



# Waste Less, Recycle More Initiative

Waste and Recycling Infrastructure Fund

Resource Recovery Facility Expansion and  
Enhancement Grants Program

Round 4 Guidelines for Applicants

Closing date: 5pm Thursday 9 February 2017

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.

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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](mailto:info@environment.nsw.gov.au)

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

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

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## What you need to know about this program

### About the NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of NSW. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Office of Environment and Heritage (OEH).

### About the NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is an independent statutory authority and the principle environmental regulator in NSW. It leads the state's response to managing a diverse range of activities that can impact on the health of the NSW environment and its people, using a mix of tools including education, partnerships, licensing and approvals, audit, enforcement and economic mechanisms. The EPA is empowered under the *Protection of the Environment Administration Act 1991* (POEA Act).

### About the Waste Less, Recycle More Initiative

In February 2013, the NSW Government announced the five-year \$465.7 million Waste Less, Recycle More initiative in response to the findings of the independent review of the waste levy.

The EPA is responsible for the delivery of programs under this initiative along with the overall outcomes. The Trust is responsible for the delivery of the contestable grant programs. A key focus of this initiative is to assist communities, business and industry across the NSW economy to reduce waste, increase recycling and meet recycling targets in NSW 2021: A plan to make NSW Number One.

The initiative is made up of:

- \$250 million Waste and Recycling Infrastructure Package, consisting of:
  - \$70 million Organics Infrastructure Fund
  - \$70 million Community Recycling Centre Fund
  - **\$60 million Waste and Recycling Infrastructure Fund**
  - \$35 million Business Recycling Fund
  - \$15 million Recycling Innovation Fund
- \$137.7 million Supporting Local Communities Fund, including:
  - \$38.7 million Waste and Sustainability Improvement Payment Transition Fund
  - \$70 million Local Government Waste and Resource Recovery Fund
  - \$13 million Voluntary Regional Local Government Fund
  - \$9 million Regional Waste Avoidance and Resource Recovery Strategy Fund
  - \$7 million Regional Landfill Consolidation Fund
- \$58 million Illegal Dumping Fund
- \$20 million Litter Fund

## About the Resource Recovery Facility Expansion and Enhancement (RRFEE) program

### Objective

The objective of this program is to **increase the amount of waste materials recycled** by accelerating and stimulating investment in recycling infrastructure at existing facilities.

### Aim

This funding round is designed to accommodate a broad range of expansion and enhancement projects for **existing licensed recycling facilities**. Construction and demolition (C&D) operators are now able to access this program as the EPA recognises that the C&D waste sector has the potential to return large volumes of recovered material into the economy and thus reduce its environmental impact. Small and medium sized operators in the C&D waste sector are encouraged to apply to this funding round to improve the volume of materials recovered from C&D waste.

Proposed grants will be considered based on their ability to increase recycling of waste materials from households and businesses in a cost effective manner. This grants program will focus on expanding and enhancing infrastructure and plant for:

- recovery of recyclables from sorted and unsorted waste from business, industry and households
- reuse, recycling and reprocessing of recyclable materials from business, industry and households such as paper, glass, metals, tyres, rubber, wood/timber including engineered timbers, Copper Chrome Arsenic (CCA) treated timber and other treated timbers, plastics, cardboard and consumer packaging, e-waste, plasterboard and other C&D wastes, excluding asbestos and contaminated waste.
- processing and stabilisation of residual business, industry and household waste

This program is not designed to fund new recycling facilities as the [Major Resource Recovery Infrastructure](#) grants program has provided support for new infrastructure. Similarly, new and expanded infrastructure and plant for food and garden waste are also excluded from this program as they are covered under the [Organics Infrastructure Fund](#).

Applications are now invited for Round 4 of the RRFEE grant program.

## Eligible organisations and projects

### Eligible organisations

Grants under this program are made available to organisations, not individuals.

To be eligible for this funding, organisations must:

1. currently own and operate a resource recovery facility that is licensed by the NSW EPA
2. be one of the following types of organisations:
  - council (as defined in the Local Government Act), regional organisation of councils or other local government controlled organisation
  - non-government/not-for-profit organisation (must comply with the [ATO's definition](#)) with an established legal status
  - non-government/not-for-profit organisation (must comply with the [ATO's definition](#)) without a legal status that are able to be administered by another organisation
  - private industry or partnership as defined under the Corporations Act
3. have a history of compliance with NSW environment protection laws

### Compliance with NSW environment protection laws

Please note that the Trust, with support from the EPA, will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 1997 (POEO Act)*, *POEO (Waste) Regulation 2014 (POEO Waste Reg)* and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if they, or any directors or managers of the applicant (whether as directors or managers of the applicant or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the *POEO Act* or *POEO Waste Regulations* with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required. This also includes a contravention of any clause of a resource recovery exemption.

