Business Sustainability Program

LEAP Grants

For Sector-Wide Initiatives
Industry Associations and Business Groups

Supporting industry sectors LEAP into a more sustainable and circular economy for South Australia

2021-22 Guidelines

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Unsure if this is the latest version of the guide?
Please contact Program staff to obtain the latest copy.

Government
of South Australia

Green Industries SA

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About Green Industries SA

Green Industries SA (GISA) promotes the circular economy, best practice waste management, materials and resource efficiency, and the conservation and recovery of scarce resources. GISA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, economic and environmental performance.

For more information visit www.greenindustries.sa.gov.au

About GISA's Business Sustainability Program

The Program aims to expand South Australia's green industry sector by supporting a range of businesses, organisations, and industries to apply sustainability and circular economy principles in the commercial production of goods and delivery of services. The objective is to support business activity that reduces reliance on virgin materials, keeps materials in use for as long as possible, and eliminates waste, pollution or harm to the environment.

LEAP grants provide support for industry and sector-wide change, helping businesses take the LEAP in advancing a more sustainable and circular economy for South Australia. By working with peak industry bodies, business groups and supply chains, this component of the Business Sustainability Program offers the means to engage a broad range of organisations, helping them to learn, build capacity, network and collaborate to overcome challenges that may be difficult to address in isolation. It is complimented by support available to individual businesses through AIM Grants.

For more information visit https://www.greenindustries.sa.gov.au/BSP-overview-overview

Grant Funding Overview

Lead-Educate-Assist-Promote (LEAP) Grants

Delivered as part of GISA's Business Sustainability Program

FOR:	TO:	
• industry associations, peak industry bodies • registered business groups, networks, clusters • companies or local government with strong alliance to a network of businesses or supply chain Supporting business and industry ***LEAP*** into a more sustainable and circular economy for South Australia Driving sector-wide change for better environmental and economic outcomes	**Lead**	Share the vision and inspire businesses to embrace sustainability and circular economy principles
	Educate	Provide information, develop guidelines, raise awareness
	Assist	Provide one-on-one, tailored support for select businesses where this leads to shared learning opportunities
	Promote	Showcase success through workshops, networking events, case studies, awards and recognition programs

Up to $100,000 (maximum $50,000 per fiscal year) for projects that will drive a more circular economy for an industry sector or specific group of businesses within SA.

LEAP Grants support projects that:

- Target a specific industry sector, group of businesses, or supply chain.
- Focus on circular economy and sustainability principles such as:
  - better practice waste management in accordance with the Waste Management Hierarchy[1] (prioritising waste avoidance and reduction, reuse and improved recycling)
  - materials and resource efficiency, lean production principles and practices
  - circular supply chains and sustainable procurement
  - design for reuse, repair, remanufacture, and/or local fabrication
  - outcome-based or product as a service business models
  - product stewardship, extended producer responsibility
  - improved environmental sustainability
  - other initiatives that contribute to a more circular economy.

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[1] Projects that focus specifically on creating/expanding market opportunities for recycled materials and/or recycled-content products from for plastics, paper and cardboard, glass, scrap metal, textiles, e-waste or tyres may be eligible for GISA's *Circular Economy Market Development Grants*. Please contact GISA staff to determine which funding stream is more appropriate to your project.

Examples of acceptable project types and project components:

- Feasibility studies or pilot projects to implement circular economy principles.

- Development, testing and refinement of guidelines or strategies.

- Assessing a group of selected businesses, providing tailored advice on the opportunities and barriers for implementing sustainability and circular economy principles; coupled with summarising and sharing results to encourage industry-wide change.

- Research to identify commercially viable solutions to address specific issue(s) for an industry sector, defined area/region, or supply chain (related to circular economy principles, reduced environmental harm, improved materials efficiency and/or waste management practices).

- Education and/or promotional materials and activities demonstrating the benefits of a more sustainable and circular economy, which may include:

  - peer-to-peer learning, business innovation workshops, and networking events

  - development and delivery of educational tools and resources such as guidelines, fact sheets, and case studies

  - development of accreditation, awards, or other recognition programs that promote industry leaders.

