

Hastings District Council’s School Waste Minimisation Funds:

School Waste Systems Fund and School Recycling Servicing Fund

Guidance for Applicants

1. Fund Purpose

The School Waste Systems Fund and School Recycling Servicing Fund seek to support and enable recycling and composting within Hastings district schools. Our goal is that these two funds will encourage schools towards long-term waste minimisation action and behaviour change, ultimately reducing waste to landfill.

2. What is available and when applications are assessed:

Funding type	What this funding covers	Amount available (GST inclusive)	Total pool available per year	When
School Waste Systems Fund	Costs to purchase recycling and/or compost bins and other related equipment such as signage.	Up to \$4,000 per school (cap of \$1000 per 250 students)	Total pool of \$50,000 each financial year	Assessed every six months
School Recycling Servicing Fund	Contributes to recycling and/or food scrap collection costs. i.e., collection by commercial waste collection providers	Up to \$3,000 per school (cap of \$1000 per 250 students per site/campus)	Total pool of \$100,000 each financial year	Assessed every six months

3. Who can apply?

These two funds have been established for schools, kura, kohanga reo and kindergartens.

There are 58 schools and 14 kindergartens within the Hastings district that are eligible to apply for these funds.

4. Eligibility and assessment

School Waste System Fund

Purpose:

The aim of this fund is to enable schools in the Hastings district to set up recycling and/or composting systems in their school.

Eligibility:

- Schools (public and integrated) may receive funding from this fund once to purchase recycling and/or compost bins and other related equipment such as signage.
- The maximum grant available is \$4,000 per school, dependant on school size. There is a cap of \$1000 per 250 students.
- There is a pool of \$50,000 each financial year.
- Privately funded ECEs and schools are not eligible for this funding, as they are a private business, however, the Waste Minimisation Team can provide support and advice on managing waste. Private ECEs and schools can make an application to the general Waste Minimisation Fund. (Refer to the Hastings District Council website for details.)
- Applications must include current quotes (less than one month old) for all proposed costs.
- Applications will be assessed twice yearly, with each funding round open for a minimum of four weeks and promoted on the Hastings District Council website.
- Eligible projects for this funding are recycling and/or composting systems.
- Discretion will be considered for schools that experience significant growth in roll numbers to apply for further funding from the School Waste Systems Fund. ie increase of 250 students within two years of initial funding.
- This fund is likely to run for a period of three years and will be assessed for relevance in late 2026.

Assessment criteria:

Applications are assessed twice yearly and awarded on a "first in, first served" basis, to those that meet the eligibility requirements outlined above. When awarding funding, Council will consider the following:

- Waste streams proposed for collection
- Current system in place
- Size of school and location
- Number of bins
- Proposed bins to be purchased provide value for money

School Recycling Servicing Fund

Purpose:

The aim of this fund is to help schools cover their recycling and/or food scrap collection costs. i.e., collection by commercial waste collection providers.

Eligibility:

- Schools can apply for this fund once per year, to help cover recycling and/or food scrap collection costs.
- The maximum grant available is \$3,000 dependant on school size and cost of recycling services in their area. There is a cap of \$1000 per 250 students per site/campus.
- Recent quotes (less than one month old) must be provided with applications.
- There is a total pool of \$100,000 per Council financial year (1 July - 30 June).
- Privately funded ECEs and schools are not eligible for this funding, as they operate as a private business, however, the Waste Minimisation Team can provide support and advice on managing waste. Private ECEs and schools can make an application to the general Waste Minimisation Fund. (Refer to the Hastings District Council website for details.)
- Applications are assessed twice yearly. There are two funding rounds per year, each open for a minimum of four weeks and promoted on the Hastings District Council website.
- Eligible expenses for this funding are recycling servicing or food scrap collection costs.
- Collections must be done by a commercial waste collection provider.
- Where a school has multiple campuses, discretion may be applied by HDC staff.

