



# Waste Less, Recycle More

Organics Infrastructure (Large and Small) Grants Program

Stream 4: Product Quality

Application Form

Closing date: 3pm Thursday, 29 August 2019

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

Published by:

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Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

**Report pollution and environmental incidents**

Environment Line: 131 555 (NSW only) or [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

See also [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

OEH 2019/0070

June 2019

## How to complete this form

- Answer all the questions in this application form.
  - Type only in the spaces provided. The boxes provided for responses are a set size and will not expand to accommodate additional text.
  - To complete this form, you must have the latest **Adobe Reader** installed, visit the [Adobe website](#) to ensure you have the latest version.
  - **Do not use Acrobat Pro** as it will not work properly, and you will lose any data that you have entered onto the form. **You must use Adobe Reader.**
  - Incomplete or ineligible applications will not be considered.
  - All completed applications (Part A) must include the following:
    - Application Budget (Part B) as an Excel Spreadsheet
    - Project Plan (Part C) as a Word document.
    - Financial analysis as an Excel Spreadsheet.
- Do Not PDF these application documents
- Submit your completed application with all relevant attachments by the closing time and date: **3pm Thursday, 29 August 2019.**

## Enquiries

### Application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

Email: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)

### General program or project assistance

NSW Environment Protection Authority

Phone: (02) 9995 6876

Email: [organics.recycling@epa.nsw.gov.au](mailto:organics.recycling@epa.nsw.gov.au)

### Conditions of eligibility:

Read the eligibility section in the [Guidelines for Applicants](#).

1. Is your one of the following?
  - Business that is experienced in waste management or organics processing
  - NSW council
  - Group of councils
  - Other local-government controlled organisation (or deemed to have the same local government function)

If you are not one of the above, your organisation is not eligible to apply for this funding. All applicants must be legally constituted entities and be organisations, not individuals or sole traders.

2. Any time from the date you apply for this grant, will your organisation, a project partner or related company transport or arrange the transport of waste (which has been generated in NSW) out of NSW for recycling or disposal?
  - Yes
  - Yes, but exemption received
  - Yes, but applying for an exemption
  - No

3. If you answered 'yes' to the above, at the time of transporting this waste outside of NSW, was or is there a lawful recycling or disposal facility for that waste within NSW?

If you answered yes to the above question without an exemption, your organisation is **not eligible to apply for funding**.

An organisation can apply for an exemption to this requirement if its operations are close to the border of any other Australian State or Territory. To apply for an exemption, contact the EPA Organics Recycling team at [organics.recycling@epa.nsw.gov.au](mailto:organics.recycling@epa.nsw.gov.au).

If you have already received an exemption, please attach the exemption approval to your application.

4. Has your organisation already ordered or purchased any of the equipment or infrastructure which is the subject of or related to the project in this application?

If you have answered yes to the above, your organisation is **not eligible** to apply for funding for that equipment/infrastructure.

## Background

Completed applications with all attachments must be submitted to the Trust by **3pm Thursday, 29 August 2019** via email to: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au).

You must read the separate [Guidelines for Applicants](#) document (under Guidelines and forms section) **before** completing your application, particularly **Section 2: Guide to completing your application**.

### 1 Application details

Applicant organisation name	
Project title	
Funding amount requested	

Start date:

End date:

2 Provide a 100-word maximum summary of your project. This summary will be used to promote your project on the Environmental Trust website and in media releases should your application be successful.

### 3 Site location

Name of site

Address

Suburb

State

Post Code

Does your organisation own this site?

Yes

No

If no, provide leasing arrangements

### 4 State electorate and local government area

**Primary area** This must be the local government and state electorate for the project site address. Use the links below to confirm the correct council and state electorate are being selected.

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

**Secondary areas** if more than one list below matching each council with its respective electorate.

Local government area

State electorate

Provide location information for your project. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on 'What's here'?

Latitude (decimal degrees)  Longitude (decimal degrees)

**5 Applicant contact details**

Organisation

ABN  Registered for GST

Postal Address

Suburb  State  Post code

**Primary contact**

Title  First name  Surname

Position

Phone  Mobile

Email

**Secondary contact (senior officer or office-bearer)**

Title  First name  Surname

Position

Phone  Mobile

Email

**6 Management structure**

	Name	Position title
Management details – provide details of the senior management	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Number of years trading  Years under current executive

Full-time employees  Total full-time equivalent (e.g. volunteers)

7 Contact details for partners (if applicable)

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions is required with the application.

