



# Waste Less, Recycle More Initiative

Waste and Recycling Infrastructure Fund

Resource Recovery Facility Expansion  
and Enhancement Grants Program

Round 4 Application Form

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.

Published by:

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

**Report pollution and environmental incidents**

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

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

OEH 2016/0722

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## Instructions: How to complete this form

- To complete this form you must have **Adobe Acrobat Reader XI** 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 form. Incomplete or ineligible applications will not be considered. Where a question does not apply, write 'not applicable' or preferably briefly explain why.
- Submitted applications must be complete and include all the required attachments. (Refer to Application checklist – required forms section below).
- Submit your application by the closing date: **5pm Thursday 9 February 2017**

## Application checklist

### Are you eligible to apply?

#### Eligibility criteria

Does your organisation currently own and operate a resource recovery facility that is licensed by the NSW Environment Protection Authority	
Is your organisation one of the following types:  council, regional organisation of councils or other local government controlled organisation  non-government/not-for-profit organisation (must comply with the <a href="#">ATO's definition</a> ) with an established legal status  non-government/not-for-profit organisation (must comply with the <a href="#">ATO's definition</a> ) without a legal status that are able to be administered by another organisation  private industry or partnership as defined under the Corporations Act	
Does your organisation have a history of compliance with NSW environment protection laws	
Does your organisation have a clear project proposal that will  increase the amount of waste material recycled at your site  AND which requires capital funding  AND the equipment has not yet been purchased or ordered.	

If you answered NO to any of these eligibility criteria, you are probably not eligible for this grant funding. If you still believe that the grant funding is relevant to your operation, please discuss with the EPA before preparing an application.

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 if there is, at the time of transport, a lawful recycling or disposal facility for that waste within NSW.  <b>Note:</b> 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 (refer to the application <a href="#">guidelines</a> ).	
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## Which forms do you need to complete?

All applicants must submit the following with the application form. All forms can be downloaded from the [Trust's website](#). **Do not PDF** the forms, they must be submitted in the format that they are downloaded.

Part A	Application form	(PDF smart form)
Part B	Application Budget	(Excel spreadsheet)
Part C	Project Plan	(Word Document)
Part D	Waste tonnage forecast	(Excel spreadsheet)
Part E	Financial Analysis	(Excel spreadsheet)

If your total project value is over \$1 million, you must also submit:

Part F	Cost benefit analysis	(Excel spreadsheet)
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## General information

- Read the application [guidelines](#) before you start to fill out this application form.
- Grants available: between **\$100,000 and \$1,000,000** for eligible organisations. Please refer to the Eligibility section of the [guidelines](#).
- **Note** that up to eight hours of business case support and review is available for applicants from the EPA. Please see the [guidelines](#) for more details on how to access this service.

## Enquiries

NSW Environmental Trust: advice on the funding application process

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

NSW Environment Protection Authority: advice on the funding program, eligibility and project technical issues

Telephone: (02) 9995 6919  
Email: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)

Completed applications with all attachments must be submitted to the NSW Environmental Trust by 5pm Thursday 9 February 2017 via email to: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au).

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

## Part A: Application form

### 1 Application snapshot.

Applicant organisation	
Project title	
Funding requested*	\$
<p>Project description.</p> <p>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 media releases.</p>	

\* This field will auto populate in the form

### 2 Project category. What is the project type?

Select only **ONE** box from the following choices. (See page 2 of the [guidelines](#) for category definitions).

- ☐ Enhancement
- ☐ Expansion
- ☐ Enhancement and expansion

### 3 Project location – please specify where your project is located.

Name of site

Owner of site

Address

Suburb

State

Post code

#### 4 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)

#### Applicant details

The application must be submitted by the organisation which owns and operates the resource recovery facility. Applications will not be accepted from third parties.

See page 3 of the [guidelines](#) for the eligibility of your organisation to apply for a grant. Please ensure that your organisation meets the eligibility criteria before submitting your application.

#### 5 What is the legal status of your organisation? Select **ONE** only.

- ☐ Local government organisation.
- ☐ Regional organisation of councils.
- ☐ Other local government controlled organisation.
- ☐ Not-for-profit organisation. Must comply with the [ATO's definition](#).
- ☐ Private business/industry.

Other (please specify).

#### 6 Organisation details: individual application (if alliance or partnership, skip and go to question 9).

Organisation

ABN

Registered for GST

Postal Address

Suburb

State

Post code

## 7 Primary contact person for this project.

The nominated primary contact must be available to respond to questions and requests for information from the Trust or the EPA during the application assessment process (February to May 2017) and, if the application is successful, for the duration of the project.