These matters can be taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.

### Submission must be by the applicant organisation

Third party submissions will not be accepted. The application must be submitted by an employee of the organisation applying for the grant and this person must be the primary contact whose details are shown in the application. The primary contact must be available to respond to questions and requests for information from the Trust or the EPA during the application assessment process and, if the application is successful, for the duration of the project.

### Nominating an administrator

Non-government organisations may nominate another organisation to administer grant funds on their behalf. If your organisation is not incorporated, it is essential to have an administrator that is an incorporated not-for-profit organisation or government entity to be eligible to apply.

### Ineligible organisations

Organisations are ineligible for funding if they:

- Are sole traders.
- Carry out resource recovery activities at present but are not licensed by the EPA.
- Are not compliant with NSW environment protection laws.

## What will be funded?

The Resource Recovery Facility Expansion and Enhancement grants program aims to increase the amount of waste materials recycled in NSW.

Grants of between \$100,000 and \$1,000,000 are available, to provide up to 50 per cent of the **capital costs** relating to the **enhancement** or **expansion** of infrastructure.

**Enhancement:** A project that will involve changes to an existing sorting or recovery facility that will increase the recovery of waste materials. An example may be an enhancement to a material recovery facility to separate and recycle plastics that would otherwise be disposed to landfill.

**Expansion:** A project that involves an increase in processing capacity of an existing plant. For example, a plastic and glass recycling operation that increases its processing capacity from 10,000 tonnes per annum to 15,000 tonnes per annum.

Funding will be available to cover the cost of construction of recycling and processing equipment, sheds, buildings and directly related civil works, but will not cover the purchase of land. Funding can also be used for planning approval from council (if needed) and/or variations to Environment Protection licences. Applicants that are willing to contribute more than 50 per cent will be favoured in the grant assessment process.

**Note:** The facilities processing C&D wastes (refer to page 2 for priority waste streams) are strongly encouraged to apply. Preference will be given to such facilities during the selection process, in particular, small to medium sized operators.

Projects aimed at expanding or otherwise enhancing regionally significant facilities should be based on priorities in the regional waste strategies. Please speak to the EPA if you are not aware of the regional waste strategy for your area.

## What will not be funded?

Infrastructure projects will be ineligible for funding where:

- Facility upgrades and enhancements do not recycle additional material.
- Where contracts or commitments to construct infrastructure or buy equipment have already been entered into and/or where construction/installation has commenced.

Recycling is not considered additional if, as at the opening date of this grant round, a prospective applicant:

- Is already contracted to receive waste for a period more than three years; and
- Is required to recycle or reuse that waste under that contract; or
- Is contracted to supply a recycled product that could be derived from that waste for a period of more than three years.

The following specific items are ineligible for grant funding or as your co-contribution:

- waste to energy projects including the generation of Waste to Energy products
- land acquisition
- contingency allocation
- project management costs
- ongoing operational costs
- works already completed at the time the funding round opened (including but not limited to contracts to construct infrastructure or buy equipment or where construction/installation has already commenced)
- ongoing maintenance of projects to which organisations have committed as part of a previous grant or another project
- facility expansions and enhancements that do not divert additional waste from landfill
- facility expansions and enhancements for food and garden organics
- construction of new facilities

- any costs associated with the application or gaining of funding
- Third Party Assistance: Applicants are welcome to seek Third Party assistance to develop their project and complete their application, however please be advised that any costs associated with this service cannot be reimbursed using Trust funding. Likewise, any Third Party assistance provider involved in the development of the project application should not be eligible to tender for contract activities for that project (due to unfair advantage)
- the Applicant's co-contribution must be: in cash; able to be attributed to payment of specific invoices covering at least 50 per cent of the eligible costs; and at least equal to the grant amount spent

## Funding from multiple sources

Some large projects may require multiple sources of government funding. You must advise us if you:

- Have secured funding from another government agency for the same or related activities to those you are seeking funds for from the Trust.
- Have current applications lodged with other government agencies.
- Receive other funding from other government agencies while your project is underway.

