Waste Less, Recycle More Initiative

Organics Collections Grants Program - Business Stream

2018 Application Form

Closing date: 3pm, Thursday 28 June 2018

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: **3pm Thursday, 28 June 2018**

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

Eligibility

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 up until completion of the project 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 entered into a collection contract or purchased or committed to purchase any of the equipment/infrastructure for the project described in you grant application?

   If you have answered yes to the above, your organisation **is not eligible to apply for funding** for that equipment/infrastructure or for premises with existing collection contrac

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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
- Compete and attach the Part B: Application budget**.**

Funding

Contestable grants between $10,000 and $500,000 are available, covering up to 50 per cent of eligible items for projects that:

- Introduce new organics collection services to businesses
- Expand on existing organics collection services to businesses.

The food waste must be currently landfilled and the new or expanded collection service must involve the transportation of source separated commercial and industrial food waste to a licensed treatment facility to be converted into a higher quality resource such as compost or electricity.

It should be noted that although funding of up to $500,000 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. This includes in-kind support and co-funding and long-term collection contracts.

Applicants are advised to read pages 4 to 5 of the Guidelines for Applicants, for details on:

- What will be funded
- What will not be funded
- Grant conditions

Read Section 2 of the guidelines 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 **3pm Thursday 28 June 2018.** All applications must be emailed 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 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.

3 Project category.

Please select **ONE** of the following:

☐ Local government facilitating business food waste collection

☐ Waste service provider increasing organics collections to waste generators

☐ New organics collection system for a large businesses or commercial properties

4 Project elements.

Please select all that apply:

☐ Mobile garbage bins (MGB). Provide addresses of where these will be used.

☐ Organics collection vehicles. Provide addresses of where these will be garaged.

☐   Other equipment/infrastructure. Provide details and addresses of where these will be installed.

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[                                                                              ]
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☐   Expert advice. List the types of advice that will be sought and the likely consultant/supplier.

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[                                                                              ]
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5	Geographical reach.

Primary area. This must be the local government and state electorate for the project. To help you, please use the links below to confirm the correct council and state electorate are being selected.

Local government area   [   ]   What is my local council

State electorate   [   ]   What is my state electorate

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

Local government area	State electorate
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

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

Latitude (decimal degrees) [   ]   **Longitude** (decimal degrees) [   ]

6 Primary contact details.

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 (June - Oct 2018) and, if the application is successful, for the duration of the project.

Title		First name		Surname	

Position

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

7 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) ___

8 Contact details for partners (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

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

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

10	Insurance.

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

Company

Policy numbers

Coverage

Currency (expiry date)

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
Milestone 1 Signing of Deed of Agreement			**Milestone 1 Report** *including:* • Signed Deed of Agreement • Any documentation required as a special condition • Project Measures Report (projections) • Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).
Milestone 2 Detailed project planning and procurement			**Milestone 2 Report** *including:* • Project Measures Report (progress). • Evidence that detailed project planning has been undertaken. • Evidence that any large equipment has been selected and ordered. • Evidence that stakeholders are actively engaged in initiation of the project. • Copies of tax invoices/quotes from bin suppliers and assembly contractors. • Copies of tax invoices/quotes from all other related service providers, suppliers, contractors. • Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).
Milestone 3 Implementation report			**Milestone 3 Report** *including:* • Project Measures Report (progress). • Demonstration that all the activities described in the grant project have been implemented. • Evidence that all grant funded equipment is operational. • Copies of tax invoices/quotes from bin suppliers and assembly contractors. • Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.
Final Evaluation Six months post service commencement			**Final Evaluation Report** *including:* • