



Waste Less, Recycle More

Organics Infrastructure (Large and Small) Program

Stream 3: Food Donation

Guidelines for Applicants

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.

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See also www.environment.nsw.gov.au

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Section 1: Program rules

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 New South Wales 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 principal 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* (POEO Act).

About Waste Less, Recycle More

Waste Less, Recycle More (WLRM) was launched in February 2013, providing \$465.7 million over five years to reduce waste to landfill and increase recycling. An extension of WLRM until 2020/21 was announced in October 2016 with an additional allocation of \$337 million.

The EPA is responsible for the delivery of the majority of the programs under this initiative along with the overall outcomes. The Trust is responsible for the delivery of most of the contestable grant programs, and works in partnership with the EPA to deliver these 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 the [NSW Waste and Resource Recovery \(WARR\) Strategy 2014-2021](#).

The WLRM extension is made up of:

- \$70 million Local Government Waste and Resource Recovery Program
- \$65 million Illegal Dumping Prevention and Enforcement Fund
- \$30 million Litter Prevention and Enforcement Fund
- \$35.5 million Organics Infrastructure Fund and Program
- \$48 million Waste and Recycling Infrastructure Fund
- \$57 million Systems for Household Problem Waste Program
- \$5 million Recycling Innovation Fund
- \$22.5 million Business Recycling Program
- \$4 million Heads of Asbestos Coordination Authorities program

The Organics Infrastructure fund

Food and garden waste remains the largest proportion of waste going to landfill from both homes and business in NSW. The successful diversion and reuse of the organics stream is critical to achieving the target to divert 75 per cent of all waste from landfill by 2021. The \$105.5 million Organics Infrastructure Fund (\$70 million under the initial Waste Less, Recycle More and a further \$35.5 million under the WLRM extension), integrates all the components required for successful diversion of organics from landfill and recovery of organics as a valuable resource including:

- food waste avoidance
- food donation and redistribution to people in need (this grant program)
- organics collections
- organics processing
- markets for composted organics
- regulation and compliance

The Organics Infrastructure (Large and Small) grants program

The Organics Infrastructure (Large and Small) grants support a broad range of small and large infrastructure and equipment to reuse or recycle source separated food and garden waste that would otherwise be landfilled. The grant program also provides funding for infrastructure that will improve product quality and consistency to ensure strong markets for recycled organics products and, therefore, effective diversion of organics from landfill in NSW. Grant projects are grouped into four main types or streams. Each stream has its' own guidelines, application forms and assessment criteria.

This is the first of up to three rounds of the Organics Infrastructure (Large and Small) grants program (2017-2021). It follows four previous rounds. Major changes include:

- Maximum funding for projects under Stream 1 now \$3 million, reduced from \$5 million in Rounds 1-4
- Stream 4 'Product Quality' has replaced the previous 'Home Composting' stream.

Grant program summary

Stream 1 Organics Processing Infrastructure	Grants of up to \$3 million, available to for new or enhanced infrastructure by councils, waste companies or composting companies to process food, garden or combined food and garden organics from households and/or businesses. This stream supports organisations processing organics generated and source separated by others.
Stream 2 Business Organics Recycling	Grants covering up to 50 per cent of costs of onsite Processing equipment for business Note: Funding under this stream is NOT available this round.
Stream 3 Food Donation	Grants of up to \$500,000, available to food relief agencies for infrastructure, like refrigerated vans and freezers that increase capacity to collect, store and redistribute surplus food from businesses to people in need.
Stream 4 Product Quality	Grants of up to \$500,000, available to councils and business for infrastructure, such as decontamination equipment to improve the quality and consistency of organics outputs above regulatory requirements and leading to robust markets for recycled organics.

These guidelines refer to **Stream 3 Food Donation** grants only. Refer to separate guidelines and applications forms for the other streams of the Organics Infrastructure (Large and Small) grants program.

Stream 3 provides funding for infrastructure to assist new or enhanced donation, storage, and redistribution of surplus food from businesses and institutions to people in need, where the unwanted food is currently landfilled. Equipment for collection, storage and distribution of food already being rescued is not eligible.

Note: Most agricultural/primary industry wastes are not eligible unless they are currently transported from where they are generated to an offsite waste management facility/landfill.

Projects will be expected to be substantially completed by 31 January 2021, however, the Trust will consider allowing extensions to submitted project timelines if there are valid logistical reasons.

Eligibility

Eligible organisations

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

Not-for-profit organisations incorporated under the Corporations Act 2001 – Sect 111K must provide proof of their non-profit status, details of which can be found on the ATO website.

Community organisations, including community groups, must also be an incorporated association under the NSW Associations Incorporation Act 1984. Community groups which are not incorporated are eligible to apply, but only if they arrange for the grant to be administered by a council or other incorporated non-profit organisation on their behalf.

