



Food rescue grants

ROUND 2 PROGRAM GUIDELINES

November 2022

Prepared by: Waste Avoidance and Recovery Programs, Office of Circular Economy, Department of Environment and Science

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Overview

The [Waste Management and Resource Recovery Strategy](#) (Strategy) was released on 1 July 2019 to provide the framework for Queensland to become a zero-waste society, where waste is avoided, reused and recycled to the greatest possible extent. To meet the Strategy's targets, all Queenslanders must work together to reduce the amount of waste that is produced, and ultimately disposed of, through sustainable waste management practices. The [Queensland Organics Strategy 2022-2032](#) (Organics Strategy) and the [Queensland Organics Action Plan 2022-2032](#) (Organics Action Plan) describe specific actions for organic waste, to minimise the volume of organic waste produced and maximise the amount of organic waste diverted from landfill.

In Australia, approximately 7.6 million tonnes of food waste is generated each year¹, while severe food insecurity has affected 21 percent of households over the past 12 months².

In 2020, Round 1 of the Food Rescue Grant Program provided over \$900,000 to six organisations. These funds contributed to infrastructure, equipment and operational costs to divert additional food from landfill and redistribute it to Queenslanders in need. Reporting is currently underway in relation to activities funded under Round 1 of the Program.

The Food Rescue Grant Program (Round 2) (the Program) will build on the outcomes from the first round of grants by providing further support to not-for-profit organisations to collect, store and redistribute surplus food to people in need.

Food Rescue Grants - Round 2 summary:

- Open to not-for-profit organisations with the primary purpose of food rescue and providing food relief to Queenslanders
- Grants of up to \$500,000 are available to assist with the purchase of equipment or infrastructure; meet operational costs; or costs of organisational expansion or improved efficiency
- Open, competitive grant process
- Applications close **Monday 16 January 2023 at 5pm**.

¹ [Tackling Australia's food waste - DCCEEW](#)

² [Foodbank Hunger Report 2022 - Foodbank Reports](#)

Program objectives

The objectives of the Program are to:

1. Increase the diversion of food waste from landfill in Queensland to assist in meeting the actions³ and objectives of the Organics Strategy
2. Support food rescue organisations to increase their capacity to rescue more food and provide it to Queenslanders in need.

About the Program

The Program provides funding of up to \$500,000 (excluding GST) to eligible organisations for equipment, infrastructure, operations and activities that increase the diversion of food destined for landfill to food rescue organisations for processing and/or redistribution to Queenslanders in need.

Up to \$1.7 million in grant funding is available over the financial years 2022-23 and 2023-24.

The Program supports food rescue organisations to expand their operations with funding for essential infrastructure, equipment, and operational costs.

Activities to build future capacity and long-term transformation in the food rescue sector will be highly regarded. This may include activities that develop and adopt:

- new products and/or packaging to improve transport opportunities and efficiencies and facilitate a geographic expansion to food distribution
- new “markets” and distribution networks to provide food to more Queenslanders in need
- new partnerships within the food supply chain to assist in matching the availability of rescued food to growing demand.

Key dates

| Key dates | Key activities/actions |
|------------------|--|
| 10 November 2022 | Release of program guidelines |
| 14 November 2022 | Applications open |
| 16 January 2023 | Applications close |
| February 2023 | Applicants are notified of a decision on their application |
| 30 June 2024 | Projects completed |
| 31 July 2024 | Projects acquitted and final reports submitted |

Eligibility

Eligible applicants

To be eligible to apply for the Program, applicants must:

- Be a not-for-profit organisation incorporated under section 111K of the *Corporations Act 2001*.
- Be an organisation with the primary purpose of food rescue and providing food relief to Queenslanders.
- Have operations established in Queensland.
- Rescue, process and/or distribute food that would otherwise be lost from the food supply chain to landfill.
- Be the entity that bears the cost and responsibility for the project.
- Be able to complete the project and related reporting and acquittal requirements.

Applications that do not meet the eligibility criteria will be deemed ineligible and will not be assessed. The

³ A7 – Increase food rescue capacity

Program is a competitive program with no guarantee that applications will be funded or funded in full.

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs.

Registering for GST is free. Non-registered organisations should seek advice from the [Australian Tax Office](#) on this matter.

Eligible projects

The Program will only fund *eligible costs* associated with *eligible projects*. Eligible projects must:

- be undertaken by the applicant organisation within Queensland.
- increase the applicant organisation's ability to rescue, process and/or distribute food for beneficiaries in Queensland.
- be an expansion of an existing service or a new service.
- divert additional food from landfill

All applicants will need to demonstrate that the project results in an increase in food rescue and/or distribution capacity of food diverted from landfill.

