divert waste from landfill, articulating problem statements, defining core value proposition, business case development, design of pilot projects and user research design. • The impact reporting services will teach organisations technical skills in how to measure their circular economy impact, and how to report this impact. The course will support organisations to articulate the value of their work through a variety of metrics and tell the story of how their work is supporting Melbourne’s transition to a circular economy, including waste avoidance and waste diverted from landfill.
<p>What will be funded</p>	<p>Organisations working on a circular economy solution.</p> <p>The solution could be either a specific project, or could be the whole focus of the organisation.</p> <p>The organisation will demonstrate how their solution would be enhanced through access to mentorship and circular economy impact measurement training.</p>

Stream 2 - Researching and idea	
Maximum funding available per organisation	\$5,000 ex GST
Open to	<p>Small non-food business</p> <p>Small non-food social enterprise</p> <p>Start-ups</p>
What is included in this stream	<p>This stream enables non-food businesses to take the next step in the development of their circular economy solution.</p> <p>Funding will be provided to deliver activities such as market research, business model testing, piloting, product testing, prototype development and industry standard testing.</p>
What will be funded	<p>The funding must be used for the purpose of developing a circular economy solution. Solutions will avoid waste, or divert waste from landfill by:</p> <ul style="list-style-type: none"> • designing out waste, or • use reclaimed waste material in production, or • reusing, repairing, sharing materials, or • capturing waste for remanufacturing. <p>The solution may be in any stage of development eg: early concept, validation testing, product development, refining and scaling.</p> <p>Solutions must be able to articulate the real or potential waste avoidance or waste diverted from landfill across relevant waste streams.</p> <p>Examples of the activities that will be funded include, but are not limited to:</p> <ul style="list-style-type: none"> • Executing research activities (eg: conducting user interviews, product prototype testing, observational research, market research etc). • Delivering a product pilot (eg: paying for a pilot website or platform development, paying for an industrial designer, paying for the manufacture of a pilot product). • Testing a product's compliance with industry standards (eg: paying to engage a materials testing consultant).

Stream 3 - Implementing an idea	
Maximum funding available per organisation	\$5,000 ex GST
Open to	Small to medium food businesses
What is included in this stream	<p>This stream enables food businesses to reduce their organic waste, and divert unavoidable organic waste from going to landfill</p> <p>Funding will be provided to deliver activities such as engaging waste consultants, engaging organic waste removal services and engaging organic waste technologies.</p>
What will be funded	<p>The funding must be used for the purpose of reducing organic waste and diverting organic waste from landfill. Exclusively for food businesses located within the City of Melbourne.</p> <p>Activities must include measuring food waste avoidance or food waste diversion from landfill.</p> <p>Examples of the activities that will be funded include but are not limited to:</p> <ul style="list-style-type: none"> • Grant recipients engaging a waste consultant to deliver Sustainability Victoria's Love Food Hate Waste business program. • Grant recipients engaging organic waste removal services that can recycle the organic material e.g.: coffee grinds collection service, organic waste bin service. (Ensure the service complies with City of Melbourne's waste laws.) • Grant recipients engaging organic waste technologies that recycle the organic material. (Eg: macerators, dehydrators).

3.2 What won't be funded?

Funding will not be provided for:

- Core operational funding (eg: salaries).
- Projects with a religious or political focus.
- Fundraising activities, competitions, prizes or award events.
- Interstate and international travel costs, including travel costs for facilitators.
- Activities that have already commenced or occurred.
- Projects that are being, or have already been, funded through other City of Melbourne grant, competition 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.

4. Eligible applicants

To be eligible to apply for funding through the Circular Economy Innovation Grants, applications must meet the following criteria:

