



Waste Less, Recycle More Initiative

Local Government Organics Collection Systems Grants Program Round 4 Application Form

Closing date: 5pm Thursday, 19 May 2016

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

Report pollution and environmental incidents

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

See also www.environment.nsw.gov.au

OEH 2016/0005

January 2016

What you need to know about this program

Instructions: How to complete this form

- To complete this form you must have the latest **Adobe Acrobat Reader** installed, please visit the [Adobe website](#) to ensure you have the latest version. The answer boxes are set in size and will not accommodate additional text beyond the borders.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. You must use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- Complete the **eligibility checklist first** to ensure you are eligible to apply prior to continuing.
- Answer all questions in the Application form (Part A, this form). Incomplete or ineligible applications will not be considered
- Complete Part B: Application Budget. Please provide as much costing detail as available, ensuring only eligible activities/items are included.
- Provide additional information you deem may be relevant to your project. If your application refers to additional documents please attach only the relevant pages to your application. Additional material must be within the size limit guidelines.
- Application must be submitted directly by the Council requested the funding.
- Submit your application by the closing date: **5pm Thursday 19 May 2016**

Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

Telephone: (02) 9995 6876
Email: Sian.McGhie@epa.nsw.gov.au

Eligibility

1. Have you entered into a contract for the project described in your grant application?

Yes ☐ or No ☐

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

2. Have you entered into a contract to purchase mobile garbage bins (MGBs) or have a MGBs in place?

Yes ☐ or No ☐

If you answered **yes** to the above, your organisation is not eligible for the \$40 (total cost delivered) per household MGB funding.

Organisations that are eligible, must:

- Answer **all** questions in the application form.
- Submit the entire application (form and attachments) directly by email, **by the closing date**, to: waste.recycling@environmentaltrust.nsw.gov.au
- Complete and attach the Part B: Application budget ensuring that only eligible activities/items have been included.
- Complete and attach the Part C: Project Plan.

Funding

Contestable grants up to \$1,300,000 will be available for councils introducing new or **enhanced*** kerbside organics bin collection services.

- * A service is considered to be new if the household did not have access to the bin based service prior to the awarding of the grant. A service is considered enhanced if the household previously received an organics bin based service but will now be able to divert food.

Note: Funding will only be available where a council can demonstrate that the collected organic material can be processed at a suitable licensed facility. The nominated facility must be in operation or at least at operational commissioning stages in 2016-2017. The facility must be able to be licensed for the type and quantity of additional organics likely to be generated as a result of the grant project, or remain under licence thresholds. The material from the processing facility must comply with resource recovery exemptions and orders.

It should be noted that although funding of up to \$1,300,000 is available, the program is a contestable grants program and an application may or may not be approved for the full amount requested. Value for money is a key assessment criterion under this program. Applicants who are able to demonstrate best value for money will rank higher than others.

Applicants are advised to read pages 4 to 5 of the [Application Guidelines](#), for details on:

- what will be funded
- what will not be funded
- grant conditions

Part A: Application form

Completed applications with all attachments must be submitted by applicant council directly to the NSW Environmental Trust by **5pm Thursday, 19 May 2016**. All applications must be emailed to:

waste.recycling@environmentaltrust.nsw.gov.au.

Any applications that are late or incomplete will not be considered.

1 Applicant contact details

1.1 Contact details

Council	<input type="text"/>				
ABN	<input type="text"/>	Registered for GST <input type="checkbox"/>			
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>
Contact Person	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

Secondary Council Contact

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

2 Has your council previously received OEH, NSW Environmental Trust or EPA funding?

☐ Yes ☐ No If yes, please provide reference numbers and/or project title:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

3 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. Please provide details of your insurance below:

Company

Policy numbers

Coverage

Currency (expiry date)

4 Licensing and compliance history under NSW Environment Protection laws

4.1 Provide details on where the collected organics will be processed

Name of the facility

Address of the facility

Owner of the facility

What discussions/arrangements have been made to process the organics at this facility?

4.2 Licensing and regulation of the organics processing facility

Development consent details

Environment Protection Licence details

Details of other relevant approvals

4.3 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 you answered yes to the above, please provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).

