



Waste Less, Recycle More

Organics Infrastructure Fund

Organics Infrastructure (Large and Small) Program

Stream 1: Food and Garden Organics Processing

Round 4 Application Form

Closing date: 5pm Wednesday 13 July 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:

Office of Environment and Heritage NSW

59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: (02) 9995 5000 (switchboard)

Phone: 131 555 (environment information and publications requests)

Phone: 1300 361 967 (national parks, climate change and energy efficiency information, and publications requests)

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

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 2016/0177

February 2016

Instructions: How to complete this form

- To complete this form you must have the latest **Adobe Acrobat Reader** installed. You can download the latest version from the [Adobe website](#).
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. You must use **Adobe Reader**.
- Complete the **eligibility checklist first** to ensure you are eligible to apply prior to continuing.
- Answer all questions in the application forms. Incomplete or ineligible applications will not be considered.
- All applications must complete and attach with their submission:
 - Application Budget (Part B) as an Excel Spreadsheet
 - Project Plan (Part C) as a WORD document.
 - Financial Analysis spreadsheet.
- For all projects **requesting more than \$500,000**, you must complete and attach the Cost Benefit (economic) Analysis spreadsheet.
- For all projects **requesting more than \$1,000,000**, you must complete and attach the Implementation Plan.
- Submit your application by the closing date: **5pm Wednesday 13 July 2016**.

Eligibility

1. Will your organisation, a project partner or related company transport or arrange transport of waste generated in NSW for recycling or disposal out of NSW at any time from the date you apply for this grant up until completion of the project if there is, at the time of transport, a lawful recycling or disposal facility for that waste within NSW?
If you have answered yes to the above, your organisation **is not eligible to apply for funding**. However, an organisation can apply for an exemption to this requirement if its operations are close to the border to any other Australian State or Territory (See Guidelines).

2. Has your organisation already purchased any of the equipment/infrastructure for which you are applying for in this application?
If you have answered yes to the above, your organisation is **not eligible** to apply for funding.

3. Legal status of your organisation

Organisations eligible to apply include:

- businesses that are experienced in waste management and/or organics processing
- NSW councils
- groups of councils
- other local-government controlled organisation (or deemed to have the same local government function)

Note: All applicants must be legally constituted entities and be organisations not individuals or sole traders.

Refer to page 3 of the Application Guidelines.

4. Conditions of eligibility

Please read pages 3 and 4 of the Application Guidelines

Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Wednesday, 13 July 2016** via email to: waste.recycling@environmentaltrust.nsw.gov.au. Any applications that are late or incomplete will not be considered.

1.1 Primary contact details

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

Secondary contact details

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"/>				

1.2 Management structure

	Name	Position title
Management structure details: Please provide details of key individuals involved in the project. Attach CVs to the back of the application (no more than 2 pages per person).	<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	<input type="text"/>	Years under current executive	<input type="text"/>
Full-time employees	<input type="text"/>	Total full-time equivalent (e.g. volunteers)	<input type="text"/>

1.3 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	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

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

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

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)	

Licensing and compliance history under NSW Environment Protection laws

4.1 Does your organisation currently hold a NSW EPA licence(s) for the facility where this grant is based?

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

--

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

4.3 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, 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

Project details

5.1 Project title and duration

Project name:

Start date:

End date:

5.2 Project location. Please specify where your project is located.

Name of site

Address

Suburb

State

Post code

5.3 Geographical reach

Primary area. This must be the local government and state electorate for the project site address. To help you, please 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, please list the areas below.

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)

5.4 Payment and milestone schedule

Complete this part of the application form once you have completed Part B: Application Budget and Part C: Project Plan. Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants must be between \$25,000 and \$5 million.

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 October 2016.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed of Agreement			Milestone 1 Report <i>including the following:</i> <ul style="list-style-type: none"> signed Deed of Agreement any documents required as a special condition Project measures report (initial projections) tax invoice to the Trust for the instalment amount with GST if appropriate
Milestone 2 Proof of approvals and ordering equipment			Milestone 2 Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) a statement signed by Directors that the company is solvent and the state of the Directors knowledge about future events that may impact on the solvency of the company or its capacity to deliver the project references from company auditors, bankers business partners and accountants names, details and qualifications of officers who can exert influence over the financial management of the company minutes of the most recent Directors' meetings, and Management meetings copies of supplier/order documentation (Agreements/ Letters of engagement/purchase orders) copy of final design and costs copies of tax invoices/quotes from service providers, suppliers, contractors tax invoice to Trust for the instalment amount with GST if appropriate
Milestone 3 Commissioning			Milestone 3 Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) photographs of installed equipment site visit by EPA/Environmental Trust copies of tax invoices/quotes from service providers, suppliers, contractors tax invoice to Trust for the instalment amount with GST if appropriate
Milestone 4 Project completion and final report			Final Evaluation Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (final) Statement of Expenditure (final) photographs of operating equipment three month post implementation report site visit by EPA/Environmental Trust copies of final tax invoices for providers, suppliers, contractors documentation supporting completion of project (e.g. photos, videos, monitoring and evaluation report, media releases, construction certificate) tax invoice to Trust for the instalment amount with GST if appropriate
Total funding requested			

Project description

6.1 Please provide a one page overview of your proposed project.

6.2 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.