- Applicants must either:
 - be a small social enterprise with 20 or fewer workers, or
 - be a small business with 20 or fewer workers, or
 - identify as a start-up (including social enterprise start-ups) with 20 or fewer workers, or
 - be a small to medium sized food business with 199 or fewer workers.
- For the purpose of these grants, City of Melbourne defines a small social enterprise as an organisation employing fewer than 20 people.
- For the purpose of these grants, City of Melbourne uses the Australian Bureau of Statistics (ABS) definition of small business as a business employing fewer than 20 people, Non-employing businesses (sole proprietorships and partnerships without employees), Micro-businesses (businesses employing between 1 and 4 people including non-employing businesses).
- For the purpose of these grants, City of Melbourne uses Launch Vic's definition of a start-up as being a 'business with high impact potential that uses disruptive innovation and/or addresses scalable markets'. They are businesses in the early stages of formation, developing an idea into a functioning business that meets market needs and is able to grow. In addition, the start-up must have 20 or fewer workers.
- For the purpose of these grants, City of Melbourne uses the Australian Bureau of Statistics (ABS) definition of medium business as a business employing fewer than 199 people.
- For the purpose of these grants, a food business is defined as a business that is [currently registered](#) as a food business with the City of Melbourne under the Food Act 1984.
- In addition, all applicants must either:
 - be currently located within the [City of Melbourne municipality](#), or
 - planning to relocate to the [City of Melbourne municipality](#) in the next 3 months and able to provide evidence of relocation.
- Applicants must demonstrate how their project will benefit the City of Melbourne municipality and how the project will deliver against the aims of the Waste and Resource Recovery Strategy 2030.

5. Key dates

Applications open	9:00am Friday 19 March 2021
Applications close	11.59pm Tuesday 6 April 2021
Applicants will be advised of the outcome of their application	by the end of May 2021
Projects must start after	1 June 2021
Projects must be finished by	31 March 2022
Successful applicants must return all acquittal reports by	31 May 2022

6. Application and assessment process

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

- You will receive an email from SmartyGrants confirming receipt of your application.
- Your application will be assessed against the eligibility and assessment criteria (see [6.1](#)) by a panel of assessors.
- Funding decisions will be submitted to Council for approval.
- All applicants will receive a notification via email with the result of their application by the end of May 2021.
- Grant decisions will not be discussed over the phone.
- A list of successful applicants will be published on the City of Melbourne's website approximately one month after all applicants have been notified of the outcome of their application.

6.1 How to apply

Applications will be submitted and managed online via SmartyGrants. Each funding stream has its own application form. Organisations may submit a maximum of one application for each eligible funding stream.

Application forms can be accessed from the [City of Melbourne website](#) or via the SmartyGrants website [Stream 1 application](#), [Stream 2 application](#), [Stream 3 application](#).

Applications will automatically be closed by the SmartyGrants system at 11.59pm on the closing date.

It is recommended that applicants do not submit applications at the last minute. If there is heavy use of the system, with other applicants submitting applications at the same time, there may be delays which will affect the ability to lodge an application before the deadline.

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

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

6.2 Assessment criteria overview

Circular Economy Innovation Grant applications are assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

Each funding stream application will be assessed independently (e.g. if applying for two streams each application will be assessed independently and it is possible to be awarded one of the streams and not the other).

Applicants may apply for any number of funding streams available to their organisation type.

Every applicant must demonstrate, with evidence:

- That they are eligible for a grant:
- How the proposal contributes to the delivery of the key targets of the [Waste and Resource Recovery Strategy](#),
 - 90% waste diverted from landfill (including residential, commercial, industrial, construction and demolition waste).
 - 20% reduction in household waste produced.
- How this contribution will be measured.
- What aspect of circular economy the proposal targets
 - design and production, including remanufacturing
 - consumption, use, reuse and sharing
 - waste generation and storage
 - waste collection and transfer
 - waste recycling and recovery, including organic recycling.

6.3 Assessment scoring

- Applicants must demonstrate their eligibility to apply for the grant. Each grant stream application will be scored independently.
- Each stream is scored out of 100.
- All scoring is merit based.
- Weightings are detailed in section [6.3](#) of this document.

6.4 Detailed assessment criteria

Stream 1: Circular Economy – mentorship and training package	
What needs to be demonstrated	Weight
Outline of your circular economy solution <ul style="list-style-type: none"> • What aspect/s of circular economy does the solution target: <ul style="list-style-type: none"> ○ design and production, including remanufacturing ○ consumption, use 	20%