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"/>				

## 8 Alternate contact person for this project.

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"/>				

If this application is not an alliance/partnership, go to question 13.

## 9 Organisation details: application by an alliance or partnership.

Lead applicant	<input type="text"/>				
ABN	<input type="text"/>	Registered for GST	<input type="text"/>		
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>

## 10 Primary contact person for this project.

**Note:** Please ensure that there is a contact person available at all times during the application assessment period February – May 2017.

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"/>				

## 11 Alternate contact person for this project.

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"/>				

## 12 Contact details for partners in the alliance. Details of lead organisation to be completed at 9.

A Memorandum of Understanding or letter from each partner confirming participation, roles, responsibilities and funding contributions is required at the time of accepting the grant, if the application is successful. It is expected that an agreement will have been reached between all partners in relation to project management and submission of milestone reports. This agreement must be signed by all parties and be submitted with the funding deed if you are successful.

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				
Organisation				
ABN		Email		
Postal Address				
Suburb		State		Post code
Phone		Mobile		

13 Administrator details. Complete only if another organisation is going to administer this grant for you and the funds for you. See the [guidelines](#) for further detail.

Contact person				
Organisation				
ABN		Registered for GST		
Postal Address				
Suburb		State		Post code
Phone		Mobile		
Email				

#### 14 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)	



16 Has your organisation received Environmental Trust, OEH or EPA funding within the last three years?

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

17 Time frame: When you propose to complete each milestone. They must equal those dates in your budget spreadsheet.

Milestone	Date	Description
<b>Milestone 1</b>		As a guide Milestone 1 should be in mid-2017.
<b>Milestone 2</b>		Facility design and detailed costing.
<b>Milestone 3</b>		Facility construction/installation.
<b>Milestone 4</b>		Facility commissioned and estimated project completion.
<b>Milestone 5</b>		Facility operational and six months of data recorded.

18 Milestone budget: Amount you are seeking from the Trust (exclusive of GST). This must equal the total amounts in the budget spreadsheet.

Milestone	Grant amount	Description
<b>Milestone 1</b>		Upon signing of the funding deed a payment of up to 50 per cent will be paid. The initial payment percentage will be determined by the Trust with individual applicants.
<b>Milestone 2</b>		At least 40 per cent split between these milestones.
<b>Milestone 3</b>		
<b>Milestone 4</b>		
<b>Milestone 5</b>		This must be at least 10 per cent of the total funding requested.
<b>Total amount requested</b>		Amounts must equal the amounts in Part B: Application Budget. The funding requested cannot exceed 50 per cent of eligible project costs. See <a href="#">guidelines</a> for more information.

## Criterion 1: Additional amount diverted

- 19 Please provide the following information in the D Waste tonnage forecast form, clearly showing the additional tonnage over 10 financial years.

This section requires completion of Part D of the application submission.

**Note:** You must use the down-loadable form and submit as the Excel spreadsheet. **Do not PDF.**

## Criterion 2: Market analysis

**Note:** There are two markets, one for supply of waste and one for demand for the recovered resource. The information in these questions should align with the forecast waste tonnages and types you have provided Part D of the application.

- 20 Existing contractual arrangements for supply of waste to the facility.

	Supplier 1	Supplier 2
Supplier name		
Estimated annual tonnage		
Date when agreement ends		
What are the provisions for renewal		
	Supplier 3	Supplier 4
Supplier name		
Estimated annual tonnage		
Date when agreement ends		
What are the provisions for renewal		
	Supplier 5	Supplier 6
Supplier name		
Estimated annual tonnage		
Date when agreement ends		
What are the provisions for renewal		

21 Expected supply of the **additional** source material?

	Supplier 1	Supplier 2
Supplier name		
Estimated annual tonnage		
Where does their waste currently go?		
Why do you expect this additional supply and how likely is it to occur?		
What gate fee do you expect them to pay?		
Why will they use your new service at this rate?		
	Supplier 3	Supplier 4
Supplier name		
Estimated annual tonnage		
Where does their waste currently go?		
Why do you expect this additional supply and how likely is it to occur?		
What gate fee do you expect them to pay?		
Why will they use your new service at this rate?		
	Supplier 5	Supplier 6
Supplier name		
Estimated annual tonnage		
Where does their waste currently go?		
Why do you expect this additional supply and how likely is it to occur?		
What gate fee do you expect them to pay?		
Why will they use your new service at this rate?		

22 Describe the competition that currently exists in the market for the source material that you propose to accept as part of the expansion or enhancement.

23 Please provide information on the expected demand for your end products?

Provide letters of intent or other verification of this information.