6.3 Please explain why this project would not go ahead in the near future without funding from this program.

Criterion 1: Organics inputs and outputs

7.1 Throughput and processing capacity

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

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

7.2 Please list the types of organics you intend to recover and their sources

7.3 What is the estimated capacity and throughput of your facility once the grant project has been completed? Please estimate the timeline for this increased throughput.

Estimated additional processing capacity of your facility (tonnes)?

Estimated additional throughput of your facility (tonnes)?

Criterion 2: Market analysis

Note: There are two markets, one for supply of organics, and one for demand for the recovered organics

8.1 If the project site currently handles organics recovery, please list the existing arrangements for the supply of organics.

8.2 Please provide information on the expected supply of the additional/new organics

8.3 Please provide information on the expected end products of your processing operation and the demand/market for these end products.

8.4 Considering the last three years, demands for the recovered resource are:

- Increasing Decreasing
 Stable Fluctuating Other (specify below)

Criterion 3: Technical analysis

9.1 Describe your facility/site

9.2 Describe the organics processing method

9.3 List the infrastructure and equipment you intend to purchase.

If you are applying for equipment for only one stage of the organics treatment process, include here a detailed justification of how the equipment increases the operational capacity of the facility and or will lead to increased diversion from landfill.

9.4 Detail the analysis that has been undertaken in selecting this specific infrastructure and equipment.

Criterion 4: Licensing, approvals and best practice

10.1 Management systems

Management System	System in place and internally audited	System in place and independently audited	System in place and independently audited/ certified to ISO9001, ISO14001, AS4801/ or other.
Quality			
Environmental Management			
Work, Health Safety (WHS)			

Describe the management systems you have in place and how they are reviewed and improved

10.2 Detail the licensing and approvals needed for your project.

10.3 Describe the steps you have taken to obtain the necessary approvals.

10.4 Describe any existing reputation/relationship with stakeholders.

Criterion 5: Value for money and project impacts

11.1 Use a cost benefit analysis (economic) and financial analysis to support your proposal.

Provide an overview here and submit your cost benefit analysis with your application. Projects requesting less than \$500,000 must submit a financial analysis, and projects requesting greater than \$500,000 must submit both a financial and cost benefit (economic) analysis. These forms can be downloaded from the website.

11.2 Detail the operational life-span of the infrastructure and equipment

--

11.3 Resources from other sources

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

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

11.4 Additional contribution – ineligible grant items (cash and in-kind contributions)

This includes contributions by the applicant in delivering the projects for ineligible grant items. (See page 6 of the [guidelines](#)).

Title	Description/comment	Unit price \$	Number of units	Total

11.5 Describe how your project is delivering good value for money

Part B: Application budget

Part B is relevant to assessment criterion 5: Value for money and project impacts

- 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.

Criterion 6: Demonstrated ability to deliver the project to a high standard

12.1 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 (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	

Category	Code	Project measure	Definition	Unit of measurement	Projection
	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 <p>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.</p>	Number	
	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	

Category	Code	Project measure	Definition	Unit of measurement	Projection
Resource Conservation	RC7	Built capacity to divert waste from landfill	The tonnage per annum that the infrastructure will be able to process on commissioning.	Tonnes	
	RC15	Additional household or municipal organics diverted	This measure refers to amount of additional household or municipal organics being diverted from landfill per annum.	Tonnes	
	RC16	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	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	
	EC2	Additional Turnover (\$/yr) (Mandatory)	This measure relates to the additional turnover in dollars resulting from the grant funding.	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	
	EC5	Other cash contributed to the project (\$) (Mandatory)	This measure reports the total of cash contributions that are directly made to this project 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	
	EC6	Total amount of in-kind support contributed (\$) (Mandatory)	This measure captures the other support made to this project by way of in-kind contributions. It could include non-Trust funded salary equivalents, services, materials, venue access, vehicles use, etc. This information should come from your project budget.	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	

12.2 Outline the staff training that will be undertaken to ensure the new facility is operated well.

Part C: Project Plan, including risk management

- 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

13.1 It is expected that the project will implement best practice in sustainability. Please 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

13.2 Please 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. (See page 17 of the [guidelines](#)).

13.3 Community Benefit: Detail how this project will specifically benefit the local community it is located in and the broader NSW community. Refer to page 24 of the [guidelines](#).

Include information such as:

- Additional jobs both during construction and ongoing operations.
- 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

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

Name of third party	Type of assistance and cost	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	<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"/>

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: organics.recycling@epa.nsw.gov.au

Section F: Feedback

Please provide some basic feedback on your experience with applying to the Organics Infrastructure (Large and Small) 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. 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)

--

7. Where did you hear about this program?

--

Part G: Application submission

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.

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

Before submitting your application, please refer to the submission process set-out below.

<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. • For projects requesting less than \$500,000 in grant funding, complete and submit the financial analysis. • For projects requesting greater than \$500,000 in grant funding, complete and submit the financial and economic analysis. • For projects requesting greater than \$1 million in grant funding, complete and submit the implementation plan. • Have your application authorised 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. • Submit your application form and all other documents by the closing date 5pm Wednesday 13 July 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>Organisation Name – OI Stream 1</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 Stream 1. • Application form must be sent as the PDF smart form. Name your form ONLY as: <i>Organisation Name and application number if more than 1</i>. • The budget, financial analysis and cost benefit analysis spreadsheets must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF. Name your document ONLY 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.
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.