<ul style="list-style-type: none"> ○ reuse and sharing ○ waste generation and storage ○ waste collection and transfer ○ waste recycling and recovery, including organic recycling. <ul style="list-style-type: none"> ● What problem is your organisation trying to solve? ● Why is it a problem? ● What evidence supports that this is a significant problem? ● What stage of development are you at? ● Who is the target audience? ● How does the solution add value within the City of Melbourne municipality? 	
<p>Value of mentorship and optional impact measurement course</p> <ul style="list-style-type: none"> ● How would the services support your organisation? 	30%
<p>Impact</p> <ul style="list-style-type: none"> ● What is the potential impact of your solution? ● How does the solution deliver on key targets of the Waste and Resource Recovery Strategy: <ul style="list-style-type: none"> ○ 90% waste diverted from landfill (including residential, commercial, industrial, construction and demolition waste). ○ 20% reduction in household waste produced. ● How is this measured 	20%
<p>Innovation</p> <ul style="list-style-type: none"> ● To what extent is your submission unique to, or adds value to, any existing solutions? 	20%
<p>Organisational details</p> <ul style="list-style-type: none"> ● What are your organisations ethical and sustainable practices? 	10%
	Total 100%

Stream 2: Funding for research, piloting, testing and scale-up activities	
What needs to be demonstrated	Weight
<p>Outline of your circular economy solution</p> <ul style="list-style-type: none"> • What problem is your organisation trying to solve? • Why is it a problem? • What evidence supports that this is a significant problem? • What aspect/s of circular economy does the solution target: <ul style="list-style-type: none"> ○ design and production, including remanufacturing ○ consumption, use ○ reuse and sharing ○ waste generation and storage ○ waste collection and transfer ○ waste recycling and recovery, including organic recycling. • What stage of development are you at? • Who is the target audience? • How does the solution add value within the City of Melbourne municipality? (Data required) 	20%
<p>Value of funding for research, piloting, testing and scale-up activities</p> <ul style="list-style-type: none"> • How would the cash grant support your organisation? • What would the money be spent on? • Provide a detailed budget including quotes. 	30%
<p>Impact</p> <ul style="list-style-type: none"> • What is the potential impact of your solution? • How the solution delivers on key targets of the Waste and Resource Recovery Strategy: <ul style="list-style-type: none"> ○ 90% waste diverted from landfill and recovered (including households, commercial and industrial, and construction and demolition). ○ 20% reduction in household waste. ○ 50% less contamination of household recycling bins. 	20%
<p>Innovation</p> <ul style="list-style-type: none"> • To what extent is your submission unique to, or adds value to, any existing solutions? 	20%

Organisational details	10%
<ul style="list-style-type: none"> Does your organisation have the capacity to deliver the work? What are your organisations ethical and sustainable practices? 	
	Total 100%

Stream 3: Funding for food businesses to reduce their organic waste	
What needs to be demonstrated	Weight
Value of funding to reduce organic waste <ul style="list-style-type: none"> What would the money be spent on? How would the grant support your organisation to reduce organic waste? What aspect/s of circular economy does the solution target: <ul style="list-style-type: none"> Minimizing food waste generation Food waste collection and recycling Provide a detailed budget including quotes 	30%
Impact Stream 3 focuses on solutions to the key target of the Waste and Resource Recovery Strategy: <ul style="list-style-type: none"> 90% waste diverted from landfill If possible, can you state approximately how much food waste your business produces each month? (optional) How does your business currently deal with food waste? 	30%
Technically and conceptually sound <ul style="list-style-type: none"> How will the solution/s work? Eg: if introducing a new organics bin, is there space for it to go inside? How will you train new staff to use a new piece of organic waste technology? If you have already identified a solution, what evidence substantiates that the solution can work? Eg: has another food business done something similar and reduced their food waste? 	30%
Organisational details <ul style="list-style-type: none"> Does your organisation have the capacity to deliver the work? What are your organisations ethical and sustainable practices? 	10%
	Total 100%

6.5 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 the assessment,
- Recommend partial funding, in consultation with the applicant,
- Recommend applicants be considered for grant streams for which they have not specifically applied, in consultation with the applicant,
- Consider other funding provided to the applicant by the City of Melbourne.
- Normal permit requirements apply for all projects. If relevant, these should be outlined in the application. (Refer to the [City of Melbourne permits website](#) 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.

6.6 Essential attachments for all applications

- 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.
- Evidence of organisation being located within the City of Melbourne or evidence of intention to relocate to within the City of Melbourne in the next 3 months.
- If applying to purchase significant single expenditure items (e.g. single items like computers or items over \$1,000 ex GST) at least one quote must be provided.

6.7 Lobbying

Canvassing or lobbying in relation to an application is strictly prohibited. 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.

6.8 Grant terms and conditions

If an application is successful, the applicant will be required to:

- sign a funding agreement with the City of Melbourne that details the terms and conditions of funding including reporting and acquittal requirements specific to the application.
- supply all requested information prior to any funding being released.
- send an invoice for the total value of the awarded grant to City of Melbourne
- spend all grant funding and complete projects by 31 March 2022, unless an exemption is requested.
- submit paperwork within the allocated timeframes. If paperwork is not submitted within the allocated timeframe, funding is forfeited by the funded organisation.
- meet or discuss the project with the grant manager and provide revised information (if requested).

- ensure that all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these to Council (only if the funded project includes contact with children aged 0-18).
- 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 City of Melbourne in all promotional materials relating to the grant funding, 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, this can be done through the grant manager.
- acquit the grant and provide receipts to demonstrate the expenditure of a minimum 75 per cent of the grant.
- provide acquittals by 31 May 2022.

6.9 SmartyGrants technical assistance

If you experience technical issues with the SmartyGrants system please contact them directly on [email](#) or by phone: (03) 9320 6888.

7. Got questions or need help?

7.1 Contacts at the City of Melbourne

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

7.2 Information sessions

Information sessions will be held to explain the fund, funding streams and application process in more depth. Attendees will also be able to ask questions.

All information sessions will take place online using Zoom. The sessions will run at the following times:

- Wednesday 24 March 11am – 12.30pm
- Thursday 25 March 3pm – 4.30pm
- Tuesday 30 March 5.30pm – 7pm

Bookings for these sessions are essential and can be booked through [EventBrite](#).

7.3 Application assistance - accessibility

Assistance sessions are available for applicants who may:

- have difficulty with the language on the forms and / or
- have difficulty accessing or are not familiar with information technology (i.e. online application systems).

These sessions are not compulsory. At the assistance sessions, applicants will have a one-on-one booking with a staff member to assist with completing the form. The staff member will not answer the questions for the applicant.

Bookings for these sessions are essential. To make a booking call 9658 9658, or email enquiries@melbourne.vic.gov.au

The following information must be provided in the email:

- Name of applicant
- organisation or group representing
- contact phone number
- if an interpreter is needed, include the language required.

7.4 Application assistance - ideas development

Applicants are also able to contact City of Melbourne to discuss an idea prior to submitting an application. Staff may be able to provide valuable advice that will strengthen the application.

Bookings for these sessions are essential. To make a booking, email Wasteminimisationinnovationfund@melbourne.vic.gov.au

Applicants must prepare for the assistance by thoroughly reading through the guidelines and application forms so you are aware of the type of information required. Bring with you:

- your email address
- your idea that you plan to apply for
- a draft version of your application that 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.

7.5 Further questions?

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 the City of Melbourne municipality or planning to relocate into the municipality in the next 3 months. You can view a map of the boundaries 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.

