

# Community Investment Program

## Charity Waste Fund Guideline

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## 1. What is Charity Waste Fund?

The Charity Waste Fund is to relieve charitable organisations that accept pre-loved household belongings from the burden of having to process and dispose of general waste deposited at their facilities.

The Charity Waste Fund objective is to support charitable organisations that accept pre-loved household belongings.

## 2. Who Can Apply?

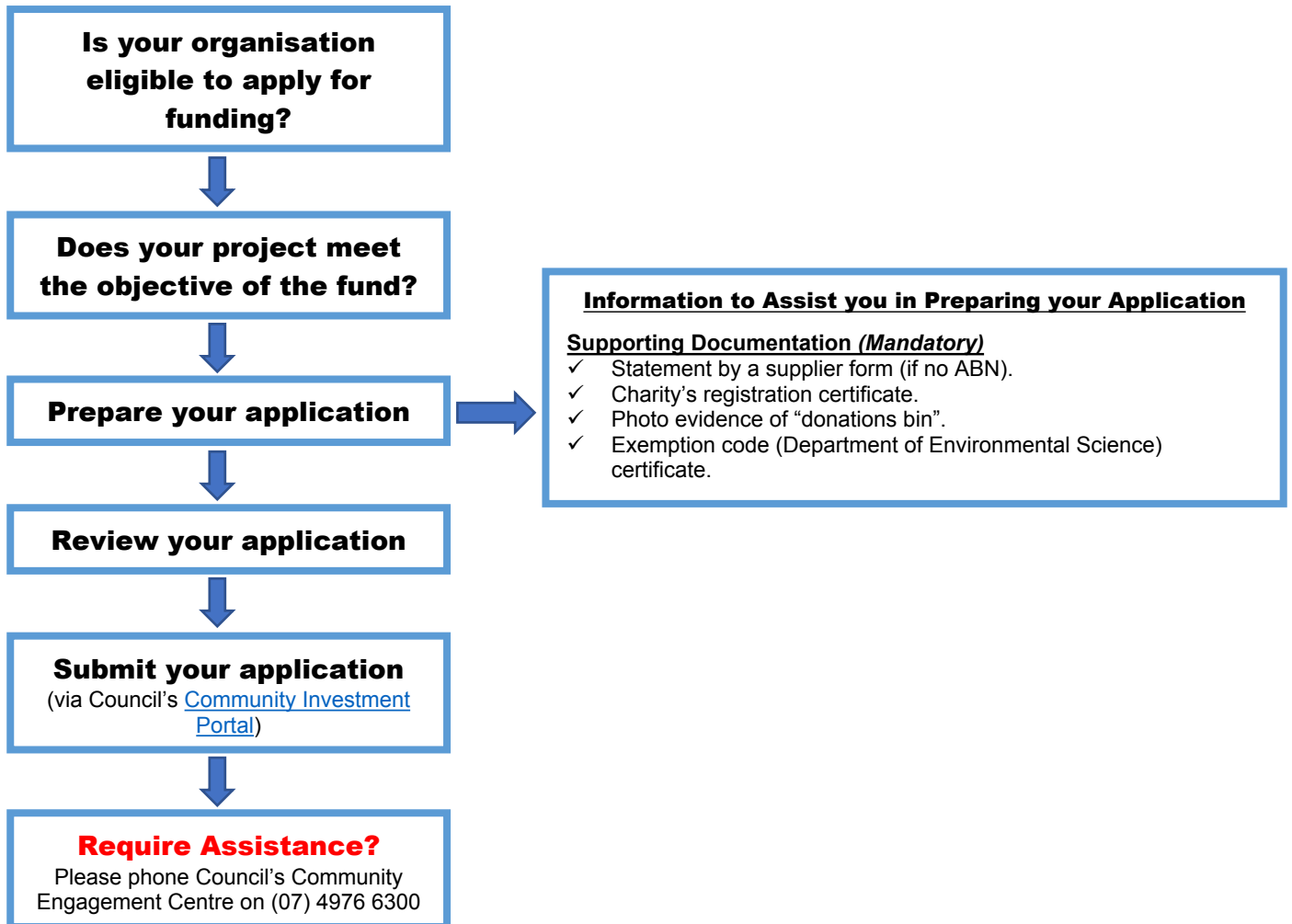
To be eligible to apply for Charity Waste Fund, the organisation must:-

- be an Australian registered charity;
- offer a publicly available “donations bin” or equivalent that allows public gifting of pre-loved clothing and other household items;
- undertake some form of recycling or goods donations;
- be responsible for costs associated with collection and transportation of the waste material to the waste disposal facility;
- have been issued with an exemption code from the Department of Environmental Science (<https://www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/business/charities>);
- have an Australian Business Number (ABN) or complete and attach a “Statement by a supplier” form ([http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346\\_5\\_2012.pdf](http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)); and
- be financially solvent.

However, the following will not be considered eligible:-

Commercial business.	Sporting club.
Organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.	Educational institution.
Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.	Local, State, Federal government agency.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	Political organisation.

### 3. Your Application



### 4. Council Assessment

Applications will be assessed against Council's Community Investment Policy and Corporate Standard, this Guideline, and the information provided in the application.

Council may:-

- Request further information to assist with the assessment or to substantiate any claims made.
- Contact any parties mentioned/listed within the application for verification.
- Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.
- Exclude applications from the assessment process that:-
  - are incomplete; or
  - are received after the closing date (advertised on Council's website).

## 5. Successful Applications

Successful applicants will be:-

- Notified in writing.
- Provided with a Charity Waste Fund card to be presented at the Waste Transfer Station prior to waste tipping.
- Responsible for ensuring bank account details/credit application in Council's vendor data base are kept up to date.  
*(In the event that Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete a "New Vendor Details Form").*
- Required to comply with the terms and conditions of receiving the funding.
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc to undertake the project.

By submitting an application the applicant consents to Council:-

- Advertising projects that have been successfully funded by Council (i.e media release, social media); and
- Advertising successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

## 6. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

## 7. Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed internally.

Where a decision is made by a Council Officer under delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

## 8. Funding

Applications will be accepted year-round. There will be no individual funding limit applied for each successful applicant. Successful applicants will be issued with a waste waiver card granting access to the Charity Waste Fund Budget.

This card must be presented PRIOR to dumping waste at the Waster Transfer stations. Tipping fees will be deducted from the total budgeted amount. The annual budgeted amount allocated each financial year will be determined by Council's annual budget. Once budget allocations have been expended, no further waste waivers will be applied to accounts that financial year, unless a budget revision is endorsed via a Council resolution.

Funding must only be used for the approved purpose.

Council may:-

- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council.
- Not fund activities that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

Recurrent funding is not guaranteed, and applicants are encouraged not to rely on Council's funding for this reason.

## 9. Acknowledgements

The manner in which Council's support is to be acknowledged will be specified in the terms and conditions of the approval letter.

## 10. Timeframes

Applicants will be notified of the outcome of the application eight (8) weeks after the closing date (advertised on Council's website).

## 11. Acquittal Process

Council will undertake the acquittal process on the organisation's behalf by issuing invoices for the disposal fees and charges incurred each month. These fees and charges will be automatically deducted from the Charity Waste Fund credit amount that has been approved by Council.

Council will notify the organisation once the approved Charity Waste Fund budgeted amount has been reached. After this time, the organisation will be responsible for paying any ongoing fees and charges associated with the disposal of the waste.

## 12. Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.