Partnership projects

Partnership projects can improve the implementation and reach of projects. An organisation must be appointed to act as the grant applicant and administrator of the grant program including signing the funding agreement and submitting milestone reports. It is expected that an agreement will have been reached between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This should be included with the grant application in the form of a Memorandum of Understanding signed by the Board of each partner organisation or a letter from each partner detailing their, roles, responsibilities and commitments.

Multiple applications

Applicants are permitted to submit multiple applications. For example, an organisation might submit an individual project for two different sites or reapply if unsuccessful in a previous round. If undertaking or proposing several projects, applicants must provide evidence of sufficient resources to undertake all projects, including capacity to manage multiple projects funded in previous rounds, and any in kind funding or other resources must be trackable against individual grant funded projects. However, it should be noted that projects supported by WLRM will be expected to be completed on time and requests for variations to project scope, budgets and timelines will only be approved in exceptional circumstances.

Nominating an administrator

Not-for-profit organisations may nominate another organisation to administer grant funds on their behalf.

The administrator must be a legal entity and Grant Agreements are prepared in the name of the administering body. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee's behalf and the preparation of financial reports. An agreement should be reached between the grantee and the administrator in relation to project management. It is expected that the project will be led by the applicant and not the administrator.

The [Illawarra food recovery and distribution hub](#) project is an example of a regional approach. This project brings together local agencies, charity organisations and businesses involved in the donation, rescue and distribution of food through a partnership with local government assisting in administration and coordination.

Conditions of eligibility

Eligible organisations must also meet the following conditions to qualify for funding:

- Complete the Trust's forms and documents:
 - Part A: Application Form
 - Part B: Application Budget
 - Part C: Project Plan
 - Financial analysis and other supporting documents relevant to the amount of funding being requested

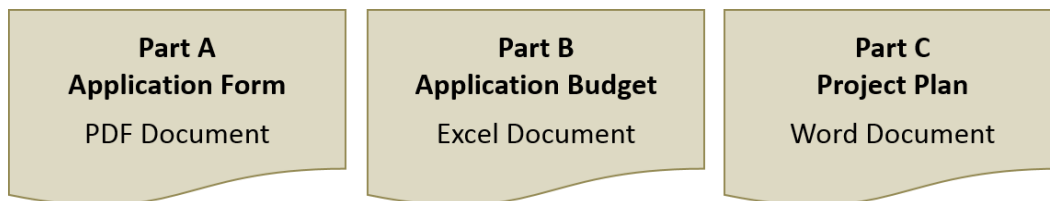
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within the application.
- Ensure your application is received by the closing date. Late applications will not be accepted.
- Demonstrate in your application that your project is aligned with the program aims and objectives, provides value for money, delivers public benefits, and will deliver significant resource recovery outcomes.
- Demonstrate that previous government grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's performance will be improved.
- Demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned, taking these factors into account (experience from previous rounds of the program highlight that longer than anticipated time to gain approvals is a major cause of project delay).
- Submit projects that will be constructed/commissioned by January 2021.

Applications that do not satisfy all the above conditions will be deemed ineligible and will not be assessed.

Funding

Grants of between \$25,000 and \$500,000 are available, covering up to 90 per cent of the capital costs relating to the infrastructure and equipment.

Applicants will be required to submit all the following documents:



The [How to Apply for a Food Donation grant](#) video gives an overview of these documents.

What will be funded?

Contributions to a large range of built infrastructure and equipment are eligible, if the applicant can demonstrate that the infrastructure and equipment contributes to increased capacity to collect, store and redistribute surplus food from businesses to people in need. Examples of infrastructure and equipment for Stream 3 Food Donation include, but are not limited to:

- Small delivery vans or trucks (including first year on-road costs).
- In-vehicle refrigeration.
- Energy efficient refrigeration equipment.
- Warehouse shelving.
- Forklifts.
- Training of staff in the safe use of equipment where the equipment is for collection, storage and/or redistribution of donated food that would have previously been landfilled.

It should also be noted that all equipment purchased is to be in the ownership of the grantee organisation and all vehicles are to be registered and insured in the name of the grantee organisation and not to individuals.

The requested grant must equal no more than 90 per cent of the eligible infrastructure costs. The remainder must be provided by an in cash or in-kind contribution by the grant applicants.

What will not be funded?

Activities, projects and elements that are ineligible for grant funding **or** matching contributions to the project include:

- Equipment purchased or committed to, or activities undertaken before notification of the outcome of the grant process.
- Operational expenses including rent, fuel, electricity, equipment maintenance, staff, project management and grant administration costs.
- Marketing costs.
- Costs related to handling organics from sources other than the municipal or commercial and industrial waste stream or organics that would not have previously been disposed to landfill.
- Statutory requirements such as development consent, operating licenses, or compliance with the conditions thereof.
- Activities, projects or infrastructure outside NSW or distributing food landfilled outside NSW.
- Purchase of land.
- Research.
- Disposal or composting equipment for food waste.
- Equipment (or the portion of equipment) used for collection and redistribution of non-food items or food not previously landfilled.
- Equipment (or the portion of equipment) used for collection and distribution of food already collected by a food charity.
- Vehicles for transport of staff and volunteers.
- Costs associated with the application or gaining funding.

