
GREEN INDUSTRIES SA

Business Sustainability Program

LEAP Grants

For Sector-Wide & Supply Chain Initiatives,
Industry Associations and Business Groups

2022-23 Guideline
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**Government
of South Australia**

Green Industries SA

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About Green Industries SA (GISA)

Green Industries SA (GISA) is a statutory corporation established under the Green Industries SA Act 2004 with objectives to [a] promote waste management practices that, as far as possible, eliminate waste or its consignment to landfill; and [b] promote innovation and business activity in the waste management, resource recovery and green industry sectors, recognising that these areas present a valuable opportunity to contribute to the state's economic growth.

GISA is guided by the principles of Circular Economy; the waste management hierarchy; ecologically sustainable development; and best practice methods and standards in waste management and efficient use of resources.

Vision

Creating a sustainable future through a green economy, focusing on the value of materials in a circular economy and providing economic, social and environmental benefits.

Purpose

GISA is a leader in the circular and green economy through innovation, collaboration and excellence. We are improving our environment and wellbeing, creating prosperity and increasing economic growth, and valuing our resources and reducing pollution and waste.

For more information visit greenindustries.sa.gov.au

About GISA's Business Sustainability Program

GISA's *Business Sustainability Program* (the Program) fills an information gap, providing expertise as a basis for informed decision-making and implementation of sustainable change.

It 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.

Lead-Educate-Assist-Promote (LEAP) grants provide support for industry sectors, business groups and supply chains to 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 greenindustries.sa.gov.au/BSP-overview

Grant Funding Overview

Lead-Educate-Assist-Promote (LEAP) Grants

Delivered as part of GISA's Business Sustainability Program

FOR:

- industry associations, peak industry bodies
- registered business groups, networks, clusters
- organisations that are integral to a supply chain and have the means to effectively engage and influence within that network
- local government that has a work unit and staff responsible for business and industry development, and a strong alliance to a network of local businesses
- regional development authorities with strong alliance to a network of local businesses

TO:

- Lead** Share the vision and inspire businesses to embrace sustainability and circular economy principles
- Educate** Provide information, develop resources, raise awareness
- Assist** Provide one-on-one, tailored support for select businesses as well as 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 target a specific industry sector, group of businesses, or supply chain and will drive a more circular and sustainable economy for 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:
 - the Waste Management Hierarchy - prioritising waste avoidance and reduction, reuse and improved recycling
 - materials and resource efficiency (getting highest value use of resources; reducing unnecessary consumption)
 - net zero emissions (scope 1, 2 and 3 greenhouse emissions)
 - circular supply chains and sustainable procurement
 - design for reuse, repair, remanufacture, and/or local fabrication (keeping materials in use for as long as possible; reduced transportation of goods)
 - outcome-based or product as a service business models
 - product stewardship, extended producer responsibility
 - improved environmental sustainability (reduced environmental harm).

Examples of acceptable project types and components:

- Feasibility studies or pilot projects to implement circular economy / sustainability / net zero emissions principles and practices where the outcomes will benefit multiple SA businesses.
- 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) experienced by a group of businesses, 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, net zero emissions].
- 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 leader.
- Any combination of the project types / components mentioned above.

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 that demonstrate an integral role within a supply chain, and have effective means to engage and influence the supply chain network.
- Local government and regional development authorities with strong alliance to a network of businesses or supply chain. These organisations should provide evidence of similar projects and/or ways they have identified and engaged a target audience in the past.

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.
- Be operating in South Australia [preference may be given to those operating in SA for at least two years].
- 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, for the duration of the proposed project.
- Hold and maintain Public Liability and Professional Indemnity Insurances [or equivalent] to the value of at least \$1 million each / per claim for the duration of the proposed project.¹
- Comply with all federal and state laws, regulations, and any applicable Environment Protection Authority requirements.

Projects must:

- Have clear linkages to driving a more circular economy and/or sustainable business community in South Australia
- 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.

- 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.
- If addressing a waste management issue(s): target activities prioritised higher on the waste management hierarchy than current practice.
- 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 'business / industry-led': applicants must demonstrate there is demand and strong interest in the outcome from the target audience.