4.4 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 you answered yes to the above, please 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

5 Project details

5.1 Project title and duration

Project name:

Start date:

End date:

5.2 Project Category

Please select **ONE** of the following:

- ☐ Introduction of a new garden organics collection service
- ☐ Introduction of a new food organics collection service
- ☐ Introduction of a new food and garden organics collection service
- ☐ Enhancement of a garden collection service to also collect food organics

5.3 Project elements

Please select all that apply:

- ☐ Mobile garbage bins (MGB)
- ☐ Education
- ☐ Kitchen Caddy
- ☐ Waste composition audits
- ☐ Other:

5.4 Geographical reach

If more than one, please list all with the main one listed first.

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)

5.5 Payment and milestone schedule

Complete this part of the application form once you have completed Part B: Application budget, and Part C: Project plan. Double check that all of the numbers are consistent across your application. Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants cannot exceed \$1,300,000.

The first instalment amount should be 50 per cent of your total funding amount requested, the second and third instalments should be up to 40 per cent, and the final instalment should be 10 per cent. Milestone 1 should be approximately November 2016.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed of Agreement			Milestone 1 Report including: <ul style="list-style-type: none"> Signed Deed of Agreement Any documentation required as a special condition Project Measures Report (projections) Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).
Milestone 2 Education and communication plan			Milestone 2 Report including: <ul style="list-style-type: none"> Project Measures Report (progress). Evidence that your Education and Communication plan has been approved by the EPA. Copies of tax invoices/quotes from bin suppliers and assembly contractors. Copies of tax invoices/quotes from all other related service providers, suppliers, contractors. Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).
Milestone 3 Implementation report			Milestone 3 Report including: <ul style="list-style-type: none"> Project Measures Report (progress). Evidence of educational materials provided to residents. Documentation supporting implementation of project (e.g. delivery of bins, start of collections, photos, videos etc.). Copies of tax invoices/quotes from bin suppliers and assembly contractors. Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.
Final Evaluation Six months post implementation of service			Final Evaluation Report including: <ul style="list-style-type: none"> Documentation supporting completion of project (e.g. delivery of bins, start of collections, photos, videos etc.). Project Measures Report (final). Copies of tax invoices/quotes from all other related service providers, suppliers, contractors. Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).
Total funding requested Make sure this is the same amount as in your attached budget			

6 Project description

6.1 Please 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.

6.2 What is the population of the local government area?

6.3 How many households are there in your local government area?

6.4 Approximately how many households currently have a kerbside organics bin service?

6.5 Approximately how many households will receive a new or enhanced organics bin service?

6.6 Please provide information as to why this project would not go ahead in the near future without funding from this program.

Criterion 1: Demonstrated need for a new or enhanced organics management system

7.1 Describe council's current service provided to households (if one exists).

7.2 Describe the current usage of the organics services.

7.3 How are existing collections of domestic organics processed?

7.4 How have you identified the needs and support for the proposed new or enhanced organics services?

Criterion 2: Proposal efficiently and effectively, addresses the need

8.1 Describe the proposed organics services to be provided to households.

8.2 Have you, or others, trialled any form of organics collection service in the local region?

☐

Yes

☐

No

If you answered yes, please provide detail on how your proposed project will build on the results of the trials?

8.3 Will there be any concurrent changes to other waste services?

8.4 What is the estimated increase in organics diversion from landfill?

8.4(a) Current tonnage of organics recycled through a kerbside service per annum.

8.4(b) Estimated additional tonnage of organics recycled through a new or enhanced kerbside service per annum

8.5 Explanation of how you estimated the increase between current and future organics diversion.

8.6 How will the additional tonnes of organics be processed and what products will be produced?

8.7 Describe council's use and or commitment to the use for the recycled organics.

8.8 Describe any other potential markets you have identified for the processed organics materials. Have any innovative approaches been proposed and how will they be considered prior to implementation?

Criterion 3: Appropriate communication/education strategy

- 9.1 Describe the research and/or consultation you have undertaken (or will undertake) to develop your community engagement/education strategy.

