



# Waste Less, Recycle More Initiative

## Organics Collections Grants Program 2017 Application Form

Closing date: 5pm Thursday 18 May 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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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 2017/0038

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# What you need to know about this program

## How to complete this form

- To complete this form you must have the latest **Adobe Acrobat Reader** installed, please visit the [Adobe website](#) to ensure you have the latest version. The answer boxes are set in size and will not accommodate additional text beyond the borders.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. You must use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- Complete the **eligibility checklist first** to ensure you are eligible to apply prior to continuing.
- Answer all questions in the Application form (Part A, this form). Incomplete or ineligible applications will not be considered
- Complete Part B: Application Budget. Please provide as much costing detail as available.
- Provide a Risk Management Plan and Gantt chart and other additional information you deem may be relevant to your project. If your application refers to additional documents please attach only the relevant pages to your application. Additional material must be within the size limit guidelines.
- Submit your application by the closing date: **5pm Thursday, 18 May 2017**

## Enquiries

### NSW Environmental Trust

Telephone: (02) 8837 6093

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

### NSW Environment Protection Authority

Telephone: (02) 9995 6876

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

## Eligibility

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

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

- 2 Have you entered into a contract to purchase mobile garbage bins (MGBs) or do the households involved in the project already have MGBs for organics?

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

### Organisations that are eligible, must:

- Answer **all** questions in the application form.
- Submit the entire application (form and attachments) directly by email, **by the closing date**, to: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)
- Complete and attach the Part B: Application budget.

## Funding

Contestable grants up to \$1,300,000 per project are available for:

- introduction of a new kerbside organics bin collection service i.e. the households did not previously have a kerbside organics bin
- introduction of an enhanced kerbside organics service i.e. the households previously had a kerbside organics bin but will now be able to recycle food
- expansion of kerbside organics collection services to include multi-unit dwellings
- trial of organics collections services tailored to multi-unit dwellings where the trial is for a minimum of eight months of collection

Councils who received funding from the Local Government Organics Collections Grant program may apply for further projects under the Organics Collections grants program. Multiple applications within the Organics Collections grants program may also be submitted. For example, a council may apply as part of a group project with the Regional Waste Group and neighbouring councils, to undertake a MUD trial, as well as apply individually to roll out a food and garden service to all single unit dwellings.

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

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

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

Read Section 2 of the grant guidelines from page 13 for guide notes on how to adequately complete this Application Form.

## Part A: Application form

Completed applications with all attachments must be submitted by the Applicant directly to the NSW Environmental Trust by **5pm Thursday 18 May 2017**. All applications must be emailed 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.

### 1 Application proposal

#### 1a Application details.

Applicant organisation name	
Project title	
Funding amount requested	\$

Start date:

End date:

1b 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.

### 2 Project category.

Please select **ONE** of the following:

- Introduction of a new garden organics collection service to households that had no service
- Introduction of a new food organics collection service to households that previously had no service
- Introduction of a new food and garden organics collection service to households that previously had no service
- Enhancement of a garden collection service to also collect food organics
- Expansion of an existing kerbside organics collection service to include multi-unit dwellings
- Trial of an organics service in multi-unit dwellings

### 3 Project elements.

Please select all that apply:

- Mobile garbage bins (MGB)
- Education
- Kitchen caddies
- Waste composition audits for Single Unit Dwellings (SUDs)
- Monitoring and contamination reduction funding for Multi-Unit Dwellings (MUDs)
- Bin Bay signage for MUDs
- Pre-processing equipment for MUDs
- Other:

#### 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	<input type="text"/>	<a href="#">What is my local council</a>
State electorate	<input type="text"/>	<a href="#">What is my state electorate</a>

Secondary areas. If more than one, please list the areas below.