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

## Financial and economic analysis

Applicants will need to undertake a financial analysis and potentially a cost benefit analysis (economic analysis) depending on the funding thresholds detailed below. The financial analysis is required to demonstrate that the project is financially viable. The cost benefit analysis is required to ensure that approved projects will provide value for money, deliver a net public benefit and will deliver significant resource recovery outcomes.

All Applicants are required to submit a financial analysis using the template provided on the Trust's website.

Applicants with **projects valued at over \$1million, regardless of the amount of grant funding** requested, are also required to submit a Cost Benefit Analysis (economic analysis) using the template provided on the Trust's website.

For further guidance on conducting a cost benefit analysis, applicants should refer to [NSW Treasury's NSW Government Guidelines for Economic Appraisal](#) and consider applying for EPA business case support (see page 8, Business case for more details).

## Financial analysis

In the financial analysis applicants need to:

- Include all projects costs, including capital, operating, maintenance, provision for contingencies and tax.
- Include all income streams, for example gate fees, sale of recovered materials and grants.
- Confirm that the project is financially viable.

## Cost benefit analysis

Applicants for projects with a total worth of over \$1 million (i.e. taking into account the value of the grant plus all other investment) will need to undertake a detailed cost benefit analysis of their project. This is a form of economic appraisal that will assist the Trust to understand the private and public benefits associated with your proposal.

Commercially sound projects that seek to maximise public benefits (such as diversion of waste from landfill, other environmental benefits, employment of people with disabilities and creation of new jobs) will be favourably considered. Applicants should provide a detailed analysis of the following criteria to support their application:

- all costs are identified (capital, operating, maintenance, provision for contingencies)
- all benefits are identified (e.g. avoided costs, savings, and revenue from sale of recovered materials)
- net benefits are assessed (using the discounted stream of costs and benefits based on NSW Treasury's economic appraisal guidelines), and include data on:
  - net present value with and without grant funding

- benefit cost ratio
- internal rate of return (percentage)
- dollars of grant funding per tonne of additional material recycled
- sensitivity testing (analyse options under different scenarios and discount rates)
- all references are documented including the data sources and assumptions

### Best practice in sustainability

It is an expectation that projects will implement best practice in sustainability. In infrastructure projects this can be defined as being mindful of the 'big picture' in designing, building, upgrading or enhancing a facility. This could include passive solar design, the orientation of a building, using locally native species in landscape design, use of LED lighting or incorporating natural lighting where possible, using recycled materials, using alternatives to concrete or minimising concrete use, and incorporating water sensitive urban design principles.



## Assessment criteria

Selection for Trust grants is a merit-based process. Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the following table.

The application forms will allow the TRC to assess your project. Your application should be prepared with these criteria in mind. Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. All questions in the application form should be answered fully.