¹ 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, schools, community groups].
- 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 advisory, consultancy, training and/or education services, and can deliver projects that meet the eligibility criteria, may partner with an eligible organisation. The eligible organisation must be willing to apply for funding and take responsibility for project management, engagement and communication with the target audience. A condition of funding is that the potential applicant contact Program staff to discuss the project and their options.

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

- a broad, undefined target audience
- households, sporting clubs, community-based initiatives such as repair cafes or tool libraries
- solutions prioritised lower on the waste management hierarchy than current practice
- meeting minimum regulatory compliance standards.

LEAP grant funds are **not available** for:

- Staff recruitment and/or relocation costs.
- Travel costs incurred by the applicant.²
- Operating costs such as rent, electricity, water, waste and other utilities.
- Subscription, lease or licensing fees.³
- 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].

² 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.

³ Consideration may be given to funding subscription, lease or licensing fees if they are required as part of a funded-trial or pilot program, and if the applicant/participants is/are willing to accept ongoing future costs if the trial/pilot is successful.

Funding Availability

Projects may be delivered in stages spanning two fiscal years, with a maximum \$50,000 (excl. GST) available per year (total grant funding maximum \$100,000). 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.

Funds must be used to cover the fees and charges incurred by the applicant from other parties, such as service provider/consultant fees, room hire, catering, professional printing etc.

If the applicant requires a funding contribution towards internal costs, such as those related to time spent on project delivery and/or reporting, this must be discussed with GISA prior to application. A maximum of 10% of the total grant value may be provided as a contribution towards applicant time/internal expenses. In determining the allocation of funds towards staff time/internal expenses, consideration will be given to the funding sources of the applicant, the type of expenses, the number of in-kind hours to be contributed, 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. 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 vary the amount of 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.

The total annual budget allocated to the *Business Sustainability Program* is outlined in 'Green Industries SA Business Plan' (which is published on the GISA website for each financial year), and is subject to change. The total budget incorporates all costs required to run the Program including (but not limited to) LEAP and AIM Grants, development and publishing of case studies and other resources, staff (salaries and wages) and administrative costs.

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); and who (name and title) will be responsible for project management on behalf of the applicant organisation; and what funds are likely to be used for (consultant fees, catering, room hire, printing, other).

Note that sponsorship of events may also be considered by GISA. Sponsorship has a different approval pathway (sponsorship funds are not regarded as 'grants') – please contact Program staff to discuss your needs.

- Project deliverables (outcomes and outputs) and anticipated 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).

Details of arrangements between the applicant and their chosen service provider (consultant, or equivalent) must be enclosed with the application. This includes the relevant project proposal from the service provider(s), and if available, written confirmation for the project to proceed (agreement between the applicant and service provider may be subject to successful grant application).

PROJECT PROPOSALS FROM SERVICE PROVIDERS MUST INCLUDE (AS A MINIMUM):

- Date the proposal was prepared/provided to the client.
- Project scope, methodology, and milestones.
- Deliverables (outputs) clearly documented (included as a list, or in bold font).
- Anticipated timing of delivery (based on availability and client/applicant needs, including adequate time for GISA review of draft assessment report and associated report revisions).
- Breakdown of project costs by activity and related hours/personnel (refer to FAQs for additional information).
- 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 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 (if applicable) and the decision regarding funding approval should take no longer than 20 working days (four weeks).

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

Assessment Criteria

In addition to meeting the *Conditions of Funding*, LEAP Grant applications must be assessed as sufficient in the following areas to be considered for funding approval:

- 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] relevant knowledge, experience and capability to deliver the project [typically included as part of the service provider's project proposal].
- A clear and credible reason for selecting the service provider.
- 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 satisfactory 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. 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 provide 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 related matters. 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 report on project progress and outcomes in response to requests from Program staff. Requirements of reporting will also be specified in the *Grant Offer*, and may vary on a case by case basis in accordance with project type and deliverables. As a guide, please allow a minimum of two weeks for GISA review and feedback of draft reports. Where in-kind contributions have been nominated by the applicant, project reports must include evidence of the actual hours and costs relating to 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 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 via the GISA website 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 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 AIM project, please contact one of the following Program staff:

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Other resources and support

Green Industries SA provides more resources & support for businesses to improve their circularity and sustainability. Visit [Tools & Guides from Green Industries SA](#).



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