

Waste Less, Recycle More

Organics Infrastructure Fund

Organics Infrastructure (Large and Small) Program

Stream 3: Food Donation

Application Form

Closing date: 5pm Thursday, 10 August 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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Phone: 131 555 (environment information and publications requests)

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

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au

Report pollution and environmental incidents

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

See also www.environment.nsw.gov.au

OEH 2017/0104

March 2017

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. 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**, 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.
- All applications must complete and attach with their submission (**Do Not PDF**) the following:
 - Application Budget (Part B) as an Excel Spreadsheet
 - Project Plan (Part C) as a WORD document.
- Submit your application by the closing date: **5pm Thursday, 10 August 2017**.

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093

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

NSW Environment Protection Authority

Telephone: (02) 9995 6876

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

1. Will your organisation, a project partner or related company transport or arrange transport of waste generated in NSW for recycling or disposal out of NSW at any time from the date you apply for this grant if there is, at the time of transport, a lawful recycling or disposal facility for that waste within NSW?

If you have answered yes to the above, your organisation **is not eligible to apply for funding**. However, an organisation can apply for an exemption to this requirement if its operations are close to the border to any other Australian State or Territory.

2. Has your organisation already ordered or purchased any of the equipment/infrastructure for which you are applying for in this application?

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

3. Legal status of your organisation

Only **not-for-profit organisations** with an established legal status are eligible to apply. Must comply with the [ATO's definition](#).

Refer to page 3 of the Application [guidelines](#).

4. Conditions of eligibility

Read pages 3 and 4 of the Application [guidelines](#)

Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Thursday, 10 August 2017** via email to: waste.recycling@environmentaltrust.nsw.gov.au.

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

1. Application details

Applicant organisation name	
Project title	
Funding amount requested	

Start date:

End date:

2 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.

3 Project location. Specify where your project is located.

Name of site

Address

Suburb

State

Post code

Do you own the site mentioned above? ☐ Yes ☐ No **If no, provide leasing arrangements**

4 Geographical reach

Primary area this must be the local government and state electorate for the project site address. To help you, 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, list below matching each council with its respective electorate.

Local government area

State electorate

Provide location information for your project. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on 'What's here'?

Latitude (decimal degrees) Longitude (decimal degrees)

5 Primary contact details

Contact person

Organisation

ABN Registered for GST ☐

Postal Address

Suburb State Post code

Phone Mobile

Email

Secondary contact details

Title First name Surname

Position

Phone Mobile

Email

6 Management structure

	Name	Position title
Management structure details: 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 executive

Full-time employees Total full-time equivalent (e.g. volunteers)

7 Contact details for partners or grant administrator (if applicable)

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions is required with the application.

Contact Person				
Organisation				
ABN		Email		
Postal Address				
Suburb		State		Post code
Phone		Mobile		

Contact Person				
Organisation				
ABN		Email		
Postal Address				
Suburb		State		Post code
Phone		Mobile		

Contact Person				
Organisation				
ABN		Email		
Postal Address				
Suburb		State		Post code
Phone		Mobile		

Contact Person				
Organisation				
ABN		Email		
Postal Address				
Suburb		State		Post code
Phone		Mobile		

Contact Person				
Organisation				
ABN		Email		
Postal Address				
Suburb		State		Post code
Phone		Mobile		

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

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

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. Provide details of your insurance below:

Company

--

Policy numbers

--

Coverage

--

Currency (expiry date)

--

Licensing and compliance history under NSW Environment Protection laws

10 Does your organisation currently hold NSW EPA licences for the facility where this grant is based?

☐ Yes ☐ No If yes, provide EPA licence numbers.

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11 In the last five years have you, or any alliance/partner organisation received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under NSW Environment Protection laws including National Parks and Wildlife Act 1974, Protection of the Environment Operations Act 2014 and the Native Vegetation Act 2003?

☐ Yes ☐ No If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).

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12 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, 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

13 Payment and milestone schedule

Complete this part of the application form after you have completed Part B: Application Budget, and Part C: Project Plan.

Provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants should be between \$25,000 and \$500,000. The first instalment amount must be 10 percent of your total funding amount requested, the second instalment 40 percent, and the final instalment 50 percent. Milestone 1 should be approximately January 2018.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed/Letter of Agreement			Milestone 1 Report <i>including the following:</i> <ul style="list-style-type: none"> signed Deed/Letter of Agreement any documents required as a special condition Project measures report (initial projections) tax invoice to the Trust for the instalment amount with GST if appropriate
Milestone 2 Equipment purchased			Milestone 2 Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) copies of tax invoices/quotes/order confirmations from service providers, suppliers, contractors documentation supporting purchase (e.g. photos, videos) tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column) with GST if appropriate
Milestone 3 Project completion and final report			Final Evaluation Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (final) Statement of Expenditure (final) Three-month post implementation report copies of final tax invoices from providers, suppliers, contractors documentation supporting completion of project (e.g. photos, videos, media releases) tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column) with GST if appropriate
Total funding requested			Total funding must equal/be the same as the amount in your submitted budget form

Criterion 1: Diversion of food waste from landfill

14 When fully operational, how many **additional** tonnes per year of food will be diverted from landfill?

Additional tonnes per year of food diverted

15 Describe and list the types of food you intend to recover and their sources

Source of tonnage		Current tonnage per annum	Additional tonnage per annum	Total tonnage per annum	Comments
Example	Local cafes	5	0	5	Cafes such as the Café Name already donating their leftovers
	Service clubs	0	10	10	The local bowling club has expressed interest and donating prepared meals and pasta sauces
TOTAL					

16 Describe any other food donation services that currently exist in the geographical area of your project.

17 Provide information on the expected recipients of the donated food.

Criterion 2: Technical and regulatory analysis

18 List the infrastructure and equipment you intend to purchase.

19 Describe how the new infrastructure will enable you to manage additional tonnages of food donations.

20 Describe the analysis that has been undertaken in selecting this specific infrastructure and equipment.

21 Describe the operational life-span of the infrastructure and equipment.

22 Describe your organisation's formal management systems for quality, environmental management and WHS.

23 Describe the licencing and approvals needed for your project, and steps you have taken to obtain the necessary approvals.

24 Describe any existing reputation/relationships with stakeholders or experience in similar projects

25 Explain why this project would not go ahead in the near future without funding from this program.

26 Resources from other sources

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

Note: This grant will fund additional work but will not fund work that would have been undertaken as part of agreed commitments or existing programs run by partners.

Funding payment source	Agency providing the funding/payment	Amount of funding payment \$	Describe the relations to this project

27 Describe how your project is delivering good value for money

Cost per additional tonnes per year of food diverted (\$/t)

Part B: Application budget

Part B is relevant to assessment Criterion 3: Value for money and project impacts

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

Criterion 4: Demonstrated ability to deliver the project to a high standard

29 Project measures table

Category	Code	Project measure	Definition	Unit of measurement	Projection
	SC3	Consultants/contractors engaged using Trust funds	This project measure excludes individuals recorded under SC2. Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Number of individuals	
				Combined hours contributed	
	SC4	People employed NOT using Trust funds (Mandatory)	For example, council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff. The total combined hours of non-Trust funded staff that were contributed to the project.	Number of individuals	
				Combined hours contributed	
	SC5	Volunteers involved (Mandatory)	This project measure excludes those already identified as part of project measure SC2, SC3 and SC4. The total combined hours contributed to the project by volunteers.	Number of individuals	
				Combined hours contributed	
	SC10	Training sessions conducted	This can include: <ul style="list-style-type: none"> • training sessions • seminars • workshops • conferences 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: <ul style="list-style-type: none"> • Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences • Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences 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.	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
	SC14	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted by the project through activities associated with SC13.	Number	
	SC15	Educational products/resources developed	<p>Items to include:</p> <ul style="list-style-type: none"> • Brochures, unaccredited training materials, posters, fact sheets • Updates/modifications of existing material to ensure it is regionally relevant • Newsletters produced on a regular basis • Posters that advertise events and activities resulting from the grant • Web content published to as part of the project activities • Conference posters that display the results of research or scientific investigations or studies • Brief summary documents from scientific data collection, investigation reports and regional planning documents. <p>Note: Count each resource only once, do not provide data for example on number of brochures printed.</p>	Number	
	SC16	Individuals potentially reached (Mandatory)	Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Resource Conservation	RC7	Built capacity to divert waste from landfill	The tonnage per annum that the infrastructure will be able to process on commissioning.	Tonnes	
	RC15	Additional household or municipal organics diverted	This measure refers to amount of additional household or municipal organics being diverted from landfill per annum.	Tonnes	
	RC16	Additional business or commercial and industrial organics diverted	This measure refers to the amount of additional business or commercial and industrial organics being diverted from landfill.	Tonnes	
Economic	EC1	Funding spent with NSW Suppliers (\$) (Mandatory)	This measure is related to the amount of grant funding spent with NSW businesses/suppliers.	Dollars	
	EC5	Other cash contributed to the project (\$) (Mandatory)	This measure reports the total of cash contributions that are directly made to this project for eligible items but come from sources other than the Trust. It could include contributions from partners, community groups, donors, grantee organisation, etc. This information should come from your project budget.	Dollars	
	EC6	Total amount of in-kind support contributed (\$) (Mandatory)	This measure captures the other support made to this project by way of in-kind contributions for eligible items. This information should come from your project budget.	Dollars	