Projects that involve related-party transactions: Applicants that are purchasing goods or services from related entities will not be eligible for funding unless they can prove to the satisfaction of the Trust that any financial benefit is given on terms that would be reasonable in circumstances where the parties are dealing at arm's length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the special relationship inherent between the involved parties creates potential conflicts of interest and the Trust would prefer not to have to manage these potential conflicts. **If in doubt, contact Trust Administration before submitting your application.**

Before finalising Part B: Application Budget, applicants are strongly encouraged to contact the EPA to discuss eligible and ineligible items.

Funding from multiple sources

Funding under this program requires a **co-contribution** of at least 10 per cent towards the total cost of *eligible* grant items. You must be able to demonstrate this in Part B: Application Budget.

Some large projects may require multiple sources of other funding. For us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

- Have secured funding from another government agency for the same or related activities to those funded by 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.

Best practice in sustainability

It is expected that projects will implement best practice in sustainability. This can be defined as being mindful of the 'big picture'. For example, in designing, building, upgrading or enhancing a facility. In your application, you will also need to demonstrate a commitment to incorporating sustainability principles into the design of your project. This includes energy and water efficiencies, biodiversity impacts and landscaping. The [Government Resource Efficiency Policy \(GREP\)](#) is a useful reference. You should also include any associated actions your organisation has already implemented, or intends to implement, including reference to local/organisational strategies, policies or plans.

Grant conditions

Successful grant applicants will be required to agree to the following:

1. Acknowledge both the Trust and EPA's support in all promotional material or any public statement about your project. Your acknowledgement must include the dual Trust and EPA logo in accordance with publishing requirements.
2. Maintaining the acknowledgement of funding on any vans, trailer or other mobile equipment purchased with grant funding for the service life of the vehicle or equipment.
3. Ensure that an invitation is issued to a government representative to any launch or public event associated with this funding, and that where they can attend, they are acknowledged as official guests. Where practicable, representatives should be afforded the courtesy of publicly addressing the event.
4. Hold adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance.
5. Must demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned with this in mind.
6. Must be able to demonstrate significant commencement within four months of accepting the grant, which can include obtaining all approvals, advertising tenders or commencement of works.
7. Plan to commit to the equipment being purchased and substantially operational by 31 January 2020.

Compliance with NSW environment protection laws

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 (POEO) Act 1997*, *Protection of the Environment Operations (Waste) Regulation 2014* and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if, on or after 20 June 2017 they, or any directors or managers of the applicants (whether as directors or managers of the applicants 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 with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

For the purposes of this matter, the relevant provisions of the POEO Act are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, s144AB or 211 of the POEO Act or Part 2 of the *Protection of the Environment Operations (Waste) Regulation 2014* in relation to any waste activities where a consequence of the contravention has the result of the avoidance, minimisation or undermining of the waste contribution. 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.

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.

Obligations of successful applicants

Grant Agreement – Environmental Trust

Successful applicants will be required to enter into a performance-based funding agreement which will stipulate all funding obligations and conditions. The Trust will monitor the progress of projects. Funding is normally provided against agreed milestones and continuing funding is dependent on satisfactory Milestone Reports.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a grant agreement. If the grant agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Provide written evidence from any project partners who are contributing funds or resources to the project.
- Forward a Tax Invoice to the Trust for each instalment, as due, of their grant, (plus GST if applicable).
- Have or can demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned with this in mind.
- Complete a Project Measures report at the commencement and with each report. A template is available on the [Trust's website](#) detailing what type of information will be required.
- Seek prior approval to any variation to the proposed project plan, project measures, timeframe or budget.
- Confirm a final schedule of payment and reporting dates relative to project activities.
- Comply with all conditions contained in the grant agreement.
- Provide Milestone and Final Evaluation Reports in accordance with the reporting requirements outlined in the funding agreement, including an independently audited financial Statement of Expenditure.
- Acknowledge the Trust's 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 in accordance with publishing requirements. Logo to be downloaded from the [Trust website](#).
- Demonstrate that any previous Trust grants received by your organisation were conducted or are progressing to the Trust's satisfaction.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the Final Evaluation Report or promoting the project via other avenues available to the Trust and the EPA.

Project implementation timeframe

The Trust receives an annual funding allocation for the WLRM programs, with limited capacity to carry over funds to future financial years. Consequently, projects must be completed within three years of the grant offer. If the project is likely to extend beyond 36 months (three years), you are encouraged to consider staging the project. For projects that are not completed within 36 months of the grant offer, the applicant must justify why the grant should not be terminated.