- 9.2 Describe the communication/education methods you are going to use to engage/reach stakeholders, before, during and after the roll out of the new/enhanced service.

Provide a summary below, and detail in the attached project plan.

- 9.3 Describe how you will monitor the effectiveness of the communication/education strategy (for 1 year after the service change implementation and then ongoing).

Provide a summary below, and detail in the attached project plan.

- 9.4 Describe how you will incorporate food waste avoidance with organics recycling messaging.

Criterion 4: Value for money

10.1 Council contribution: ineligible grant items/in-kind contributions.

This includes contributions by the applicant in delivering the new or enhanced organics service for items other than eligible grant items. (Refer to page 19 of the Guidelines.)

Title	Description/Comment	Unit price \$	Number of units	Total
Processing of additional organics per year				
Staff – existing				
Additional bin lift costs				
Grant administration costs				

10.2 Describe the planning and approvals that have preceded this grant application.

10.3 Describe council's ongoing commitment to organics recycling.

Part B: Application budget

Part B is relevant to assessment criterion 3 – Value for money.

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

Criterion 5: Demonstrated ability to deliver the project to a high standard

11 Project measures table

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation	SC2	People employed using Trust funds (Mandatory)	This excludes contractors and/or consultants, these individuals must be included under project measure SC3.	Number of individuals	
			Total hours contributed by those staff that are funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors engaged using Trust funds	This project measure excludes individuals recorded under SC2.	Number of individuals	
			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 (Mandatory)	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	This project measure excludes those already identified as part of project measure SC2, SC3 and SC4.	Number of individuals	
			The total combined hours contributed to the project by volunteers.	Combined hours contributed	
	SC10	Training sessions conducted	<p>This can include:</p> <ul style="list-style-type: none"> • training sessions • seminars • workshops • conferences <p>It excludes field days, festivals, cultural events, and meetings that are primarily aimed at awareness raising. These are to be captured under SC13</p> <p>If your project records against this project measure, you must also report on SC12.</p>	Number	
	SC12	People trained	The number of people trained or who attended activities associated with project measures SC10.	Number	
	SC13	Awareness raising events	<p>Activities that would contribute towards this project measure include:</p> <ul style="list-style-type: none"> • Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences • Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences 	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
			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.		
	SC14	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted by the project through activities associated with SC13.	Number	
	SC15	Educational products/resources developed	<p>Items to include:</p> <ul style="list-style-type: none"> • Brochures, unaccredited training materials, posters, fact sheets • Updates/modifications of existing material to ensure it is regionally relevant • Newsletters produced on a regular basis • Posters that advertise events and activities resulting from the grant • Web content published to as part of the project activities • Conference posters that display the results of research or scientific investigations or studies • Brief summary documents from scientific data collection, investigation reports and regional planning documents. <p>Note: Please count each resource only once, do not provide data for example on number of brochures printed.</p>	Number	
	SC16	Individuals potentially reached (Mandatory)	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	RC15	Additional household or municipal organics diverted	This project measure refers to amount of additional household or municipal organics being diverted from landfill per annum.	Tonnes	
	RC17	Additional households with a new bin based service	This measure reflects the actual number of households with a new bin based service. Do not include households that already have a bin based service, or where the existing service is changing, e.g. households with a bin for garden organics that are expanding to allow food collection in the same bin.	Number	
	RC18	Households with a new food or combined food and garden service	<p>This measure reflects the actual number of households that can now recycle food at the kerbside by putting food waste in an existing kerbside organics bin, a new food waste only bin, or new food and garden collection service.</p> <p>This may be the same as RC17.</p>		
	RC19	Participation rate - households using the bin provided	Using audit data and bin lift data, calculate the actual participation rate or uptake rate of the bin service as a percentage of the number of bins provided.	Per cent	
	RC20	Estimated contamination rate	<p>Calculate the contamination rate as a percentage of the total contents by assessing how much material is found to be included that is not designed for the bin service.</p> <p>This may be identified for example via bin audits at a household level, or via truckload audits at the collection level.</p>	Per cent	