Projected waste diversion							
Organics diverted from landfill	Year 1		Year 2		Year 3		Total
	Jan – June	July – Dec	Jan – June	July – Dec	Jan – June	July – Dec	
Existing tonnes of food diverted from landfill							
Additional tonnes of food diverted from landfill							
Estimated number of additional meals provided							

30 Describe your commitment to the project

Part C: Project Plan, including risk management

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

Other supporting information

31 It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this. Also, detail any other benefits of the project, in particular, 'Triple Bottom Line' outcomes.

- Sustainability/environmental
- Economic
- Social

32 Declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection. See page 18 of the [guidelines](#).

33 Community Benefit: Detail how this project will specifically benefit the local community it is in and the broader NSW community. See page 18 of the [guidelines](#).

Include information such as:

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

Local community

Broader NSW

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

Name of third party	Type of assistance	Cost	Aspect of application

Part D: Authorisations

APPLICANT Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can 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 the information in the application is true and correct.

Note: If applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Name	<input type="text"/>				
Title/position	<input type="text"/>				
Organisation	<input type="text"/>				
Email	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>				
Title/position	<input type="text"/>				
Organisation	<input type="text"/>				
Email	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>	Date	<input type="text"/>

Part E: Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

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

Section F: Feedback

Provide some basic feedback on your experience with applying to the Organics Infrastructure (Large and Small) program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

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

- ☐ Less than 5 hours ☐ 5-20 hours ☐ 20-40 hours ☐ More than 40 hours

2. Time taken to complete the Trust application form

- ☐ Less than 2 hours ☐ 2-5 hours ☐ 5-10 hours ☐ More than 10 hours

3. Difficulty completing the application

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

4. Assistance from others

Consultant
(please specify)

Other (please specify)

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

- ☐ EPA ☐ Trust ☐ Webinar ☐ Workshops

Other (please specify)

6. Where did you hear about this program?

- ☐ Newspaper advert ☐ Email from the Trust ☐ Trust's website ☐ Web search
☐ Colleague/other contact ☐ Specialist/professional network ☐ Other (specify below)

Part G: Application submission

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

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

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

<ul style="list-style-type: none"> Answer all questions in Part A: Application Form. Submit your entire application by E-MAIL only. Type only in the spaces provided in the application form. The boxes provided for answers to questions are a set size, and will not expand to accommodate additional text. Complete and submit Part B: Application Budget spreadsheet. Do not include ineligible items in your budget. Complete and submit Part C: Project Plan. Have your application authorised by the appropriately authorised people. Attach all required supporting information. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant pages. Submit your application form and all other documents by the closing date 5pm Thursday, 10 August 2017. 		
Email to:	waste.recycling@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> Do not ZIP your application. Email subject line must use this format: <i>Organisation Name – OI Stream 3</i>. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after the Stream 1. Application form must be sent as the PDF smart form. <i>See below for document naming convention.</i> The budget spreadsheet must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF. <i>See below for document naming convention.</i> Attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc. Ensure you email your entire application, including all attachments. Note: Emailed applications cannot exceed 10MB including all attachments. <p>If the files exceed 10MB 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 |
| • Project Plan | 03 Project Plan |
| • Attachments | 04 Attachment 1 |

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