While requests for variations to projects are available these should be submitted as soon as possible and significant extensions to time will only be approved under exceptional circumstances. Projects should be able to demonstrate significant commencement within four months of the signing of the grant agreement, and projects that cannot do this without justification may be revoked.

Assessment criteria

Selection for Trust grants is a state-wide, 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. Diversion of food waste from landfill

- the project will recover and redistribute food that would otherwise be landfilled (tonnes/year)
- the application includes quantitative and qualitative detail about how much food will be recovered, where it will come from and where it will go
- the extent to which the project and food it recovers and redistributes will benefit people in need

2. Technical and regulatory analysis

- the facility and/or equipment to which the application relates is demonstrated to be suitable for the project and its proposed goals
- clear and considered management systems will be in place to manage the project
- demonstrated ability to obtain relevant approvals and licensing requirements
- applicant demonstrates sound performance history

3. Value for money and project impacts

- application budget is detailed and well costed
- applicants matching contribution and in-kind support is demonstrated
- the project has environmental benefits (including non-market costs and benefits)
- the project has social benefits
- the project has economic benefits

4. Demonstrated ability to deliver the project to a high standard

- the application demonstrates sound project planning and methodology
- the application includes a well-considered risk management plan
- demonstrated management skills, relevant expertise and relevant experience
- evidence of previous positive grant performance history
- the level of performance on any previous grants

Part B: Application Budget

Overview

Part B: Application Budget form is an Excel document, separate from the main application form. Download the form from the [website](#).

When you populate the budget spreadsheet, the figures you enter will be totalled automatically. You cannot cut and paste data into the document as it can alter the formatting and cause errors, which may result in your budget submission being deemed ineligible and your application not being considered.

Enter the data manually and submit the completed form as an Excel document so that it can be uploaded directly into the Trust database. **DO NOT PDF**.

An incorrect or incomplete Application Budget form may render the application ineligible or reduce the Technical Review Committee's confidence in the applicant's capacity to deliver the project and manage the finances. If you are unclear about what is eligible and ineligible or how to complete the Budget spreadsheet, contact the EPA for advice.

The Application Budget consists of one worksheet with five parts:

- Part 1** Project expenditure breakdown.
- Part 2** Other sources of project income.
- Part 3** Summary of Project Costs for eligible grant items only.
- Part 4** Additional direct project costs (ineligible items).
- Part 5** Summary of Project Costs including ineligible items.

You must complete Parts 1, 2 and 4 and the 'total' fields will be automatically populated in Part 3 and 5.

All costings in your budget need to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and activities of your project. Ensure each line item can be matched against invoices when reporting. Be specific and give unit values where possible. There is a risk that if you do not provide sufficient detail and justification, your application may not be as competitive.

Cash and In-kind contributions

The Trust values the ability to secure additional cash and in-kind contributions as doing so reflects support for your project and added value for money. Pages 4-5 of these guidelines detail what is eligible and ineligible for funding. Separate eligible and ineligible items in your budget on the appropriate tabs.

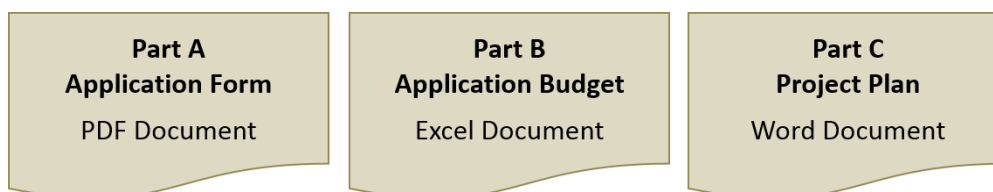
That is, show all **eligible** costs for the project in Part 1 and 2 of the budget to a maximum of \$500,000 requested from the Trust. Show all **ineligible** costs provided as cash or in-kind to the project in Part 4 of the budget. The grant will not cover the cost of ineligible items but details of ineligible costs should still be populated if they are relevant to the project to provide an overall total project value.

Taxation - goods and services tax (GST)

- Organisations administering a grant (and are registered for GST) are not to include any GST in the application budget. The Trust will add 10 per cent GST to the grant payment.
- Organisations administering a grant **that are NOT** registered for GST are to include in the application budget any GST that will be incurred during the life of the project.
- A tax invoice is required for the amount of each milestone payment of the grant/project. The invoice is to include GST if applicable.
- All invoices from councils (as a government related entity) should be exclusive of GST.

Application and submission process

The Application Form consists of three parts:



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

Note: The Application Form and Budget documents (Part A and B) are locked. This means that the size of the text boxes will not expand, so your answer must fit only into the space provided. Part C: Project Plan form will expand to accommodate additional information.