1. Amount diverted (20 per cent). See question 19, Part D Waste Tonnage Forecast
<ul style="list-style-type: none"> <li>Increased capacity to recycle <i>additional</i> materials, measured in tonnes/year.</li> <li>Materials diverted from landfill are recyclable materials from business, industry and households such as paper, glass, metals, tyres, rubber, wood/timber including engineered timber, Copper Chrome Arsenic (CCA) treated timber and other treated timbers, plastics, cardboard and consumer packaging, e-waste, plasterboard and other construction and demolition (C&amp;D) wastes excluding asbestos and contaminated waste, measured in tonnes per year.</li> </ul>
2. Market analysis and business case (10 per cent). See questions 20 to 23
<ul style="list-style-type: none"> <li>Access to supply of recyclable material to utilise the additional capacity (qualitative assessment of the likelihood that supply is or can be secured) <ul style="list-style-type: none"> <li>Suppliers of <i>additional</i> waste are identified?</li> <li>Pricing and service offering are viable/credible?</li> </ul> </li> <li>Access to markets to utilise the recovered materials (qualitative assessment of the likelihood that demand is or can be secured) <ul style="list-style-type: none"> <li>buyers of recovered materials are identified</li> <li>appropriate specifications and quality standards for products selected</li> <li>compliance of products with Resource Recovery Exemption framework likely</li> </ul> </li> <li>Pricing and service offering are viable/credible.</li> </ul>
3. Technical analysis (10 per cent). See questions 26 to 28.
<ul style="list-style-type: none"> <li>Suitability of the facility for the proposed location given other existing and planned facilities servicing that locality or region.</li> <li>Effectiveness of the technology for the proposed application and materials.</li> <li>Evidence that the technology has been proven in similar applications, including overseas (written testimonials or contactable referees).</li> </ul>
4. Planning and environment protection licensing (10 per cent). See questions 29 to 33.
<ul style="list-style-type: none"> <li>Ability to obtain relevant planning and licensing approvals.</li> <li>Performance and compliance history of existing licenses.</li> </ul>
5. Project impacts (10 per cent). See questions 36 to 39.
<ul style="list-style-type: none"> <li>Alignment with sustainability policy/strategy.</li> <li>Environmental benefits (including non-market costs and benefits).</li> <li>Social benefits.</li> <li>Economic benefits.</li> </ul>
6. Value for money and economic benefit (30 per cent). See questions 40 to 46.
<ul style="list-style-type: none"> <li>Grant dollars invested per annual tonne of additional recycling capacity (priority given to projects seeking less than \$150 per tonne per year of built processing capacity) - see Application budget.</li> <li>Overall investment by government (minimise percentage) and the related co-investment leveraged (See Application budget).</li> <li>Includes CBA consideration for projects with a total project value of \$1 million or more (Excel form to be submitted).</li> <li>Financial viability of project (Excel form to be submitted).</li> <li>Net public benefits based on the cost benefit analysis and compliance with NSW Treasury's Economic Appraisal Guidelines (See Application budget).</li> </ul>
7. Demonstrated ability to deliver the project to a high standard (10 per cent). See questions 47 and 48
<ul style="list-style-type: none"> <li>Sound project planning and methodology.</li> <li>Demonstrated management skills, expertise and relevant experience.</li> <li>Management systems currently in place at the facility to be expanded or enhanced.</li> </ul>
8. Compliance History – eligibility and risk assessment consideration
<ul style="list-style-type: none"> <li>Compliance with NSW environmental and planning laws.</li> <li>Performance under any previous Waste Less, Recycle More or other Environmental Trust grants.</li> </ul>

## Business case support

The EPA will make available up to eight hours of business case support to prospective applicants. The role of the advisors will be to support the applicant as they prepare their business case; advising on appropriate analysis, content and presentation of information. In other cases the advisor will provide comment and critical feedback on the quality of the business case presented. Business cases prepared in a consistent format and to high standards will streamline the assessment process and increase the overall quality of grant applications.

To apply, applicants will need to complete the EPA's [Business Case Advisory Service](#) application form which can be found on the Trust's webpage.

The advisors are able to cover the following areas of planning and analysis:

- Market analysis, including supply of waste and demand for product.
- Technical analysis, including selection, integration and optimisation of plant and equipment.
- Cost benefit analysis, including the preparation of a cost benefit analysis consistent with NSW Treasury Guidelines and assessment of net public benefits.
- Economic analysis, including the external costs and benefits.
- Planning and licensing analysis.
- Project planning to detail steps involved in commissioning and ongoing operation of the infrastructure.

Advisors **will not** be funded by the EPA to:

- Gather the necessary background information, although they can provide advice on where to access the necessary information. It is expected that the applicant would have already developed or have this ready.
- Prepare a complete business case on behalf of the applicant.
- Prepare a complete grant application on behalf of the applicant.

The provision of support is at the discretion of the EPA and not all applicants will receive support, however not receiving support does not infer ineligibility under this program.

If you are successful, the EPA program manager will contact you and will arrange a meeting time with the advisor. Advisors are contracted by the EPA and are bound to keep information provided by applicants as confidential.

Requests for support under the Business Case Advisory Service are available from:

**Tuesday 6 December 2016 to 5pm Wednesday 1 February 2017.**

You are encouraged to apply early to allow sufficient time and resources for your request to be met.

## Application and submission process

The Application Form consists of three parts:

Part	Forms	Format	Note
<b>A</b>	Application Form	PDF (Smart form)	Form is locked. Size of the text boxes will not expand, so ensure your answer fits in the space provided.
<b>B</b>	Application Budget	Excel Spreadsheet	Application budget form is locked. Do not cut and paste into the spreadsheet.
<b>C</b>	Project Plan	Word document	Form will expand to accommodate your answers.
<b>D</b>	Waste tonnages forecast	Excel Spreadsheet	Form is locked with cells allowing for quantity of additional waste input and output data. Do not cut and paste into the spreadsheet.
<b>E</b>	Financial analysis	Excel Spreadsheet	All projects must complete a Financial Analysis using the template provided.
<b>F</b>	Cost benefit analysis	Excel Spreadsheet	Projects with a total project value of \$1 million or more must also complete a detailed Cost-Benefit Analysis using the template provided.