	<input type="text"/>	<input type="text"/>
Local government area	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
State electorate	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

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)	<input type="text"/>	Longitude (decimal degrees)	<input type="text"/>
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#### Applicant details

Application must be submitted directly by the applicant organisation. It is expected that the project will be driven by council directly or through their nominated ROC, JOC or RWG officer. 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 (council).
- Regional or Joint organisation of councils.
- Other local government controlled organisation (e.g. Waste Group).

#### 6 Organisation details of applicant.

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

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 (March – 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"/>				

Projects involving more than one local government area, require a contact detail for each council. If there are insufficient spaces, add an attachment to your application.

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

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

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

## 9 Insurance.

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

Company	<input type="text"/>
Policy numbers	<input type="text"/>
Coverage	<input type="text"/>
Currency (expiry date)	<input type="text"/>

## 10 Milestone and payment schedule.

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

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



11 Project details

11a What is the population of the local government areas?

11b Approximately how many households are there in your local government area?

11c Approximately how many households currently have a kerbside organics bin service?

11d Approximately how many single unit dwellings will be involved in the grant project?

11e Approximately how many multi-unit dwelling households will be involved in the grant project?

11f For MUD projects describe how the individual MUD buildings will be/were selected.

11g Provide information as to why this project would not go ahead in the near future without funding from this program.

Criterion 1: Demonstrated need and support for the project

12a Describe council's current services provided to households.

12b Describe the current usage of the organics services and amount of organics being landfilled.

12c Describe the needs and support for the project.

12d Describe the work undertaken to date in preparing for this organics collections service change or trial.

Criterion 2: Proposal efficiently and effectively addresses the need

13a Describe the proposed organics services to be provided to households. (Read section 2 of the grant guidelines for a description of the additional information needed for projects involving multi-unit dwellings)

13b Will there be any concurrent changes to other waste services?

13c What is the estimated increase in organics diversion from landfill?

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

Estimated additional tonnage of organics recycled through a new or enhanced kerbside service per annum ( or per week for a MUD trial)

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

13d For MUD trials list your objectives, performance measures and how you propose to collect the data.

Criterion 3: Demonstrated ability to deliver the project to a high standard

14 Delivery, collection and processing

14a Describe the research and/or consultation you have undertaken (or will undertake) to develop your community engagement/education strategy.

14b Describe the communication/education methods you are going to use to engage/reach stakeholders, before, during and after the roll out of the collection service.

14c Describe how you will monitor the effectiveness of the communication/education strategy.

14d Describe how you will incorporate food waste avoidance with organics recycling messaging.

14e Gantt chart.

Develop a task breakdown list for the project and estimate the timeline for each task. Attach this to your grant application in the form of a timeline (Gantt chart)

14f Describe the roles and responsibilities of the people that will be involved in this project.

14g Risk management plan.

Develop a Risk Management Plan for the project: attach this to your grant application

14h Provide details on where the collected organics will be processed.

Name of the facility

Address of the facility

Owner of the facility

Environment Protection Licence details

14i Provide details on the procurement of collection services.

14j What fee do you anticipate council will be paying for the pilot or service change (e.g. \$/bin lift)?

14k Provide details on the procurement of processing services.

14l What processing fee do you anticipate council will be paying for the delivered material (\$/tonne).

Criterion 4: Value for money

15 Planning and commitment

15a Describe the planning and approvals that have preceded this grant application.

15b Describe council's ongoing commitment to organics recycling.

## Part B: Application budget

Part B is relevant to assessment criterion 4 – Value for money.

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

## Measurement and evaluation

### 16 Project measures.

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation	SC2	People employed using Trust funds ( <b>Mandatory</b> )	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 ( <b>Mandatory</b> )	For example council staff or staff employed by other organisations. Non Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	SC5	Volunteers involved	This project measure excludes those already identified as part of project measure SC2, SC3 and SC4.	Number of individuals	
			The total combined hours contributed to the project by volunteers.	Combined hours contributed	
	SC10	Training sessions conducted	<p>This can include:</p> <ul style="list-style-type: none"> <li>• training sessions</li> <li>• seminars</li> <li>• workshops</li> <li>• conferences</li> </ul> <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"> <li>• Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences</li> <li>• Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences</li> </ul>	Number		