Scoring Rubric

Stream 1			
Organisational details	Strong	Good	Poor
Score /10	9 - 10	6 – 8	1 – 5
<ul style="list-style-type: none"> What are your organisations ethical and sustainable practices? 	Applicant articulates ethical and sustainable practices in detail. These practices have clear alignment with CoM values.	Applicant presents an overview of their ethical and sustainable practices, yet lacks detail. These practices align with CoM values.	Applicant presents vague information and/or practices that do not align with CoM values.
Circular Economy Solution	Strong	Good	Poor
Score /20	16 - 10	11 – 15	10 – 1
<ul style="list-style-type: none"> What aspect/s of circular economy does the solution target: <ul style="list-style-type: none"> design and production, including remanufacturing consumption, use, reuse and sharing waste generation and storage, waste collection and transfer waste recycling and recovery, including organic recycling. What problem is your organisation trying to solve? Why is it a problem? What evidence supports that this is a significant problem? What stage of development are you at? Who is the target audience? How does the solution add value within the City of Melbourne municipality? 	Clear articulation of CE alignment and problem statement. Presents evidence of the problem, how the solution adds value to target audience. Clear understanding of the stage of development. Clear explanation of how idea adds tangible value within council boundary.	Demonstrates an understanding of CE alignment. Problem statement lacks some detail. Demonstrates understanding of stage of development and target audiences. Evidence is presented but some gaps remain. Brief explanation of how idea adds tangible value within council boundary.	Does not demonstrate an understanding of CE alignment. Problem statement is absent or not well developed. Presents little understanding of target audience, stage of development and value within council boundary. Very little evidence provided.
Value of mentorship (and optional impact measurement course)	Strong	Good	Poor
Score /30	24 - 30	15 – 23	15 – 1
<ul style="list-style-type: none"> Articulate the value of mentorship and optional impact measurement course How would the services support your organisation? 	<p>Presents a compelling statement of the value the grant would bring to their organisation.</p> <p>Clearly links the benefit of the grant to both operational aspirations and improved CE attributes of the organisation.</p>	<p>Makes a good claim for the value the grant would bring to their organisation, but lacks detail.</p> <p>Establishes a link between the benefit of the grant to both operational aspirations and improved CE attributes of the organisation, but lacks detail.</p>	<p>Does not convincingly explain why the grant will support the organisation.</p> <p>Vague or absent link established between the benefit of the grant to both operational aspirations and improved CE attributes of the organisation.</p>
Impact	Strong	Good	Poor
Score /20	16 - 10	11 – 15	10 – 1
<ul style="list-style-type: none"> What is the potential impact of your solution? How does the solution deliver on key targets of the Waste and Resource Recovery Strategy: <ul style="list-style-type: none"> 90% waste diverted from landfill (including residential, commercial, industrial, construction and demolition waste). 20% reduction in household waste produced. How is this measured 	<p>Makes compelling case for the impact of their solution, with clear reasoning and relevant evidence.</p> <p>Clearly explains alignment with CoM's strategy.</p> <p>Clear understanding of how impact will be measured, with detail.</p>	<p>Explains the impact of their solution and alignment with CoM's strategy, but lacks detail.</p> <p>Provides outline of how impact will be measured, but lacks detail.</p>	<p>Vague or absent explanation of the impact of their solution and alignment with CoM's strategy.</p> <p>Vague or absent plan in place to measure impact.</p>
Innovation	Strong	Good	Poor
Score /20	16 - 10	11 – 15	10 – 1
<ul style="list-style-type: none"> To what extent is your submission unique to, or adds value to, any existing solutions? 	<p>Clear explanation of current state problem and existing solutions.</p> <p>Clear explanation of opportunity present and how their solution adds value.</p>	<p>Presents an understanding of current state problem and existing solutions. Lacks some detail.</p> <p>Presents an understanding of opportunity present and how their solution adds value. Lacks some detail.</p>	<p>Vague or absent explanation of current state problem and existing solutions.</p> <p>Vague or absent explanation of opportunity present and how their solution adds value.</p>

Scoring Rubric

	Offers clear and relevant details that support the innovation statement.		Very little detail presented.
Stream 2			
Organisational details	Strong	Good	Poor
Score /10	9 - 10	6 – 8	1 – 5
<ul style="list-style-type: none"> Does your organisation have the capacity to deliver the work? What are your organisations ethical and sustainable practices? 	<p>Demonstrates they have the capacity to deliver the work, presents evidence of a plan.</p> <p>Applicant articulates ethical and sustainable practices in detail. These practices have clear alignment with CoM values.</p>	<p>Outlines they have the capacity to deliver the work, but lacks some evidence.</p> <p>Presents an overview of their ethical and sustainable practices, yet lacks detail. These practices align with CoM values.</p>	<p>Does not demonstrate a capacity to deliver the work, does not present evidence of a plan.</p> <p>Presents vague information and/or practices that do not align with CoM values.</p>
Outline of your Circular Economy Solution	Strong	Good	Poor
Score /20	16 - 10	11 – 15	10 – 1
<ul style="list-style-type: none"> What aspect/s of circular economy does the solution target: <ul style="list-style-type: none"> design and production, including remanufacturing consumption, use, reuse and sharing waste generation and storage, waste collection and transfer waste recycling and recovery, including organic recycling. What problem is your organisation trying to solve? Why is it a problem? What evidence supports that this is a significant problem? What stage of development are you at? Who is the target audience? How does the solution add value within the City of Melbourne municipality? 	<p>Clear articulation of CE alignment and problem statement. Presents evidence of the problem, how the solution adds value to target audience. Clear understanding of the stage of development. Clear explanation of how idea adds tangible value within council boundary.</p>	<p>Demonstrates an understanding of CE alignment. Problem statement lacks some detail. Demonstrates understanding of stage of development and target audiences. Evidence is presented but some gaps remain. Brief explanation of how idea adds tangible value within council boundary.</p>	<p>Does not demonstrate an understanding of CE alignment. Problem statement is absent or not well developed. Presents little understanding of target audience, stage of development and value within council boundary. Very little evidence provided.</p>
Value of funding for development activities	Strong	Good	Poor
Score /30	24 - 30	15 – 23	15 – 1
<ul style="list-style-type: none"> How would the cash grant support your organisation? What would the money be spent on? Provide a detailed budget including quotes. 	<p>Presents a compelling statement of the value the grant would bring to their organisation.</p> <p>Clearly links the benefit of the grant to both operational aspirations and improved CE attributes of the organisation.</p> <p>Provides a detailed budget, budget items have clear relationship to proposed project.</p>	<p>Makes a good claim for the value the grant would bring to their organisation, but lacks detail.</p> <p>Establishes a link between the benefit of the grant to both operational aspirations and improved CE attributes of the organisation, but lacks detail.</p> <p>Provides a budget, but budget items lack some detail as to their relationship to proposed project.</p>	<p>Does not convincingly explain why the grant will support the organisation.</p> <p>Vague or absent link established between the benefit of the grant to both operational aspirations and improved CE attributes of the organisation.</p> <p>Budget is vague or absent.</p>
Impact	Strong	Good	Poor
Score /20	16 - 10	11 – 15	10 – 1
<ul style="list-style-type: none"> What is the potential impact of your solution? 	<p>Makes compelling case for the impact of their solution, with clear reasoning and relevant evidence.</p>	<p>Explains the impact of their solution and alignment with CoM's strategy, but lacks detail.</p>	<p>Vague or absent explanation of the impact of their solution and alignment with CoM's strategy.</p>