Category	Code	Project measure	Definition	Unit of measurement	Projection
Economic	EC1	Funding spent with NSW Suppliers (\$) (Mandatory)	This measure is related to the amount of grant funding spent within NSW with NSW businesses/suppliers.	Dollars	
	EC3	Processing cost per tonne of material collected (\$/t) (Mandatory)	This measure relates to the actual processing cost of material collected by the new service.	Dollars	
	EC4	Cost per additional service (Mandatory)	This measure relates to the actual cost of the collection per household with a new service.	Dollars	

	Projected end uses (internal: by council)			Projected end markets (external)		
		Identify use	Tonnage		Identify use	Tonnage
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		

Part C: Project planning, including risk management

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

12 Other supporting information

12.1 It is expected that the project will implement best practice sustainability in design and implementation. Please detail how you intend to do this. Please also detail any other benefits of the project, in particular, 'Triple Bottom Line' outcomes.

- Sustainability/environmental
- Economic
- Social

12.2 Please declare any real, potential or perceived conflict of interest that you may be aware of.

This can relate to salary and/or contractor payments/selection or any other element of the project. Refer to page 17 of the guidelines.

12.3 Community Benefit: Detail how this project will specifically benefit the local community it is located in and the broader NSW community. Refer to page 22 of the guidelines.

Include information such as:

- Additional jobs both during construction and ongoing operational.
- New or expanded waste services.
- Sale of new products from recovered materials.
- Procurement of goods and services including communications, advertising, technical, financial, transport etc.

Local community

Broader NSW

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

Name of third party	Type of assistance	Aspect of application

Part D: Authorisations

APPLICANT Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to 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 of the information in the application is true and correct. Please note that if applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Part E: Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093

Email: waste.recycling@environmentaltrust.nsw.gov.au

NSW Environment Protection Authority

Telephone: (02) 9995 6876

Email: sian.mcghie@epa.nsw.gov.au

Part F: Feedback

Please provide some basic feedback on your experience with applying to the Local Government Organics Collection Systems program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

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

- ☐ Less than 3 days ☐ 3 – 5 days ☐ 5 – 7 days ☐ More than 7 days

2. Time taken to complete the Trust application form

- ☐ Less than 1 day ☐ 1 – 2 days ☐ 2 – 3 days ☐ More than 3 days

3. Difficulty completing the application

- ☐ Very easy ☐ Easy ☐ Moderate ☐ Difficult ☐ Very difficult

4. Contact with the Trust and EPA (all that apply)

- ☐ EPA ☐ Trust ☐ Webinar ☐ Workshops
☐ Other (please specify)

5. Where did you hear about this program?

Part G: Application Submission

Use the following checklist to make sure that your application is complete and accurately represents your project.

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

It is recommended that you read all sections of the Guidelines for applicants, particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

<ul style="list-style-type: none"> • Answer all questions in Part A - Application Form. • Submit your entire application by ONE of the methods below. (DO NOT Email AND post). Email is the preferred option. • Do not fax any part of your application. • 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. • Complete and submit Part B – Application Budget spreadsheet. Do not include ineligible items in your budget. • Complete and submit Part C – Project Plan. • Attach justification of local need if in your budget you are requesting funding for kitchen caddy liners. • Have your application authorised by the appropriately authorised people. No signature required. • 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 and relevant pages. • Submit your application form and all other documents by the closing date 5:00pm Thursday 19 May 2016. 		
Email to:	waste.recycling@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> • Do not ZIP your application. • Email subject line must use this format: <i>Council Name – LGOCS</i>. 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 the LGOCS. • Application form must be sent as the PDF smart form. Name your form ONLY as: <i>Council Name</i> • The budget spreadsheet must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF. Name your document as: <i>Application Budget, Project Plan</i> respectively. • 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. • Ensure you email your entire application, including all attachments. • Note: Emailed applications must not be larger than 10MB including all attachments. If your application is larger than 10MB please contact the Trust in advance for other forms of file transfer options. Note: DropBox is not available.
Post to:	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> • If your application exceeds 10MB, you may submit all your forms and supporting documents on a USB. • Hardcopies will not be accepted.

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