Eligible costs

Funding may only be sought for eligible costs in the period to 30 June 2024. Eligible costs include:

- Equipment and infrastructure - such as kitchen equipment, packaging equipment, delivery vans or trucks, in-vehicle refrigeration, energy efficient refrigeration equipment (commercially graded), warehouse shelving, safety equipment.
- Operational costs associated with activities under the Program - such as on-road costs associated with additional rescued food, driver wages for new vehicles, first year operational costs associated with equipment purchased under this grant, costs to attract and train volunteers to undertake expansion activities.
- Costs associated with organisational expansion through new products, packaging, partnerships, distribution networks or access to different points in the supply chain.
- Costs associated with technology and/or system development to improve operational efficiency, including collection and storage of data collected to demonstrate program impact.

All equipment purchased must be owned by the applicant organisation. All vehicles must be registered and insured in the name of the applicant organisation. Successful applicants must use project funding solely for eligible project costs specified in the Project Funding Agreement for the project.

Ineligible project costs

Ineligible project costs include:

- Those that will not directly contribute to Queensland's waste reduction targets (e.g. equipment for interstate food relief efforts).
- Infrastructure and equipment already purchased or committed to before the opening of the Program (e.g. equipment for which a purchase order has already been issued or business-as-usual costs).
- Projects or activities funded through other government programs.
- Food already funded under this Program through another organisation, i.e. if an organisation is funded under this Program to rescue 20 tonnes and transport it to another organisation to process, that second organisation cannot claim funding for that same volume of food.
- Equipment (or the portion of equipment) used for collection and redistribution of food other than for human consumption.
- Equipment (or the portion of equipment) used for collection and redistribution of non-food items.
- Disposal or composting equipment for food waste.
- Organisation licensing costs e.g. food business licence.
- Purchase of land and costs associated with meeting statutory requirements for that purchase e.g. obtaining development approvals or operating licences.
- Activities, projects and infrastructure for food rescue operations outside of Queensland or for the distribution of food rescued interstate.
- Project management, marketing and grant administration costs.
- Financial auditor costs such as third-party accountants providing endorsement on the project's expenditure and

- costs associated with the development of the grant application.
- Education, research and training costs not directly related to the project.
- Contingency costs expressed as a percentage of the project cost.

Funding

Eligible organisations can submit **one** application only.

Applicants can apply for a minimum of \$25,000 (excluding GST) and a maximum of \$500,000 (excluding GST).

A maximum 50% of eligible projects costs may be allocated to operational expenditure (e.g. staff wages, vehicle maintenance, fuel, volunteer costs).

A maximum 15% of eligible project costs may be allocated to technology and/or system development.

There is an expectation that the applicant organisation will use any equipment or assets purchased with Program funding within Queensland and for the purpose of the grant for a minimum of 5 years.

Applicants are encouraged to submit applications for projects that are commensurate with the scale of current operations, and will need to demonstrate capacity to complete the proposed activities within the time available.

Successful applicants are expected to make a financial and/or in-kind contribution to the project/s approved for funding under the Program.

Funding decisions are at the discretion of the Chief Executive of the department.

Funding agreement

Successful applicants will be required to execute a funding agreement with the State before any funding will be paid or any activities identified in the draft agreement are commenced. This funding agreement will outline the terms of the proposed funding and detail the milestones to be achieved by the applicant. The Queensland Government reserves the right to undertake an audit of projects to monitor progress and/or appoint an independent advisor to undertake an assessment of projects.

The State has no obligation to provide project funding to an applicant until a funding agreement is executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

Changes to projects after commencement will require the signing of a separate agreement between the department and the applicant to evidence acceptance of those changes.

Funding is not to be used by the successful applicant as their contribution towards other State or Commonwealth Government funded programs. All unspent grant funds must be returned to the department at the project's close.

Grants may be treated as assessable income for taxation purposes and GST may also be applied. The State does not provide tax advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

How to apply

Funding under this Program is awarded through a competitive application and assessment process.

Applications for funding must be submitted through the [SmartyGrants portal](#) by **5:00PM Monday 16 January 2023**.

The SmartyGrants portal will also be used as the platform for Program reporting and acquittal.

Applicants must ensure the department receives the application and all supporting documentation in full by the time and date the application portal closes. By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines. Submission or approval of an application will not guarantee that funding will be provided.

Late submissions are the responsibility of the applicant and the Chief Executive of the department is under no obligation to consider applications submitted or received after the Program has closed. All decisions made are at the discretion of the Chief Executive of the department and are considered final.