Scoring Rubric

<ul style="list-style-type: none"> How the solution delivers on key targets of the Waste and Resource Recovery Strategy: <ul style="list-style-type: none"> 90% waste diverted from landfill and recovered (including households, commercial and industrial, and construction and demolition). 20% reduction in household waste. 50% less contamination of household recycling bins. 	<p>Clearly explains alignment with CoM's strategy.</p> <p>Clear understanding of how impact will be measured, with detail.</p>	<p>Provides outline of how impact will be measured, but lacks detail.</p>	<p>Vague or absent plan in place to measure impact</p>
<p>Innovation</p> <p>Score /20</p> <ul style="list-style-type: none"> To what extent is your submission unique to, or adds value to, any existing solutions? 	<p style="text-align: center;">Strong</p> <p style="text-align: center;">16 - 10</p> <p>Clear explanation of current state problem and existing solutions.</p> <p>Clear explanation of opportunity present and how their solution adds value.</p> <p>Offers clear and relevant details that support the innovation statement.</p>	<p style="text-align: center;">Good</p> <p style="text-align: center;">11 – 15</p> <p>Presents an understanding of current state problem and existing solutions. Lacks some detail.</p> <p>Presents an understanding of opportunity present and how their solution adds value. Lacks some detail.</p>	<p style="text-align: center;">Poor</p> <p style="text-align: center;">10 – 1</p> <p>Vague or absent explanation of current state problem and existing solutions.</p> <p>Vague or absent explanation of opportunity present and how their solution adds value.</p> <p>Very little detail presented.</p>