[illegible]

24 Please list the resource recovery exemption standards, orders and/or specifications you plan to meet.

Product description	Tonnage per annum	Product application	Status of regulatory compliance

25 Considering the last three years, trend prices for the target recovered resource are?

- ☐ Increasing  
☐ Decreasing  
☐ Stable  
☐ Fluctuating  
☐ Recovered resources of this type have not been marketed for three years or longer

Other (please specify).

### Criterion 3: Technical analysis

26 Describe the process of your current facility.

Include at the minimum:

- Recycling performance (type and capacity)?
- Types of materials processed and efficiency?
- Process improvements that have been identified as priorities?



27 Describe, based on the market analysis done, what infrastructure is needed to address the identified gap.

Include at the minimum:

- What is the selected technology/process?
- How mature is the technology/process?
- Are there any reference sites where the technology/process is currently in use?

Include at the minimum

- How suitable is the technology/process to the targeted waste and waste stream?
- How suitable is the technology/process for the facility?
- Operational performance – including any WHS considerations?

29 What approvals and EPA licences do you currently hold for this facility?

Development consent details

Environment Protection Licence details

Details of other relevant approvals

30 If planning consent is required for this project, what planning approvals are needed and what are the likely timeframes for consent?

31 Describe what consultation has been done with your planning consent authority (e.g. council or Department of Planning and Environment on the proposed expansion or enhancement).

32 If a modification to your current Environment Protection Licence is needed, what investigations are required and likely timeframes for licence amendments?

33 Describe what consultation has been done with the EPA if your current facility is licensed and is to be expanded or enhanced?

Name of EPA  
officer consulted

Date of EPA consultation

#### Licensing and compliance history under NSW Environment Protection Laws

34 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 prosecution under NSW Environment Protection laws including National Parks and Wildlife Act 1974, Protection of the Environment Operations (POEO) Act 1997, Protection of the Environment Operations (Waste) Regulation 2014 and the Native Vegetation Act 2003?

☐ Yes ☐ No

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

35 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

#### Criterion 5: Project impacts

You will need to be able to demonstrate these outcomes as the project progresses.

#### 36 Local community benefit.

Detail how this project will specifically economically and socially benefit the local community it is located in. Include additional jobs both during construction and ongoing, new or expanded waste services, procurement of goods and services including communications, advertising, technical, financial, transport etc.

#### 37 Broader NSW benefit.

Detail how this project will specifically benefit economically and socially the broader NSW community. Include additional jobs both during construction and ongoing, new or expanded waste services, procurement of goods and services including communications, advertising, technical, financial, transport etc.

38 It is expected that the project will implement best practice environmental sustainability in design and implementation. Please detail how you intend to do this.

39 The following project measures will be used to estimate the expected impacts of your project.

Only complete those that are relevant to your project. Write N/A (not applicable) for the project measures that are not relevant to your project.

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation	SC3	Consultants/contractors engaged using Trust Funds	The number of individual contractors and/or consultants that are funded using Trust grant funds.	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 ( <b>Mandatory</b> )	The number of non- Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	SC5	Volunteers involved	This project measure excludes those already identified as part of project measure SC3 and SC4.	Number of individuals	
			The total combined hours contributed to the project by volunteers.	Combined hours contributed	
	SC10	Training sessions conducted	This can include: <ul style="list-style-type: none"> <li>• training sessions</li> <li>• seminars</li> <li>• workshops</li> <li>• conferences</li> </ul> It excludes field days, festivals, cultural events, and meetings that are primarily aimed at awareness raising. These are to be captured under SC13  If your project records against this project measure, you must also report on SC12.	Number	
	SC12	People trained	The number of people trained or who attended activities associated with project measures SC10.	Number	
	SC13	Awareness raising events	Activities that would contribute towards this project measure include:	Number	
			<ul style="list-style-type: none"> <li>• Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences</li> </ul>		