Setting up a SmartyGrants account is free and previous SmartyGrants users can use the same SmartyGrants account. A help guide for applicants is available at: <https://applicanthelp.smartygrants.com.au/help-guide-forapplicants/>. If you experience technical difficulty creating a SmartyGrants account or completing an online form, please contact SmartyGrants on (03) 9320 6888.

Costs of preparing and submitting an application are the sole responsibility of the applicant.

Information and supporting documentation

Project details

The application form will require information about the project and benefits including:

1. Details of the applicant organisation and contact details.
2. The applicant organisation's current food rescue operations, including:
 - a. The volume of rescued food that has been rescued, processed and/or distributed over the 12 months prior to the application date
 - b. The type of food rescued (e.g. fresh, frozen or canned fruit and vegetables or dairy)
 - c. Food sources (e.g. farmers, growers, manufacturers and commercial retailers)
 - d. The number of meals distributed, or an equivalent output metric
 - e. The target recipients and service areas.
3. Details of the proposed project, including:
 - a. Details of the funding applied for (amount of funding sought, purpose e.g. infrastructure, equipment, operational or expansion costs, its function and why it is needed)
 - b. The source, volume and type of additional food expected to be rescued during the project period
 - c. Logistics for the movement of additional food from the donor to the end consumer/recipient
 - d. Target recipients and service area/s, including the existing food relief services in the area/s
 - e. Any partnerships that form part of the project
 - f. The expected number of additional meals distributed, or an equivalent output metric.
4. The benefits of the project, including
 - a. How each component (i.e. infrastructure, equipment, operations, expansion) is expected to enable the organisation to rescue additional food that would have otherwise been destined for landfill
 - b. Other environmental benefits (e.g. reduction of transport distances)
 - c. Social and economic benefits (e.g. hiring additional staff).
5. The project's funding and long-term sustainability, including:
 - a. The project budget including demonstration of funds or in-kind support the applicant is contributing towards the project
 - b. Contributions and support from other organisations
 - c. The operational lifespan of the funded infrastructure, equipment or activity
 - d. The whole-of-life costs for assets and how they will be supported by the organisation after the program ceases.
6. A description of project governance, including:
 - a. Proposed activities and timeframes
 - b. Organisational capability and capacity for delivering the project
 - c. Project risks, including potential consequences and mitigation measures
 - d. Details of the project manager responsible for contract management and delivery
 - e. Licences and approvals needed to undertake project and steps to obtain them, if relevant.

Documentation

The applicant will be required to provide the following supporting evidence as attachments to the application:

1. If the application is an expansion of an existing activity, evidence of current costs
2. Valid quotations (two at a minimum) to support cost estimates for equipment or infrastructure
3. Evidence of incorporation under Section 111K of the *Corporations Act 2011* as proof of not-for-profit status
4. A letter from the organisation's Chief Executive (or equivalent), on company letter head, authorising the proposed project and confirming any co-contributions
5. Evidence to support any co-contributions from third parties
6. Reviewed or audited financial statements (in line with annual reporting requirements to the Australian Charities and Not-for-profits Commission) for the previous two years. If an applicant has not been conducting business for this length of time, audited statements for a shorter period of time will be considered.

Insurance

Successful applicants will be required to provide the following prior to release of any grant funding:

1. Certificate of currency for public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
2. Certificate of currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).

Assessment criteria

Applications that have complied with these guidelines and are found to meet the eligibility criteria will be assessed against the following assessment criteria and prioritised for funding based on merit:

1. Efficient and effective project outcomes (40%):
 - a. The project achieves the objectives of the program to:
 - i. increase the diversion of food waste from landfill
 - ii. provide more rescued food to Queenslanders in need
 - b. There are social and economic benefits including job creation and regional benefit.
2. Well considered project governance (40%):
 - a. The project is well thought out, is commensurate to the scale of current operations, is realistic and will be delivered to a high standard.
 - b. There is appropriate consideration to risks and mitigation measures.
 - c. The facility and/or equipment to which the application relates is demonstrated to be suitable for the project and its proposed goals.
 - d. The applicant has demonstrated an ability to collect data to demonstrate project benefit.
3. The project represents value for money for the State of Queensland (20%):
 - a. The project budget is well considered.
 - b. The project delivers value for money.
 - c. Applicant/third party co-contributions have been demonstrated.

The Chief Executive reserves the right to consider a range of factors when prioritising projects for funding.