Scoring Rubric

Stream 3			
Organisational details	Strong	Good	Poor
Score /10	9 - 10	6 – 8	1 – 5
<ul style="list-style-type: none"> Does your organisation have the capacity to deliver the work? What are your organisations ethical and sustainable practices? 	<p>Demonstrates they have the capacity to deliver the work, presents evidence of a plan.</p> <p>Applicant articulates ethical and sustainable practices in detail. These practices have clear alignment with CoM values.</p>	<p>Outlines they have the capacity to deliver the work, but lacks some evidence.</p> <p>Presents an overview of their ethical and sustainable practices, yet lacks detail. These practices align with CoM values.</p>	<p>Does not demonstrate a capacity to deliver the work, does not present evidence of a plan.</p> <p>Presents vague information and/or practices that do not align with CoM values.</p>
Value of funding to reduce organic waste	Strong	Good	Poor
Score /30	24 - 30	15 – 23	15 – 1
<ul style="list-style-type: none"> What would the money be spent on? How would the grant support your organisation to reduce organic waste? What aspect/s of circular economy does the solution target: Minimizing food waste generation Food waste collection and recycling Provide a detailed budget including quotes 	<p>Clearly explains what the money would be spent on.</p> <p>Presents a compelling statement of how the grant would support the organisation to reduce organic waste.</p> <p>Details how the solution addresses either minimising food waste and/or food waste collection and recycling.</p> <p>Provides a detailed budget, budget items have clear relationship to proposed project.</p>	<p>Explains what the money would be spent on, but some detail lacking.</p> <p>Outlines how the grant would support the organisation to reduce organic waste, but detail lacking.</p> <p>Outlines how the solution addresses either minimising food waste and/or food waste collection and recycling.</p> <p>Provides a budget, but budget items lack some detail as to their relationship to proposed project.</p>	<p>Vague explanation of what the money would be spent on.</p> <p>Gives a brief description lacking detail of how the grant would support the organisation to reduce organic waste.</p> <p>Does not adequately explain how the solution addresses either minimising food waste and/or food waste collection and recycling.</p> <p>Budget is vague or absent.</p>
Impact	Strong	Good	Poor
Score /30	24 - 30	15 – 23	15 – 1
<ul style="list-style-type: none"> Stream 3 focuses on solutions to the key target of the Waste and Resource Recovery Strategy: <ul style="list-style-type: none"> 90% waste diverted from landfill If possible, can you state approximately how much food waste your business produces each month? (optional) How does your business currently deal with food waste? 	<p>Clearly explains their organisation's current state practices to deal with food waste.</p> <p>Clearly explains how the proposed solution will improve the organisation's food waste practices.</p> <p>Makes a compelling case for the impact of their solution to reducing food waste.</p>	<p>Explains their organisation's current state practices to deal with food waste, but lacks some detail.</p> <p>Explains how the proposed solution will improve the organisation's food waste practices, but lacks some detail.</p> <p>Makes a good case for the impact of their solution to reducing food waste.</p>	<p>Does not clearly explains their organisation's current state practices to deal with food waste. Lacks detail.</p> <p>Vague explanation of how the proposed solution will improve the organisation's operations.</p> <p>Does not explain the impact of their solution to reducing food waste.</p>
Technically and conceptually sound	Strong	Good	Poor
Score /30	24 - 30	15 – 23	15 – 1
<ul style="list-style-type: none"> How will the solution/s work? Eg: if introducing a new organics bin, is there space for it to go inside? How will you train new staff to use a new piece of organic waste technology? If you have already identified a solution, what evidence substantiates that the solution can work? Eg: has another food business done something similar and reduced their food waste? 	<p>Demonstrates a clear understanding of current state problem and existing solutions, with detail.</p> <p>Demonstrates a clear opportunity present and how their solution adds value.</p> <p>Presents detail to support statements.</p>	<p>Explains current state problem and existing solutions, but lacks some detail.</p> <p>Good understanding of opportunity present and how their solution adds value. Lacks some detail</p> <p>Offers some detail to support statements.</p>	<p>Does not explain/vague explanation of current state problem, existing solutions, opportunity present and how their solution adds value.</p> <p>Lacks detail to support statements.</p>

Recommended projects

Assessment criteria

Stream 1: funding to access circular economy mentorship

Criteria:

- Outline of circular economy solution
- Value of the grant to supporting the solution
- Impact of the solution
- How the solution is innovative

Stream 2: funding for solution development

Criteria:

- Outline of circular economy solution
- Value of the grant to supporting the solution
- Impact of the solution
- How the solution is innovative

Stream 3: funding for small to medium food businesses to reduce volumes of organic waste

Criteria:

- Value of the grant to reduce organic waste
- Impact of the solution
- How the solution is technically and conceptually sound

Stream 1: Funding to access circular economy mentorship

Up to \$2500 funding per organisation

Recommended recipients

Applicant	Org type	Initiative	Amount
Medical Pantry Limited	Small non-food social enterprise	Expanding healthcare network to maximise opportunities to divert excess medical supplies to facilities in need.	\$2500
STEM SISTERS VIC INCORPORATED	Small non-food social enterprise	Dressed To Impress program to supply second hand professional clothing to support migrant women entering the workforce.	\$2500
Untwine	Start-up	Developing prototype reusable wine bottles made from grape by-products.	\$2500
Rook	Start-up	Developing digital packaging to empower consumers to purchase low-packaging-waste cosmetics.	\$2500
Linux Support Services	Start-up	Developing a service to refurbishing obsolescent computers with Linux operating system and distributing within the community.	\$2500
Hyyro Technologies Pty Ltd	Start-up	Developing a peer-to-peer rental platform to improve utilisation of household items.	\$2500
Ember Eco Solutions Pty Ltd	Small non-food business	Tailoring existing biofuel solutions to service new markets.	\$2500