Category	Code	Project measure	Definition	Unit of measurement	Projection
			<ul style="list-style-type: none"> <li>Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences</li> </ul> <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>		
	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"> <li>Brochures, unaccredited training materials, posters, fact sheets</li> <li>Updates/modifications of existing material to ensure it is regionally relevant</li> <li>Newsletters produced on a regular basis</li> <li>Posters that advertise events and activities resulting from the grant</li> <li>Web content published to as part of the project activities</li> <li>Conference posters that display the results of research or scientific investigations or studies</li> <li>Brief summary documents from scientific data collection, investigation reports and regional planning documents.</li> </ul> <p><b>Note:</b> Please count each resource only once, do not provide data for example on number of brochures printed.</p>	Number	
	SC16	Individuals potentially reached ( <b>Mandatory</b> )	Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers s, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Economic	EC1	Funding spent with NSW Suppliers (\$) ( <b>Mandatory</b> )	This measure is related to the amount of grant funding spent within NSW with NSW businesses/suppliers.	Dollars	
	EC2	Additional Annual Turnover (\$/year) ( <b>Mandatory</b> )	Estimate of the additional annual turnover that will result from this project.	Dollars	
	EC5	Other cash contributed to the project (\$) <b>Mandatory</b>	This measure reports the total of cash contributions that are directly made to this project but come from sources other than the Trust, such as partners, community groups, donors, grantee organisation, etc. This information should come from your project budget.	Dollars	
	EC6	Total amount of in-kind support contributed (\$) <b>Mandatory</b>	This measure captures the other support made to this project by way of in-kind contributions, it could include non-Trust funded salary equivalents, services, materials, venue access, vehicles use, etc. This information should come from your project budget.	Dollars	
	EC7	Ongoing employment <b>Mandatory</b>	Estimate of how many new ongoing jobs will be created as a result of the project.	Dollars	

This section requires completion of Part B, Part E, and for projects valued over \$1 million, Part F of the application submission.

**Note:** You must use the down-loadable forms and submit as Excel spreadsheets. **DO NOT PDF.**

Application budget

- The **application budget** (Part B) 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.

40 Complete the financial analysis template for all projects.

Submit your completed [financial analysis](#) with your application. This form can be downloaded from the website.

41 If your total project value is over \$1 million (regardless of the value of the grant requested), you must also complete the cost benefit analysis template.

Submit your completed [cost-benefit analysis](#) if applicable. The cost-benefit analysis must comply with the NSW Treasury Guidelines for economic analysis and include calculations for the list of non-market values, included in the template provided, to be considered eligible:

- Identify all costs (capital, operating, maintenance, provision for contingencies).
- Identify the benefits (e.g. avoided costs, savings, or revenue from sale of recovered materials).
- Identify and quantify the non-market values.
- Assess net benefits (using the discounted stream of costs and benefits based on NSW Treasury 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 option under different scenarios and discount rates).
- Document all references to data sources and assumptions.

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 the EPA Business Case support. Please see page 8 of the [guidelines](#).

42 Please provide information as to why this project would not go ahead without funding from this program? Explain any barriers this funding will help overcome.

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43 To support your explanation, please indicate the simple payback period with and without funding and what steps have been undertaken to date.

44 If this project is part of your organisation's longer term plans, how will funding from this program accelerate its implementation?

45 Detail the operational life-span of the infrastructure and equipment.

46 Funding 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 have/will issue.

**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.

Source of any other grants	Amount \$	Describe the relationship to this project

## Criterion 7: Demonstrated ability to deliver the project to a high standard

### Project plan including risk management

This part of the application form is a separate [Word](#) document and can be downloaded from our website. Please complete the Part C **document** and **submit with your entire application - DO NOT PDF.**

#### 47 Does your organisation have formal management systems for quality, environmental management and/or work health and safety?

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.			

#### 48 Organisational structure (applicant organisation or lead organisation of alliance/partnerships).

	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).		

Number of years trading

Years under current management

Full-time employees

Part-time or casual employees

### Other supporting information

#### 49 Please declare any real, potential or perceived conflict of interest that you may be aware of. This can include land ownership, equipment supply, salary and/or contractor payments.

**50 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 and costs

**51 Business case support.**

Did you access the EPAs Business Case Support Program? See page 8 of the [guidelines](#) for information about how to access Business Case Support

- ☐ Yes, go to Question 51 ☐ No

**52 What type of business case support did you receive? Tick all that apply.**

- ☐ Market analysis  
☐ Technical analysis  
☐ Financial analysis  
☐ Cost benefit analysis  
☐ Planning and licensing analysis  
☐ Project planning

## Authorisations

**APPLICANT** Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Managing Director, 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

## Enquiries

### NSW Environmental Trust

Telephone: (02) 8837 6093

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

### NSW Environment Protection Authority

Telephone (02) 9995 6890

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

## Feedback

Please provide some basic feedback on your experience applying to the Resource Recovery Facility Expansion and Enhancement grant program. All feedback will be collated to provide an overall picture and used to assist development of future Environmental Trust documentation.

1. Time taken to develop your project for this application (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. Ease of 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?

6. Any other comments or suggestions.

## 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.  If the files exceed 10MB please submit using the One Drive option or submit as a series of emails.</li> </ul>
<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.**