Assessment process

Applications will be assessed according to the following process:

1. **Eligibility check** – Applications will be reviewed to determine eligibility and completeness. Applicants will be contacted if their application is deemed ineligible or incomplete.
2. **Assessment** – Eligible applications will be referred to an appropriately qualified panel for assessment. Eligible projects will be assessed against the Program guidelines.
3. **Moderation** – The moderation panel will recommend projects for approval by the Director-General, Department of Environment and Science.
4. **Notification** – Successful applicants will be notified in writing by the Director-General, Department of Environment and Science. Unsuccessful applicants will be notified in writing.

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing:

Program Manager
Office of Circular Economy
Email: wasteprograms@des.qld.gov.au

Complaints can also be made via the department's website at: www.des.qld.gov.au/contactus/feedback-form-complaint.

Program monitoring, acquittal and evaluation

All projects will be monitored by the department to ensure that the Program is achieving its aim and objectives.

Successful applicants must comply with the reporting, records and audit obligations in the Project Funding Agreement.

A project will be completed and acquitted once the milestones identified in the project proposal have been completed and all required reporting has been provided to the satisfaction of the department.

All Projects will be evaluated by the department to ensure that the Program achieved its aim and objectives.

Communication

Communication with the media

All media enquiries or public announcements relating to the Program will be coordinated and handled by the

department's media team.

As far as practicable, all media and communications will be undertaken jointly with successful applicants.

Applicants must seek and obtain the department's approval before contacting the media to discuss any information regarding successful or unsuccessful applications for funding support under or in connection with the Program.

Confidentiality, privacy and use of information

The department is collecting personal information within applications for funding. All personal information provided as part of the application, will be routinely used to assess your application.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for the Arts, and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek consent for any uses or disclosures outside of these specific terms. Applications are subject to the *Right to Information Act 2009*. Applicants wishing to access their personal information that is in the control of the department, may contact Right to Information Services. Information regarding how to make a right for information request is available on the department's website at <https://www.des.qld.gov.au/our-department/accessing-information/rti>. For any questions or concerns regarding the privacy of your personal information, please contact the department by email at: privacy@des.qld.gov.au.

Enquiries and contact details

For general program enquiries please contact:

The Department of Environment and Science
Office of Circular Economy, Programs
email: wasteprograms@des.qld.gov.au
Phone: (07) 3330 6050.

Please note, the department is not able to assist in the preparation of applications.

Terms and conditions

1. Reservation of rights

- a. Despite any provision of these guidelines to the contrary, the State reserves the right to administer the Program and conduct the process for the assessment and approval of applications to the Program in such manner as it thinks fit, in its absolute discretion.
- b. Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:
 - i. change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
 - ii. consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect
 - iii. vary or amend the eligibility or assessment criteria
 - iv. take into account any information from its own and other sources (including other government agencies and other advisors)
 - v. accept or reject any application, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the Program
 - vi. give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria
 - vii. conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
 - viii. require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information

- ix. terminate the further participation of any applicant in the application process
- x. terminate or reinstate the Program or any process in the Program
- xi. not proceed with the Program in the manner outlined in these guidelines, or at all
- xii. amend the nature, scope or timing of the Program
- xiii. allow the withdrawal of an applicant
- xiv. seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged
- xv. publish the names of applicants to the Program, and
- xvi. take such other action as it considers in its absolute discretion appropriate in relation to the Program processes.

c. Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

2. No relationship

- a. The State's obligations in connection with the application process are limited to those expressly stated in these guidelines.
- b. No contractual or legal relationship exists between the State and an applicant in connection with the Program, these guidelines or the application process or any stage of the Program.
- c. An applicant, or its representatives:
 - i. has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State
 - ii. must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State, and
 - iii. must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these guidelines.

3. No action

- a. To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
 - i. any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Program;
 - ii. the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Program, or
 - iii. any of the matters or things relevant to its application or the Program in respect of which the applicant must satisfy itself under these guidelines.
- b. Without limiting paragraph (a), if the State cancels or varies the Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 1 (Reservation of Rights) of these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the Program.
- c. For the avoidance of doubt, each applicant:
 - i. participates in the Program at its own risk, and
 - ii. is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the Program.

4. Non-exhaustive

- a. These guidelines do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
- b. Applicants must make their own independent investigations of the information contained or referred to in these guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines, or otherwise made available to them, during the application process.

5. Disclaimer

- a. The State makes no warranty or representation express or implied, and does not assume any duty of care

to the applicants that the information in these guidelines, or supplied in connection with the Program (information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.

- b. The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information or interpretations placed on the Information by applicants.

6. Intellectual property

- a. Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.
- b. The applicant grants to the State (and will ensure relevant third parties grant) a nonexclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Program.

7. Law

- a. These guidelines are governed by the laws applicable in Queensland.