Who to contact if you need further help

<p style="text-align: center;">Application assistance</p> <p>NSW Environmental Trust</p> <p>Phone: (02) 8837 6093 Email: waste.recycling@environmentaltrust.nsw.gov.au</p>	<p style="text-align: center;">General program assistance</p> <p>NSW Environment Protection Authority</p> <p>Phone: (02) 9995 6876 Email: organics.recycling@epa.nsw.gov.au</p>
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Attachments

Due to the number of applications expected and the detail included within them, any additional or supporting material submitted with your application should be kept to a minimum. Limit the number and size of attachments. Examples of acceptable attachments include:

1. Executive summary from Social Return on Investment report (maximum four pages)
2. Partnership letters (maximum two pages per partner)
3. Strategy, policy or report extracts (maximum two pages)
4. Letters of support signed by senior officers (maximum two pages)
5. Risk management plan (maximum two pages)
6. Gantt chart (A4)

Application submission

Use the checklist at the end of the application form 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, which is detailed below.

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.

Application and notification

Acknowledgement of receipt of applications

For emailed applications, you should expect acknowledgement of your Application Form within two days of the closing date. If you do not receive acknowledgement, contact the Trust to ensure your email has been received.

Furthermore, you should expect to receive a confirmation email with a unique reference number within three weeks of the closing date. This reference number should be used in all correspondence to and from the Trust. If you do not receive an email within three weeks, contact Trust administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au.

Notification of grant decisions

The Minister for the Environment, as Chair of the Environmental Trust, is expected to publicly announce the successful applicants. Applicants will also be notified in writing.

Assessment and approval process

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

The Trust establishes an Independent Technical Review Committee (TRC) for each grant program. The Trust's TRCs 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 independent TRC will assess the merit of your proposal by using the assessment criteria outlined on page 8 of these guidelines and will make recommendations to the Trust who will ultimately approve the funding. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

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.

Confidentiality

The Trust will use the information you supply to assess your project for funding. Information on funded 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 EPA and Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

Tax

Goods and Services Tax (GST) applies to payments made under this 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.

Refer to 'Taxation - goods and services tax (GST)' on page 9 for more information.

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 this program. Current eligibility and selection criteria for the fund are described by this document.

Conflict of interest

Refers to question 32 in your Application Form

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 as project managers with Trust funds.
- Members, or relatives of members, 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.
- Third parties used to assist in the preparation of the grant application will potentially be engaged to carry out work on the actual grant project.

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

Section 2: Guide to completing your application

The information below will be useful when answering specific questions in your application. Guide notes have not been provided for those questions where the answer is considered to be apparent.

Eligibility	
Page i	<p>Has your organisation already purchased or committed to any of the equipment/infrastructure for which you are applying for in this application?</p> <p>Grant funding is only available for new or enhanced activities, equipment and infrastructure. If you have answered yes, your organisation is not eligible to apply for funding for these items.</p>
	<p>Legal status of your organisation.</p> <p>Only not-for-profit organisations with an established legal status are eligible to apply for this stream of the Organics Infrastructure (Large and Small) Grants Program.</p> <p>Refer to page 3 of these guidelines regarding the eligibility.</p>
Application details	
1	<p>Project title and duration.</p> <p>This is the title of your project and will be used on all promotional material, on the website, funding deed and any other relevant document. It should be short and no more than 68 characters long.</p> <p>Provide the proposed start and end dates for the project.</p>
	<p>Funding requested.</p> <p>Grant amount requested.</p>
2	<p>Project summary.</p> <p>Provide a 100-word summary of your project. This should be succinct, summarising clearly the main activities and outcomes that you want to achieve. This summary will be used to promote your project on the Environmental Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what the project is about and the benefits it aims to deliver.</p> <p>Project X is about... It's important to do because... When it is finished the project will...</p>
3	<p>Project location.</p> <p>Give the name and address of the site where the equipment or facility will be located, stored or garaged. If you do not own the site explain your lease arrangement e.g. when does your lease expire? Do you need a development consent for operating the facility? Do you have one?</p>
4	<p>Geographic reach.</p> <p>List the local government areas and state electorates where the project will occur. Include all relevant, for example, if surplus food is sourced from one local government area and distributed in another.</p>
5	<p>Primary contact details.</p> <p>The person that may be contacted before, during or after the project for additional information, updates on progress etc.</p>
6	<p>Management structure.</p> <p>Details of key individuals: List the main people involved in managing and implementing the project. Experience in similar projects and support/involvement of senior management is beneficial. For larger projects this should be demonstrated through attachment of CVs or letters.</p> <p>Years trading: this is not required for government organisations.</p> <p>Number of personnel: for some organisations, this may include paid staff and volunteers as well as clients/students/people serviced by the organisation.</p>
7	<p>Contact details for partners or grant administrator (if applicable).</p> <p>If you are applying as an individual organisation without partners and without a separate organisation acting as the administrator, only complete question 5.</p> <p>For partnership projects, the primary contact listed in question 5 should be from the not-for-profit organisation appointed to act as the lead grant applicant. This contact will lead project implementation but can collaborate with an administrator who will submit milestone and financial reports.</p> <p>A letter from each partner (or an MOU), confirming participation, roles, responsibilities and funding contributions is required to be submitted with the grant application. Note: If you are successful in being awarded a grant, the Board of each partner organisation will also be required to verify the partnership arrangements.</p>