These documents can be downloaded from the [Trust's website](#). For further information on Part B: Application Budget, please refer to the instructions within the Excel spreadsheet.

### Who to contact if you need further help

#### Advice on the funding application process

NSW Environmental Trust

Phone: (02) 8837 6093

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

#### Advice on the funding program and project technical issues

NSW Environment Protection Authority

Phone: (02) 9995 6919

Email: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)

### Letters of support

If letters of support are submitted with your application they must be signed by a senior manager or senior officer bearer of the organisation providing them and be relevant to this proposal.

### Attachments

Any additional material submitted with your application must be kept to a minimum. Please limit the number and size of attachments, as large attachments will not be forwarded to the Technical Review Committee for consideration. Use extracts as appropriate with reference to full documents. If you do provide attachments they must be referenced in the application by document and page number. Provide a concise answer in the space provided and reference to additional information. Do not merely state 'see attachment' as this will not be considered as an answer.

## Application submission

It is recommended that you read all sections of the Application Guidelines, particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST. Before submitting your application, please refer to the submission process set-out below.

**Applicants must adhere to the naming instructions for submitting their application documents (please refer to Document naming below).**

<ul style="list-style-type: none"> <li>• Answer <b>all</b> questions in Part A - Application Form.</li> <li>• Type only in the spaces provided in the application form. Answer boxes are a set size, and will not expand to accommodate additional text.</li> <li>• Application form must be submitted as a <b>PDF smart form</b> (see instructions in the form and on the web page).</li> <li>• Application budget must be submitted as an Excel document. <b>DO NOT PDF</b></li> <li>• Waste tonnages forecast must be submitted as an Excel document. <b>DO NOT PDF</b></li> <li>• Project Plan form: must be submitted as a Word document. <b>DO NOT PDF</b></li> <li>• Cost Benefit Analysis and Financial Analysis must be submitted using the Excel templates provided. <b>DO NOT PDF</b></li> <li>• Have your application authorised by the appropriately authorised people.</li> <li>• Attach all required supporting information. Additional information should be kept to a minimum. <b>If your application refers to a large document, only include the relevant pages of that document</b> i.e. title page, executive summary, relevant pages. If submitting a PDF, do not lock this document. If locked, it is unable to be merged into the review package.</li> <li>• Submit your entire application by <b>ONE</b> of the methods below - <b>DO NOT</b> Email AND post. <b>Note:</b> Email is the preferred option. Posted USB applications must be received on or before the closing date.</li> <li>• <b>Do not fax</b> any part of your application.</li> <li>• <b>Do not ZIP your application documents.</b> ZIP files <b>cannot be accepted</b> by the Trust.</li> <li>• Email subject line format must be: <b>Organisation Name - RRFEF Round 4 Application.</b></li> <li>• One application per email. If more than one, number accordingly. i.e. <b>XYZ Company RRFEF Round 4 Application - 1.</b></li> <li>• If your application exceeds 10MB, submit your application in a series of emails. Submit the application forms in one, and your attachments in another. Please use the following subject line for your email: <b>Organisation Name RRFEF Application – Email 1 of 2, and Organisation Name RRFEF Application – Email 2 of 2.</b></li> <li>• Submit your application form and all other documents by the <b>closing date 5pm Thursday 9 February 2017.</b></li> </ul>		
<b>Email to:</b>	waste.recycling@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> <li>• Ensure you email your entire application, including all attachments.</li> <li>• <b>Note:</b> Emailed applications cannot exceed <b>10MB</b> including all attachments.</li> </ul> <p>If the files exceed 10MB please submit using the One Drive option or submit as a series of emails.</p>
<b>Post USB to:</b>	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> <li>• <b>Only if</b> your application exceeds 10MB, you may submit all your forms and supporting documents by posting a USB.</li> <li>• Hardcopies will not be accepted.</li> </ul>

## Document naming

- |                          |                             |
|--------------------------|-----------------------------|
| • Application Form       | 01 Grant Application        |
| • Application Budget     | 02 Grant Application Budget |
| • Project Plan           | 03 Project Plan             |
| • Waste Tonnage Forecast | 04 Tonnage Forecast         |
| • Financial Analysis     | 05 Financial Analysis       |
| • Cost Benefit Analysis  | 06 Cost Benefit Analysis    |

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

## Assessment and notification

### Acknowledgement of receipt of applications

The Trust will acknowledge receipt of your email within two working days. If you have not received notification of receipt of your email within this time it is your responsibility to contact the Trust to ensure that your email has been received.