AGERO	Small non-food business	Improving waste minimisation and recycling practices in their commercial fit out, construction and refurbishment operations.	\$2500
UCORE PTY LTD	Small non-food business	Improving waste minimisation and recycling practices in their commercial strip-outs operations.	\$2500
Concoor	Small non-food business	Developing a platform to connect consumers with low-waste stores in Melbourne.	\$2500
STAR CITY LIQUOR STORE	Small non-food business	Improving waste minimisation and recycling practices in their retail operations.	\$2500
Resparkle Pty Ltd	Small non-food business	Developing prototype planter boxes made from their end-of-life reusable cleaning product containers.	\$2500
Sensory Lab Australia Pty Ltd	Small to medium sized food business	Improving waste minimisation and recycling practices in their coffee bean roasting operations.	\$2500
Pho Melbourne	Small to medium sized food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
The Small Batch Unit Trust	Small to medium sized food business	Improving waste minimisation and recycling practices in their coffee bean roasting and cellar door operations.	\$2500
Frankie Walter Peta Pty Ltd	Small to medium sized food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Universal Restaurant	Small to medium sized food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Ichigo Cafe	Small to medium sized food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Kazbah Egyptian Street Food	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
GUKSU LOL ROLL	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Doo Boo	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Oppa Korean Kitchen	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Atiyah Pty Ltd	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500

SAM SAM Chicken & Beer	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Health Express World Trade Centre	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
King St Espresso Bar	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Saint & Rogue	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500
Haymarket Cafe	Small to medium food business	Improving waste minimisation and recycling practices in their food operations.	\$2500

Stream 2: funding for solution development

Up to \$5000 per organisation

Recommended recipients

Applicant	Org type	Initiative	Amount
STEM SISTERS VIC INCORPORATED	Small non-food social enterprise	Dressed To Impress program to supply second hand professional clothing to support migrant women entering the workforce.	\$5000
Rook	Start-up	Developing digital packaging to empower consumers to purchase low-packaging-waste cosmetics.	\$5000
Untwine	Start-up	Developing prototype reusable wine bottles made from grape by-products.	\$4956
Linux Support Services	Start-up	Developing a service to refurbishing obsolescent computers with Linux operating system and distributing within the community.	\$5000
Hyyro Technologies Pty Ltd	Start-up	Developing a peer-to-peer rental platform to improve utilisation of household items.	\$5000
AGERO	Small non-food business	Improving waste minimisation and recycling practices in their commercial fit out, construction and refurbishment operations.	\$5000
Resparkle Pty Ltd	Small non-food business	Developing prototype planter boxes made from their end-of-life reusable cleaning product containers.	\$5000

Ember Eco Solutions Pty Ltd	Small non-food business	Conducting market research in order to tailor existing biofuel solutions to service new markets.	\$5000
Concoor	Small non-food business	Developing a platform to connect consumers with low-waste stores in Melbourne.	\$4130

Stream 3: funding for small to medium food businesses to reduce volumes of organic waste

Up to \$5000 per organisation

Recommended recipients

Applicant	Org type	Initiative	Amount
Pho Melbourne	Small to medium food business	Purchasing compost infrastructure and Insinkerator unit.	\$2009
Small Batch Roasting Co.	Small to medium food business	Purchasing an organic waste macerator unit.	\$5000
Health Express World Trade Centre	Small to medium food business	Engaging an organics waste recycling service.	\$5000
King St Espresso Bar	Small to medium food business	Engaging an organics waste recycling service.	\$3600
SAM SAM Chicken & Beer	Small to medium food business	Purchasing an organics dehydrator.	\$1400
Saint & Rogue	Small to medium food business	Engaging an organics waste recycling service.	\$2638
Haymarket Cafe	Small to medium food business	Engaging an organics waste recycling service.	\$3000
Kazbah Egyptian Street Food	Small to medium food business	Purchasing vermicomposting infrastructure.	\$5000
GUKSU LOL ROLL	Small to medium food business	Purchasing an organics dehydrator.	\$1400
Doo Boo	Small to medium food business	Purchasing an organics dehydrator.	\$1400
Oppa Korean Kitchen	Small to medium food business	Purchasing an organics dehydrator.	\$1400
Atiyah Pty Ltd	Small to medium food business	Purchasing an organics dehydrator.	\$4999