Other projects that align with Program aim, objectives and outcomes may also be considered.

Conditions of Funding

Eligibility

Applications for LEAP Grants will be accepted from:

- peak industry bodies (industry associations or similar)

- registered business groups, networks and clusters (incorporated or unincorporated entities)

- companies or local government with strong alliance to a network of businesses or supply chain.

Applicants must demonstrate they have a strong relationship with a network of South Australian businesses, and the means to effectively engage and communicate with them.

Projects must be:

- Delivered in partnership with a suitably qualified and capable, independent and impartial service provider (a specialist advisory consultant, or equivalent).

  Funds must be used to cover fees and charges incurred by the applicant from the service provider(s) engaged for project delivery. The applicant must provide access to, and connection with a receptive audience to facilitate effective project delivery.

  OR

- The applicant must provide sufficient evidence to demonstrate a satisfactory level of expertise and experience exists within the organisation for effective project delivery. In this case, funds may be provided to cover expenses associated with project delivery by the applicant, at the absolute discretion of Green Industries SA.

Applicants must:

- Provide in-kind support for project delivery, including communication and dissemination of project promotional and educational materials to the target audience, and other agreed deliverables.

- Be solvent, and able to enter into a legally binding funding agreement with the South Australian Government (via Green Industries SA).

- Hold a current Australian Business Number (ABN) and be registered for GST; not-for-profit organisations must be registered with an appropriate Australian and/or State-based authority as a legal entity.

- Hold and maintain Public Liability Insurance to the value of at least $1 million for the duration of the proposed project[2]. If applicants are delivering the project in-house and/or contributing information to the project, they must hold and maintain both Public Liability and Professional Indemnity Insurance valued at a minimum $1 million each / per claim for the duration of the funded project.

- Comply with all federal and state laws, regulations, and any applicable Environment Protection Authority requirements.

Projects must:

- Be new, not already commenced or completed at the time of application (funds are not available retrospectively). Consideration may be given to projects that build upon a pilot (trial) and offer additional benefits to the target audience.

- Take place within South Australia for the benefit of South Australians.

- Have a clear implementation timeframe and project milestones.

- Be tailored to address the needs of the applicant and its business network or members (not provide generic advice, nor replicate an existing service, information or other resource).

- Focus on activities that are in addition to meeting minimum regulatory compliance standards.

- Meet and contribute to the Program aim, objectives and outcomes, including clear links to driving a more sustainable and circular economy in South Australia; targeting activities prioritised higher on the waste management hierarchy than current practice; best practice materials and resource efficiency.

- Be 'industry-led': applicants must demonstrate there is demand from industry/business for the project, and strong interest in the outcomes.

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[2] Applicants are encouraged to ensure service provider(s) engaged for project delivery hold and maintain both Public Liability and Professional Indemnity Insurance valued at a minimum $1 million each / per claim for the duration of the funded project.

What will NOT be funded

The following are *not eligible* **to apply** for LEAP grant funding:

- State and Commonwealth Government entities.

- Organisations with a community focus, or other non-business focus such as education.

- Organisations that provide and/or represent the interests of waste management service providers, such as commercial recyclers, landfill operators, waste transport operators and waste transfer station operators.

Businesses that provide environmental advisory, consultancy, training and/or education services, and can deliver projects that meet Program aim, objectives and outcomes, and other eligibility criteria may partner with an eligible organisation that is willing to apply for funding and take responsibility for project management, engagement and communication with the target audience.

LEAP grant **funds are** *not available* for projects that focus on:

- a broad, undefined target audience

- households, sporting clubs, community-focused initiatives such as repair cafes or tool libraries

- solutions prioritised lower on the waste management hierarchy than current practice.

LEAP grant funds are *not available* for:

- Staff recruitment and/or relocation costs.

- Travel costs incurred by the applicant[3].

- Operating costs such as rent, electricity, water, waste and other utilities.

- Subscription, lease or licensing fees.

  Consideration may be given to funding these elements if they are required as part of a funded-trial or pilot program, and participants are willing to accept ongoing future costs if the trial/pilot is successful.