You should expect acknowledgement of your Application Form within two weeks of the closing date. Confirmation will include one unique reference number, which should be used in all correspondence to and from the Trust. If you do not receive acknowledgement within two weeks, please contact the Trust on either (02) 8837 6093 or [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au).

### Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is complete for assessment purposes.

The Trust establishes a Technical Review Committee for each grants program. The Trust's Technical Review Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups and at least one representative of industry. Committee members agree to undertake their duties within the principles of ethical conduct – integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The Technical Review Committee will assess the merit of your proposal by using the assessment criteria outlined on page 7 and will make recommendations to the Trust. The Trust members, having considered the Technical Review Committee's recommendations, will endorse or amend the decision and approve funding accordingly. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding. A copy of the standard [Deed of Agreement](#) can be found on the Trust's website.

Unsuccessful applicants can request feedback on their applications by contacting the Trust Administration staff. Decisions by the Trust are final. There is no appeal process.

### Notification of grant decisions

The Minister for the Environment will publicly announce the successful applicants. Applicants will also be notified in writing. It is anticipated that the announcement for this round will occur in mid-2017.

## Obligations of successful applicants

### Funding deed of agreement

Successful applicants will be required to enter into a performance-based Deed of Agreement which will stipulate all funding obligations and conditions. The Trust will monitor the progress of projects. Funding is normally provided in staged payments, and continuing payments are dependent on satisfactory milestone reports.

Applicants should be aware that project start-up or establishment costs should be kept to reasonable amounts. All upfront costs will need to be substantiated by quotes for products and services and/or statements of expenses incurred by the project.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a Deed of Agreement that sets out terms and conditions associated with the grant. If the Deed of Agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Demonstrate that any other Trust grants received by your organisation are progressing to the Trust's satisfaction.
- Provide written evidence from any project partners who are contributing funds to the project.
- Have or can demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Confirm a final schedule of payment and reporting dates relative to project activities.

- Complete a Project Measures Table at the commencement and with each Milestone Report. A [template](#) is available on the Trust's website detailing what type of information that will be required.
- Provide evidence of appropriate insurance coverage.
- Forward a tax invoice to the Trust for each instalment of their grant, plus GST if applicable.
- Seek prior approval to any variation to the proposed project plan, project measures, timeframe or budget and comply with all conditions contained in the Deed of Agreement.
- Provide milestone and final evaluation reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently audited financial statement of expenditure with the final evaluation report.
- Acknowledge the Trust and EPA's support in all promotional material or any public statement about your project. Your acknowledgement must include the dual Trust/EPA logo in written material.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust or EPA.

### 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.

### Confidentiality

The Trust will use the information you supply to assess your project for funding. Information on funding projects may be used for promotional purposes.

We will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the Trust are subject to the *Government Information (Public Access) Act 2009*.

### Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. The applicant will be required to grant the Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

### Tax

Good and Services Tax (GST) applies to payments made under the RRFEF grants program. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that potential recipients seek independent legal and financial advice if uncertain of the taxation obligations. It should also be noted that the Australian Taxation Office has provided advice to the Trust that payments made to Government-related Entities (GREs) will not be subject to GST.

### Program changes

The Trust reserves the right, as its sole and absolute discretion and at any time, to change the eligibility and selection criteria for the RRFEF program. Current eligibility and selection criteria for the fund are described by this document.

### Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- The project for which funds are being sought is to be undertaken on private land where that land is:
  - Owned by a member or members (or relatives) of the organisation applying for the grant
  - Members, or relatives of members, of the applicant organisation are being paid with Trust funds
- Members, or relatives, of the applicant organisation are being paid as contractors with Trust funds
- Works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

Such circumstances do **not exclude** the project from being funded, however they do need to be acknowledged as a potential COI. The committee will assess each situation on its merits and environmental need.