Assessment criteria:

Applications are assessed twice yearly and awarded on a "first in, first served" basis, to those that meet the eligibility requirements outlined above. If oversubscribed, priority may be given to schools that haven't received School Recycling Servicing Funding in the previous two years. These schools will take priority over other schools that may have submitted their funding application earlier in the funding round but have received funding within the previous two years. Funding will be allocated after the funding round has closed. When awarding funding, council will consider the following factors:

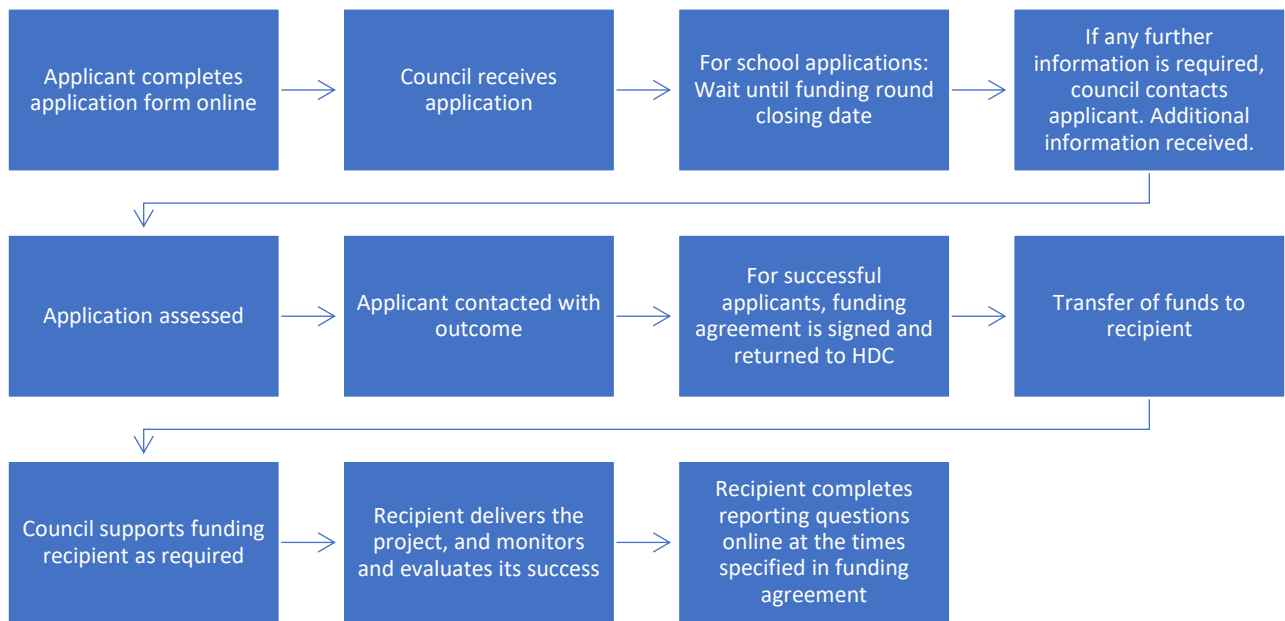
- Waste streams proposed for collection
- Size of school and location
- Waste stream volumes
- Quote for collection

All waste minimisation funding operates from 1 July - 30 June each Council financial year. If an application is received after the pool for that year has been fully allocated, the application would be deferred until the next financial year and be prioritised based on the application submission date.

5. Expectations and reporting

Successful applicants will be expected to provide collection data each year (provided by their private waste collector) to show the total tonnage of material recycled. Applicants may be required to give feedback on the success and/or learnings of the initiative.

Funding process:



6. Application questions

You will need to provide the following information to complete the online application form(s).

School Waste Systems Fund

- School contact details and alternative contact person
- Number of students enrolled
- Describe the current waste streams collected at your school
- Which of the following will you collect with the new bins proposed for purchase? (food scraps, paper and cardboard, plastic and cans, glass, other)
- Bin type (i.e. material collected) and number of bins required
- Describe where the material will go after it is collected, e.g. food scraps composted in the existing school compost bins, or via a recycling contractor. Is it an existing or new service for the school?
- Total amount requested
- Attach a recent quote (less than one month old)

School Recycling Servicing Fund

- School contact details and alternative contact person
- Number of students enrolled
- Which of the following waste streams do you intend to collect and have serviced? (food scraps, paper and cardboard, plastic and cans, glass, other)
- Describe the bin type (i.e. material collected), number of bins required and collection frequency
- Total amount requested
- Attach a recent quote from a recycling contractor (less than one month old)