Contact Person					
Organisation 1					
ABN		Email			
Postal Address					
Suburb		State		Post code	
Phone		Mobile			

Contact Person					
Organisation 2					
ABN		Email			
Postal Address					
Suburb		State		Post code	
Phone		Mobile			

Contact Person					
Organisation 3					
ABN		Email			
Postal Address					
Suburb		State		Post code	
Phone		Mobile			

Contact Person					
Organisation 4					
ABN		Email			
Postal Address					
Suburb		State		Post code	
Phone		Mobile			

8 Has your organisation previously received funding from the NSW Environmental Trust, Environment Protection Authority or Office of Environment and Heritage?

Yes  No *If yes, provide reference numbers and/or project title.*


9 Insurance

It is a condition of your grant that you have adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance. Provide details of your insurance below:

	Insurance provider	Policy number	Coverage	Expiry date
Public Liability				
Workers Compensation				
Volunteer insurance (if applicable)				

Licensing and compliance history under NSW Environment Protection laws

10 Does your organisation currently hold NSW EPA licences for the facility where this project proposal is located?

Yes  No *If yes, provide EPA licence numbers.*

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11 In the last five years have you, or any alliance/partner organisation received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under NSW Environment Protection laws including National Parks and Wildlife Act 1974, Protection of the Environment Operations Act 2014 and the Native Vegetation Act 2003?

Yes  No *If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).*

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12 Have you contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under Section 88 of the POEO Act?

Yes  No If yes, answer **ALL** questions below.

The dates of the contraventions

The sections or clauses contravened

The person or persons, including the full names of any relevant directors or managers, who contravened the sections or clauses

The nature of the contraventions

The waste activities being undertaken at the time of the contravention:

The amount in tonnes and types of waste (including by waste classification) involved

## Project milestones

### 13 Payment and milestone schedule

Complete this part of the application form **after** you have completed Part B: Application Budget and Part C: Project Plan.

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants must be between \$10,000 and \$500,000.

The first instalment amount must be 50 per cent of your total funding amount requested, the second and third instalments 40 per cent, and the final instalment 10 per cent. Milestone 1 should be approximately January 2019.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
<b>Milestone 1</b> Signing of Deed of Agreement			<p><b>Milestone 1 Report</b> including the following:</p> <ul style="list-style-type: none"> <li>• Signed Deed of Agreement</li> <li>• Any documents required as a special condition</li> <li>• Project measures report (initial projections)</li> <li>• Tax invoice to the Trust for the instalment amount with GST if appropriate</li> </ul>
<b>Milestone 2</b> Implementation			<p><b>Milestone 2 Report</b> including the following:</p> <ul style="list-style-type: none"> <li>• Project measures report (progress)</li> <li>• Statement of Expenditure (progress)</li> <li>• Photographs of installed equipment</li> <li>• Copies of tax invoices/quotes from service providers, suppliers, contractors</li> <li>• Tax invoice to Trust for the instalment amount with GST if appropriate</li> </ul>
<b>Final Report</b> Project completion and final report			<p><b>Final Evaluation Report</b> including the following:</p> <ul style="list-style-type: none"> <li>• Project measures report (final)</li> <li>• Statement of Expenditure (final)</li> <li>• Photographs of operating equipment</li> <li>• Six-month post implementation report including proof of improved product quality</li> <li>• Site visit by EPA/Environmental Trust</li> <li>• Copies of final tax invoices for providers, suppliers, contractors</li> <li>• Documentation supporting completion of project (e.g. photos, videos, monitoring and evaluation report, media releases, construction certificate)</li> <li>• Tax invoice to Trust for the instalment amount with GST if appropriate</li> </ul>
<b>Total funding requested</b>			Total funding must equal/be the same as the amount in your submitted budget form

14 Provide an overview of your proposed project (maximum one page).

A large, empty rectangular box with a thin black border, intended for the applicant to provide an overview of their proposed project. The box occupies most of the page below the header.

Criterion 1: Demonstrated product quality improvement

15 Explain how you identified a need to improve product quality and or consistency.

16 What equipment and management systems are proposed to improve product quality or consistency?

17 Processing capacity and throughput.

What is the current processing capacity of organics at the facility (tonnes)?

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What is the current annual throughput of organics of the facility (tonnes)?

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Describe the source of this material and input contamination type and levels

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18 Explain your current decontamination and processing procedures.

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19 Explain your testing regime to ensure compliance with Resource Recovery Exemptions and Orders (attach a copy of the Resource Recovery Exemption and Order your projects are currently processed, sold or used under).



20 Describe the end products of your processing system, current markets and competition.



21 Prepare a financial analysis to support your proposal.

Provide an overview here and prepare a [financial analysis](#). The form can be downloaded from the Trust website.