8	<p>Has your organisation previously received EPA, OEH or NSW Environmental Trust funding?</p> <p>Only include grants your organisation received within the last five years. Your grant application assessment will include consideration of how well previous grants were implemented and their performance.</p>
9	<p>Insurance.</p> <p>Provide details of your insurance as 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.</p>
Licensing and compliance history under NSW Environment Protection laws	
10-12	<p>Compliance of NSW Environment Protection laws.</p> <p>Refer to page 6 of these guidelines for more information.</p>
Project details	
13	<p>Payment and milestone schedule.</p> <ul style="list-style-type: none"> • Complete this part of the application form once 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. The total funding requested cannot exceed \$500,000 per project. • For most projects, the first instalment will be 10 percent of your total funding amount requested, the second instalment 40 percent, and final instalment 50 percent. • Provide the milestone dates you expect to achieve milestone 2 and milestone 3. Milestone 1 should be approximately January 2018. The proposed project cannot commence within one month of signing the funding agreement with the aim to have all equipment purchased by January 2020. • Milestone 2 will be the date you expect to secure or purchase the equipment. • Milestone 3 will be the completion of the project and submission of the final grant report to the Trust with at least six months of collection and distribution data. • Milestones will be linked to the Trust reporting and milestone payments. These dates should be based on your in-house planning and the length of time you estimate to implement these key stages of your project.
Criterion 1: Diversion of food waste from landfill	
14	<p>When fully operational, how many additional tonnes per year of food will be diverted from landfill?</p> <p>Provide a tonnage figure.</p> <p>Note: If your project will take few years to become fully operational, provide an attachment with an estimate of diversion from landfill from project inception to full operation.</p>
15	<p>Describe and list the types of food you intend to recover and their source.</p> <p>Also include the following information:</p> <ul style="list-style-type: none"> • a description of the businesses/organisations that will be donating the food (e.g. for local bakeries: Bakers Delight store. For RSL: Bowling Club) • approximately how much food each supplier will provide • the types of food (e.g. fresh, packaged, cooked, frozen) • where this surplus food for the listed donors currently goes • any negotiations/discussions that have already taken place • experience you have in gaining commitments from food donators • networks you can utilise to engage with new food donators <p>Note: If you are listing other food rescue organisations as sources of your additional tonnes diverted from landfill, provide a letter from that organisation showing that they are sourcing new food donators on your behalf. The funding can only support projects that increase the volumes of donated food that would otherwise currently go to landfill. Food that is already being collected cannot be claimed as additional.</p>
16	<p>Describe any other food donation services that currently exist in the geographical area of your project.</p> <p>There may be other charities (or you) currently operating in the same geographic area. Does your grant project intend to service different businesses/food donators, collect a different type of food, or is the unwanted food in excess of the current ability of food charities?</p> <p>Provide a general description of how your project fills a need rather than competes with existing facilities/services.</p>