- Projects that allow the applicant to make a profit.

- Fees associated with the protection or patenting of intellectual property.

- Fees for legal and accounting services.

- Fees associated with any insurances held in relation to a grant application, whether such costs are required by the funding agreement or otherwise.

- Any project that GISA deems to be inconsistent with the Program aim, objectives and outcomes.

- Any project deemed more appropriate to fit under an alternative grant funding program (administered by GISA or another organisation).

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[3] Travel costs billed to applicants by service providers engaged for project delivery may be covered at the absolute discretion of GISA. Applicants are encouraged to seek remote (online) facilitation from service providers based outside of South Australia whenever practical.

Funding Availability

Projects may be delivered in stages spanning up to two fiscal years, with a maximum $50,000 (excl. GST) available per year (total project cost must not exceed $100,000 excl. GST). Projects will be evaluated at the completion of each agreed stage, giving consideration to the level of satisfaction with project outputs and outcomes already achieved, and the demand for subsequent project stages. Following this evaluation, funds for subsequent stages may be made available at the absolute discretion of GISA.

If the applicant requires a funding contribution to cover internal costs relating to project management and delivery (salaries and wages), this should be discussed with GISA prior to application. In determining the allocation of funds towards applicant expenses, consideration will be given to the number of in-kind hours the applicant will contribute, the number of staff available, and the likelihood of the project to proceed in the absence of those funds being provided. A breakdown of activities with associated personnel, hours and costs must be provided in the application form. Provision of funds is at the absolute discretion of GISA, and if granted, will be provided up to a maximum of 10% of the total grant value.

The total annual budget allocated to the *Business Sustainability Program* is outlined in the 'Green Industries SA Business Plan' (published on the GISA website), and is subject to change. The total budget incorporates all costs required to the run the Program including grants (LEAP Grants and AIM Grants), development and publishing of case studies and other resources, staff (salaries and wages) and administrative costs.

Allocation of funds is at the absolute discretion of GISA, and GISA may set a limit on the amount of funding approved per applicant. GISA may request and/or vary the amount of a financial co-contribution to be supplied from an applicant, particularly in cases where the applicant is, or has been responsible for more than one project.

How to Apply

Before an application form is supplied, **you must contact Program staff** and discuss key elements of the project including:

- Reason for the project (motivating factors, key drivers, benefits etc.).
- Project scope, methodology, and resourcing (including how service providers will be engaged, whether this is through a selection process or direct engagement).
- Project deliverables (outcomes and outputs) and timeframes.
- Level of contribution from the applicant and GISA (in-kind and financial).

Following discussion and any subsequent refinements to project scope (if requested by GISA), if it is determined that the applicant and project are likely to be eligible, the applicant will be invited to apply for a grant and an application form will be issued (via email).

If relevant to your project, details of arrangements between applicant and service provider (consultant, or equivalent) must be enclosed with the application. This includes the relevant project proposal from the service provider(s).

Project proposals from service providers must include (as a minimum):

- project scope, methodology, and milestones
- deliverables (outputs) clearly documented / listed
- anticipated timing of delivery (based on availability and client/applicant needs)
- breakdown of project costs by activity and personnel
- evidence of relevant knowledge, experience and capability to deliver the project (such as relevant staff CVs and examples of other similar work).

Assessment Process

Applications must be delivered by email and will be acknowledged as 'received' (via return email) within 10 working days of receipt. Applications are reviewed to confirm eligibility, and evaluated for alignment with the Assessment Criteria (below). Consideration will also be given to the level of funds remaining in the Program budget to determine which applicant(s) are provided a Grant Offer.

During the assessment process, additional information may be requested to clarify aspects of the application. Failure to provide the information requested by GISA in a timely manner may terminate the assessment of the application.

The duration of the assessment process varies depending on the nature of the project, the completeness of the application, and GISA staff availability. As a guide, the duration between the submission of the application (and any additional supporting information requested by GISA) and the decision regarding funding approval should take no longer than 4 weeks (20 working days).