22 How will you measure the impact and success of your project?

23 Detail the market for the improved product (including demand, price, and competition).

24 Detail the operational life-span of the equipment and your commitment to maintaining and promoting the improved quality of outputs.

25 Explain why this proposal would not go ahead in the-near-future, without the grant.



26 Resources from other sources

List any other grants or payments you (the applicant and partners listed in this application) have or will receive relating to this project from the Environmental Trust, NSW EPA and/or other state or commonwealth agencies.

**Note:** This grant will fund additional work but will not fund work that would have been undertaken as part of agreed commitments or existing programs run by partners.

Funding payment source	Agency providing the funding/payment	Amount of funding payment \$	Describe the relations to this project

27 Describe how your project is delivering good value for money, and how it will contribute to the aims of this grant program.

28 Detail the analysis that has been undertaken in selecting this specific equipment or management system.

29 Outline the staff training that will be undertaken to ensure the project is implemented well.

30 Outline the monitoring and evaluation that will be undertaken throughout the project and post implementation.

31 Outline your commitment to product quality and any other plans you may have for the facility such as expanded capacity and throughput.

## Part B: Application Budget

Part B is relevant to **Value for money and project impacts** assessment criterion

- The Application Budget is an [Excel spreadsheet](#) that can be downloaded from the website.
- The Budget Form must be completed and submitted with the application form.
- **DO NOT PDF** - the Budget Form must be submitted in Excel format only.

32 Project measures table

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation (the people)	SC2	People employed using Trust funds ( <b>Mandatory</b> )	Individuals that are employed using Trust grant funds.	Number of individuals	
			This excludes contractors and consultants; these individuals must be included under project measure SC3. Total hours contributed by those staff that are funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors engaged using Trust funds	The number of contractors and consultants that are funded using the Trust grant funds.	Number of individuals	
			This project measure excludes individuals recorded under SC2. Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed NOT using Trust funds ( <b>Mandatory</b> )	The number of non-Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	SC5	Volunteers involved	The number of individual volunteers that contribute to the project.	Number of individuals	
			This project measure excludes those already identified as part of project measure SC2, SC3 and SC4 as well as SC6, SC7 and SC8. The total combined hours contributed to the project by volunteers.	Combined hours contributed	
	SC10	Training sessions conducted	This can include: <ul style="list-style-type: none"> <li>• training sessions</li> <li>• seminars</li> <li>• workshops</li> <li>• conferences</li> </ul> It excludes field days, festivals, cultural events, and meetings that are primarily aimed at raising awareness. These are to be captured under SC13. If your project records against this project measure, you must also report on SC12.	Number	
	SC12	People trained	The number of people trained or who attended activities associated with project measures SC10.	Number	
	SC13	Awareness raising events	Activities that would contribute towards this project measure include: <ul style="list-style-type: none"> <li>• Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences</li> <li>• Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences</li> </ul> It excludes training workshops, study tours, cultural events, meetings and conferences that are primarily aimed at training or skill enhancement which are to be captured under SC10.	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
	<b>SC14</b>	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted as part of the project through activities associated with SC13.	Number	
	<b>SC16</b>	Individuals potentially reached ( <b>Mandatory</b> )	Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Resource Conservation	<b>RC7</b>	Built capacity to divert waste from landfill	The tonnage per annum that the infrastructure will be able to process on commissioning.	Tonnes	
	<b>RC15</b>	Additional household or municipal organics diverted	This measure refers to amount of additional household or municipal organics being diverted from landfill per annum.	Tonnes	
	<b>RC16</b>	Additional business or commercial and industrial organics diverted	This measure refers to the amount of additional business or commercial and industrial organics being diverted from landfill.	Tonnes	
Economic	<b>EC1</b>	Funding spent with NSW Suppliers (\$) ( <b>Mandatory</b> )	This measure is related to the amount of grant funding spent with NSW businesses/suppliers.	Dollars	
	<b>EC2</b>	Additional Turnover (\$/yr) ( <b>Mandatory</b> )	This measure relates to the additional turnover in dollars resulting from the grant funding.	Dollars	
	<b>EC5</b>	Other cash contributed to the project (\$) ( <b>Mandatory</b> )	This measure reports the total of cash contributions that are directly made to this project for eligible items but come from sources other than the Trust. It could include contributions from partners, community groups, donors, grantee organisation, etc. This information should come from your project budget.	Dollars	
	<b>EC6</b>	Total amount of in-kind support contributed (\$) ( <b>Mandatory</b> )	This measure captures the other support made to this project by way of in-kind contributions for eligible items. This information should come from your project budget.	Dollars	