	<p>Provide any information regarding initial contact or discussion with other local charities regarding the opportunity to create partnerships or food hubs to optimize the service and increase food rescue efficiency.</p> <p>Visit the Environmental Trust website to view project descriptions of grantees from previous rounds of the Organics Infrastructure (Large and Small) Stream 3 program and check who may be sourcing donated food from the same area. Speak to the EPA about other community groups that have expressed interest in submitting projects in your region.</p>
17	<p>Provide information on the expected recipients of the donated food.</p> <p>Explain how you will match supply of donated food to demand. Include in your explanation:</p> <ul style="list-style-type: none"> • who you expect will use the rescued food • how they will become aware of your new donated food supplies • whether you have to store, cook or repackage the collected food • provide an overview of your existing space, labour, skills and equipment for this processing, marketing and redistribution
<p>Criterion 2: Technical and regulatory analysis</p>	
18	<p>List the infrastructure and equipment you intend to purchase.</p> <p>Give a detailed description of the technology/process/equipment you consider meets your project needs. Include details, for example:</p> <ul style="list-style-type: none"> • <model, make> refrigerated van for collection of donated food • <size and model> fridge or cool room at distribution centre.
19	<p>Describe how the new infrastructure will enable you to manage additional tonnages of food donations.</p> <p>For example, a freezer may enable you to better manage fluxes in supply or to store prepared meals until transport/distribution can be organised.</p>
20	<p>Describe the analysis that has been undertaken in selecting this specific infrastructure and equipment.</p> <p>In your description include information on why the infrastructure and equipment is suitable for the type and volume of food involved in your project; your facility and your staff.</p> <p>Have you considered operating costs and skills, maintenance needs, odour and quality control, Workplace Health and Safety (WHS) considerations in selecting the equipment? What other types of infrastructure/equipment was considered and why was it ruled out?</p>
21	<p>Describe the operational life-span of the infrastructure and equipment.</p> <p>Describe the age of the equipment you intend to purchase and the estimated useful life-span. Do you have maintenance, replacement and upgrade strategies to ensure the ongoing life of your project?</p>
22	<p>Describe your organisation's formal management systems for quality, environmental management and WHS.</p> <p>Quality, environmental management and work health and safety systems provide some assurance that the project will not result in harm to human health or the environment. Safe operation of equipment, odour control, temperature control and contamination management are particularly important for food. Describe what systems you have in place. Include in your description how food will be disposed if not delivered or consumed.</p>
23	<p>Describe the licensing and approvals needed for your project and steps you have taken to obtain the necessary approvals.</p> <p>Development consent and other approvals are often required for location and operation of infrastructure and food handling services. Early and ongoing consultation with the relevant authorities is part of good project planning and can help ensure projects are not inadvertently delayed.</p> <p>Describe the licences and approvals needed for your project, the consultation undertaken to ascertain what licenses and approvals are necessary and the existing approvals and licences (if any). Also, describe the steps taken to date to ensure the necessary approvals will be in place in line with your project plan. Include in your description any environmental or engineering investigations, meetings or correspondence.</p>
24	<p>Describe any existing reputation/relationship with stakeholders or experience in similar projects.</p> <p>Proponents expanding existing facilities or services may have existing local or regional relationships, networks and experience that will be helpful in undertaking the grant project. Provide detail here.</p>

Criterion 3: Value for money and project impacts	
25	<p>Explain why this program would not go ahead, in the near future without funding from this program.</p> <p>Describe why this project would not proceed without funding assistance. What are the financial and non-financial barriers to implementing the project?</p> <p>How will the funding assistance help the project proceed? If funding will allow you to bring forward a project that you intended to implement, outline how you would facilitate the fast-tracking of the project without it having any negative impacts on other parts of your business/organisation.</p>
26	<p>Resources from other sources.</p> <p>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 have/will issue.</p> <p>Note: This grant will fund additional work, however, it will not fund work that would have been undertaken as part of agreed commitments or existing programs.</p>
27	<p>Describe how your project is delivering good value for money.</p> <p>Describe how this project will deliver good value for the investment made in cash and in-kind.</p> <p>Your project is evaluated against other grant applications. This is an opportunity to demonstrate why your project should receive grant funding above others.</p> <p>In your description, you could include estimates of food donations you are assuming (e.g. in tonnes or kilograms), number of new food donors, and years that food donors will continue to actively donate food. Calculate grant dollar per tonne diverted and total project cost tonne diverted.</p> <p>You might estimate how long the services developed by the grant project will be used and how your project might assist other organisations. You might also provide information about a social return on investment study if your organisation has undertaken one.</p>
28	<p>Calculate grant funding request per tonne.</p> <p>Divide the total additional tonnes of food being diverted from landfill (from question 15) by the total grant funding requested (from Part B: Application Budget or total in question 13).</p>
Part B	<p>Part B: Application budget.</p> <p>This part of the application is a separate Excel document which can be downloaded from the Trust website. This document is where you will be required to enter in your full budget, including all sources of income and all source of expenditure.</p> <p>Eligible grant items (cash and in-kind contributions).</p> <p>Grants between \$25,000 and \$500,000, covering up to 90 per cent of the capital costs relating to the infrastructure and equipment, are available. Only include eligible grant items in the funding request – by referring to the ‘what will be funded’.</p> <p>Provide as much detail and breakdown as possible in your budget and follow the budget instructions contained within the excel form. It also provides information regarding budget breakdown, and the number of quotes for different sizes of equipment/project elements. A detailed budget and quotes help you demonstrate to the TRC that your grant request is reasonable, and that you understand all the costs and elements of a successful processing operation. Although quotes for all pieces of equipment and multiple quotes for larger pieces of equipment are not mandatory at the application stage, if your application is successful, quotes and invoices will be required to be submitted during the implementation of the project.</p> <p>Note: the amount requested from the Trust cannot be increased once awarded. However, there is some scope to apply for a budget variation between approved line items in your budget. For example, one piece of equipment may be cheaper than expected and another is slightly more. Transfer of funds across line items is permitted with prior approval from the Trust.</p> <p>Budget line labelled ‘contingency’ or ‘fixed percentage’ of the overall project are not eligible for funding.</p> <p>Additional contribution – ineligible grant items (cash and in-kind contributions).</p> <p>Provide details about cash or in-kind contributions to ineligible grant items. Even though you cannot claim for grant funding for ineligible items, including them here on a separate tab enables the TRC to consider additional benefits of your project and additional resources you are contributing to it.</p> <p>You can include items that are listed under the ‘what won’t be funded’ section of these guidelines such as expenses relating to staff, project management or operating food collection vehicles. Contact the EPA to clarify if you are uncertain.</p> <p>Note: This additional contribution cannot be counted as part of your 10 per cent contribution to matched funding. This 10% contribution must only be eligible items.</p>

