Application Guidelines and Criteria

The Resource Recovery Secondary School Grant Program will open 1 February 2024 and close 5pm 30 April 2024. Submit a detailed proposal aimed at tackling a waste problem at your school. It must include:

* A brief description of the waste problem being targeted, how the grant will impact the problem and how it will create a waste-wise future for the school
* A budget outline
* A project timeline
* Three [SMART](https://www.forbes.com/advisor/business/smart-goals/) objectives

Proposals must fall under one of three categories:

* Recycling solutions (e.g. updated bin signage around the school)
* Food waste reduction (e.g. ‘Eat what you pack’ campaign)
* Waste reduction (e.g. swapping to reusable materials at the canteen)

One proposal per student or group of students per category. If a group of students apply, they must all be enrolled at the same secondary school. Where a school is K-12, the student/s submitting the proposal must be in years 7-12. The nominated secondary school must be located within the Macedon Ranges Shire. Proposal can address more than one category. Proposal must not exceed $2,000. Proposal must be submitted to Council by close of business on Tuesday 30 April 2024. Proposal must be sent to MRSC\_Resource\_Recovery@mrsc.vic.gov.au by 5pm Tuesday 30 April 2024. No applications will be accepted after this time except under extenuating circumstances.

Proposal assessment

Proposals will be assessed by the Resource Recovery team and successful proposals will have highly satisfied the criteria. A minimum of three proposals will be deemed successful (subject to funds available). Successful applicants along with their proposals will feature in the local paper and on Council’s website.

Criteria

Table 1 Secondary school grant program assessment criteria.

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| Criteria | High | Medium | Low |
| Relevance of waste problem | Proposal precisely details a clear, specific waste problem which is highly relevant to the school. The brief description thoroughly explains how the grant will impact the problem and thoroughly justifies the grant’s future impacts. | Proposal provides a good indication of a waste problem. The brief description indicates how the grant will be used. | Proposal identifies a waste problem but provides no relevance. |
| Depth of budget outline | Proposal demonstrates a thoughtful and logical budget that aligns with the selected waste problem. The budget is within the allocated parameters and is achievable. | Proposal provides a considered budget that targets a waste problem. | Proposal provides an incomplete budget or no budget at all. |
| Timeline | Proposal demonstrates a thoughtful and logical timeline that is achievable and well-structured. Timeline indicates a start and end date. | Proposal provides a considered timeline. | Proposal provides an incomplete timeline or no timeline at all. |
| Objectives | Proposal precisely details three sophisticated and logical SMART objectives. Objectives are relevant and specific to the selected waste problem. | Proposal provides three SMART objectives which are relevant to a waste problem. | Proposal provides insufficient objectives or no objectives at all. |
| Category alignment | Proposal clearly aligns with one or more categories. | Proposal aligns with one or more categories. | Proposal does not align with a category. |