	Projected end uses (internal: by council)		Projected end markets (external)		
	Identify use	Split amount tonnes		Identify use	Split amount tonnes
Garden organics					
Sub-total			Sub-total		
Food organics					
Sub-total			Sub-total		
Food and garden organics					
Sub-total			Sub-total		
All materials combined TOTAL			TOTAL		

Projected throughput of improved waste			
	Existing tonnes of throughput going into the improved quality system	Amount of throughput improved in quality	Testing results and comments
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			
<b>Total</b>			

Products	Current end markets		Projected end markets	
	Identify use	Tonnage	Identify use	Tonnage
	TOTAL		TOTAL	

**Part C: Project Plan**

- This part of the application is a separate [Word document](#) that can be downloaded from the website.
- This form must be completed and submitted with the application form.
- **DO NOT PDF-** the project plan form is to be submitted in Word format only.

**Other supporting information**

33 It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this. Also, detail any other benefits of the project in particular, 'Triple Bottom Line' outcomes.

- Sustainability/environmental
- Economic
- Social

34 Declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection.

35 Community Benefit: Detail how this project will specifically benefit its local community and the broader NSW community.

Local community

Broader NSW

36 Third party assistance. List all parties who have contributed to the submission of this application.

Name of third party	Type of assistance	Cost	Aspect of application worked on

## Authorisations

**APPLICANT** Include the names of two senior office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application. **No signature is required at this stage.**

### What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct. The **grant will be revoked and funds, plus interest, must be repaid** if:

- the Grantee at any time provides misleading or false information;
- there has been a material change in the circumstances of the Grantee's financial position, structure or identity including:
  - being a company, resolves to go into liquidation;
  - being a non-profit company, ceases to retain its non-profit status; or
  - being an organisation, ceases to operate.

An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Date	<input type="text"/>		
Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Date	<input type="text"/>		

## Enquiries

### NSW Environmental Trust

Telephone: (02) 8837 6093  
Email: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)

### NSW Environment Protection Authority

Telephone: (02) 9995 6876  
Email: [organics.recycling@epa.nsw.gov.au](mailto:organics.recycling@epa.nsw.gov.au)



## Feedback

Please provide some basic feedback on your experience of applying to the Organics Infrastructure (Large and Small) program. All feedback will be collated and used to assist development of future Environmental Trust grant documentation.

### 1. Time taken to develop your project (including negotiation with collaborators)

- Less than 7 days     1 – 2 weeks     2 – 3 weeks     More than 3 weeks

### 2. Time taken to complete the Trust application form

- Less than 3 days     3 – 7 days     1 – 2 weeks     More than 2 weeks

### 3. Difficulty completing the application

- Very easy     Easy     Moderate     Difficult     Very difficult

### 4. EPA Business Case Advisory Service (BCAS) application form

- Very easy     Easy     Moderate     Difficult     Very difficult

### 5. Assistance from others

Consultant (please specify)

Other (please specify)


### 6. Contact with the Trust and EPA (tick all that apply)

- EPA     Trust     Webinar     Workshops

Other (please specify)

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### 7. Where did you hear about this program?

- Newspaper advert     Email from the Trust     Trust's website     Web search  
 Colleague/other contact     Specialist/professional network     Other (specify below)

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## Application submission

It is important that you read all sections of the [Guidelines for Applicants](#), particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

Please refer to the submission process set-out below before submitting your application.

Answer all questions in Part A: Application Form.

Type only in the spaces provided in the application form. The boxes provided for answers to questions are a set size, and will not expand to accommodate additional text.

- Submit Part B: Application Budget spreadsheet. Do not include ineligible items in your grant budget.
- Submit Part C: Project Plan.
- Submit the Financial Analysis.
- Ensure the detail in your application is approved by the appropriately authorised people.
- Attach all required supporting information. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant pages.
- Do not ZIP your application.
- The Application Form must be sent as the PDF smart form. See below for document naming convention.
- The Budget must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF. See below for document naming convention.
- Additional attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc after the 'Stream 4'.
- Submit your entire application by email only. Include all relevant attachments and send to [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)
- Email subject line must use this format: Organisation Name – OI Stream 3. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after 'Stream 4'.
- Emailed applications cannot exceed 20MB including all attachments. If you have multiple documents and attachments exceeding 20MB, please split the application into several emails.

## Document naming

Applicants must adhere to the naming convention for submitting their application documents.

- Application Form                      01 Grant Application
- Application Budget                    02 Grant Application Budget
- Financial Analysis                      03 Financial Analysis
- Project Plan                              04 Project Plan
- Project Timeline                        05 Project Timeline

**Any application that is late, incomplete or ineligible will not be considered.**