Criterion 4: Demonstrated ability to deliver the project to a high standard	
29	<p>Project measures table.</p> <p>The project measures included in this table offer a range of baseline data and target measures that are meant to help you record, monitor and guide the outcomes of your project. The table captures projected quantitative data for your project. If you are successful in receiving a grant, its performance will be measured against actual (or achieved) quantitative data for each stage of your project.</p> <p>Data provided in this question should correlate with outputs detailed in Part C: Project planning, including risk management.</p> <p>Why: The project measures table allows you to demonstrate what outputs will be delivered as part of your project. In this way, it can become a kind of quick ready reckoner for you to check how the project is tracking against the projected measures. The Trust can use this information to help support all our grant recipients as we review the outcomes of their projects. The Trust can combine project measure data received to build a broader picture of the achievements across all our grants programs.</p> <p>Note: Measures that are highlighted as Mandatory must be included.</p> <p>How: It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p> <p>Note: Only nominate project measures that relate to your project, making sure you include those marked as Mandatory which are applicable to all projects. Once you have provided data projections for the mandatory and the relevant project measures, the other measures can be left blank.</p>
Part C	<p>Part C: Project planning, including risk management.</p> <p>This is a separate Word document which can be downloaded from the Trust's website. This document is where you will detail your project objectives, outcomes, risks, tasks etc. All sections of the template will expand. Part C: Project planning definitions can be downloaded from the Trust website as a guide.</p> <p>Ensure you include a detailed risk management plan as well as detail of the resources and skills to undertake the projects. This document is particularly important in demonstrating to the Technical Review Committee that there is genuine intent to have infrastructure and equipment installed and commissioned by January 2021, with a minimal risk of delay.</p>
30	<p>Describe your commitment to the project.</p> <p>Describe how long you will maintain and utilises the equipment, the long-term benefits of the project and any plans for expansion or enhancement. If relevant, reference any of your organisation's plans, policies or strategies for the future</p>
Other supporting information	
31	<p>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.</p> <p>Best practice can be defined as being mindful of the 'big picture' in designing and implementing a project. This could include the use of recycled materials, supporting local businesses, harvesting rainwater, site landscaping, and selection of energy efficient equipment and processes.</p> <p>Environmental Describe your organisation's commitment to the implementation of the environmental sustainability in this project and any associated actions your organisation has already implemented, or intends to implement, including reference to local strategies, policies or plans. For example, include:</p> <ul style="list-style-type: none"> • tonnage per year diversion of food from landfill or decreased methane production • when these benefits will be realised and for how long • environmental considerations you have used in selecting the equipment such as energy and fuel efficiency <p>Economic Benefits might include new jobs, resources kept within the economy, avoidance of costs. Also include in your description when these benefits will be realised and for how long.</p> <p>Social Benefits may include:</p> <ul style="list-style-type: none"> • number of meals generated • strengthened local communities • jobs for disadvantaged people • improved nutrition <p>Also include in your description when these benefits will be realised and for how long.</p>

32	<p>Declare any real, potential or perceived conflict of interest that you may be aware of.</p> <p>This can relate to land ownership, salary and/or contractor payments. 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:</p> <ul style="list-style-type: none"> • 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 as trainees or project managers with Trust funds • members, or relatives of members, of the applicant organisation are being paid for supply of equipment 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 <p>Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential COI. The Technical Review Committee will assess each situation on its merits and environmental need.</p>
33	<p>Community Benefit. Detail how this project will specifically benefit the local community it is in and the broader NSW community.</p> <p>Include information such as:</p> <ul style="list-style-type: none"> • Additional jobs both during implementation or ongoing operational. • New or expanded food waste rescue services. • Additional number of people in need accessing the rescued food. • Procurement of goods and services including communications, advertising, technical, financial, transport etc. <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
34	<p>Third party assistance. List all the people/organisations who have contributed to the information in this application.</p> <p>Include other divisions or units within council and outside consultants. Ensure that you have a full understanding of, and can substantiate, the information supplied for your specific situation as you may be required to explain or expand on the details of your project. Please note that should you engage outside consultants they will need to provide details of all other WRLM programs/projects they have worked or are currently working on. In general, it would be expected that consultants engaged to assist in the development of the grant application would not be eligible to apply for contracts under the approved project, as they could have an unfair advantage in a competitive tender process.</p>

Additional resources

The Trust strongly recommends that you consult with the EPA on (02) 9995 6960 to discuss your project ideas and for assistance with your application.