All applications will be treated as commercial-in-confidence. GISA reserves the right to include third party evaluations as part of the assessment process and has the ultimate discretion in relation to publicity for successful applications.

Assessment Criteria

LEAP Grant applications must be assessed as sufficient in the following areas - in addition to meeting the *Conditions of Funding: Eligibility* - to be considered eligible for potential grant funding:

- A clear and credible reason for undertaking the project, including demonstrable need (demand) for the project (supporting evidence such as communication with the target audience, and/or participation rates from similar project will be highly regarded).

- A clear and credible description of the proposed project, including a succinct and clear description of each major task (activity) to be performed, with associated budget for each major task/activity: and clearly defined target audience, outputs (deliverables), outcomes and Key Performance Indicators (KPIs).

- Demonstrate an existing and ongoing relationship with the target audience (such as membership, or examples of services provided to, and/or communication with the target audience).

- Evidence of the service provider(s) and/or applicant's (whichever is applicable) relevant knowledge, experience and capability to deliver the project.

- A clear and credible reason for selecting the service provider / delivering the project using applicant resources (whichever is applicable).

- Capability and capacity of the applicant to manage the project (considering relevant experience in grant and/or project management), and sufficient level of commitment to deliver the project in partnership with GISA and their chosen service provider (considering connection to, and effectiveness of communication with the target audience; and willingness to engage with the service provider and GISA during project delivery).

- Appropriate project risk management (identification of the main risks associated with the project and the proposed mitigation measures).

- Appropriate key performance indicators, their measurement, evaluation and data capture.

GISA may take into account other aspects of the application it regards as relevant, and preference may be given to applications that meet one of more of the following:

- Clearly demonstrates applicant's commitment for continuing or progressing the project after completion of the funding period. This could include evidence of related strategies or policies, and/or written confirmation regarding the level of support and/or funding likely to be available ongoing.

- Clearly demonstrates applicability of the project to a broader audience (in addition to the target audience; or to other non-targeted audiences).

- Grant monies are leveraged with other funding (such as participation fees from the target audience, or projects delivered in partnership with another organisation(s) that also provides funds for delivery).

Funding Agreement

Successful applicants will be required to enter into a funding agreement (provided as a *Grant Offer*) with Green Industries SA. This agreement will set out the terms of the grant, conditions, payment schedules, project deliverables, key performance indicators, reporting requirements and other matters (based on the information provided in a grant application). A copy of a standard funding agreement can be provided on request.

Timeframe

GISA aims to be flexible with regard to timeframes for project delivery and funding periods. Grant funds may be provided for eligible project costs incurred for up to 24 months from the date of execution of the funding agreement, or as otherwise negotiated and agreed by GISA.

Reporting

GISA requires successful applicants to provide reporting on the project progress and outcomes. Requirements of reporting will be specified in the *Grant Offer*, and may vary on a case by case basis in accordance with project type and deliverables. Where in-kind contributions have been nominated by the applicant, project reports must include the actual hours and costs of in-kind contributions.

Case Studies and Promotion

Applicants are not permitted to publicise their projects without the written approval in the first instance of Green Industries SA. GISA has ultimate discretion about publicity of successful applications.

Successful applicants must be willing to cooperate and participate in the development of case study materials based on funded projects (using information of a non-sensitive nature) if requested by GISA. The purpose of case studies is to encourage other organisations to undertake similar initiatives, and may be used as an educative resource by GISA and/or the successful applicant. Case study materials are usually made publicly available and may be used by successful applicants for their own promotional and/or educative purposes.

All successful applicants must, if requested, supply a high-resolution logo and authorise its use on the GISA website and to be listed as a Program participant. The value of grants will also be listed against successful applicant name on the GISA website, with a short description of the funded project.

Frequently Asked Questions (FAQs)

Please visit https://www.greenindustries.sa.gov.au/leap-grants-faqs for the latest list of FAQs on:

- Applicant eligibility
- Project eligibility
- How to apply
- What to include in an application
- The assessment process
- Funding agreements
- What to include in consultant proposals

Contact Us

For further information about the *Business Sustainability Program*, and to discuss your LEAP project, please contact one of the following Program staff:

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