Category	Code	Project measure	Definition	Unit of measurement	Projection
			It excludes training workshops, study tours, cultural events, meetings and conferences that are primarily aimed at training or skill enhancement which are to be captured under SC10.		
	SC14	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted by the project through activities associated with SC13.	Number	
	SC15	Educational products/resources developed	<p>Items to include:</p> <ul style="list-style-type: none"> <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, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Resource Conservation	RC15	Additional household organics diverted	This project measure refers to amount of organics being diverted from landfill per annum.	Tonnes	
	RC17a	Additional households with a bin based service for organics	This measure reflects the actual number of households that now have a bin based service for organics who did not previously have an organics bin.	Number	
	RC17b	Number of Mobile Garbage Bins (MGBs) purchased with grant funding	This measure will usually be the same as RC17, unless the project was a grant trial or council purchased MGBs rather than requesting grant funding	Number	
	RC18a	Households with an enhanced organics service	This measure reflects the actual number of households that can now recycle food at the kerbside by putting food waste in an existing kerbside organics bin.	Number	
	RC18b	Number of kitchen caddies purchased with grant funding	This measure will usually be the same as RC18, unless the project was a grant trial or council purchased caddies rather than requesting grant funding	Number	
	RC19	Participation rate - households using the bin provided	Using audit data and bin lift data, calculate the actual participation rate or uptake rate of the bin service as a percentage of the number of bins provided.	Per cent	
	RC20	Estimated contamination rate	Calculate the contamination rate as a percentage of the total contents by assessing how much material is found to be included that is not designed for the bin service.	Per cent	



Category	Code	Project measure	Definition	Unit of measurement	Projection
			This may be identified for example via bin audits at a household level, or via truckload audits at the collection level.		
Economic	EC1	Funding spent with NSW Suppliers (\$)	This measure is related to the amount of grant funding spent within NSW with NSW businesses/suppliers.	Dollars	
	EC3	Processing cost per tonne of material collected (\$/t)	This measure relates to the actual processing cost of material collected by the new service.	Dollars	
	EC4a	Bin Lift cost	This measure relates to the pick-up cost of each organics bin	Dollars	
	EC4b	Number of additional lifts per year (not applicable to MUD trials)	This will be zero where frequency of the green bin pick up did not change or where there was a corresponding change in frequency of the red bin collection	Number	

## Other supporting information

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

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

**18 Community benefit: Detail how this project will specifically benefit the local community it is located in.**

Include information such as:

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

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

Name of third party	Type of assistance	Cost

## Part C: 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 D: Enquiries

### NSW Environmental Trust

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

### NSW Environment Protection Authority

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

## Part E: Feedback

Please provide some basic feedback on your experience applying to the Organics Collections 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 7 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?

- Newspaper advert     Email from the Trust     Trust website  
 Web search     Colleague or other contact     Specialist/professional network

Other (please specify)

6. Any other comments or suggestions?

## Part F: Application submission

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

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

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.

<ul style="list-style-type: none"> <li>• Answer <b>all</b> questions in Part A - Application Form.</li> <li>• Submit your entire application by <b>Email</b>.</li> <li>• 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.</li> <li>• Complete and submit Part B – Application Budget spreadsheet.</li> <li>• Develop and submit a Risk Management Plan.</li> <li>• Develop and submit a Timeline (Gantt chart).</li> <li>• Record in your files proof that your application is authorised by the appropriately authorised people. No signature required, however you may be required to show evidence later).</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 and relevant pages.</li> <li>• Submit your application form and all other documents by <b>5pm Thursday 18 May 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>• Note: Emailed applications cannot exceed 10MB 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>

### Document naming

- Application Form                      01 Grant Application
- Application Budget                    02 Grant Application Budget
- Risk Management Plan                03 Financial Analysis
- Project Timeline                        04 Cost Benefit Analysis

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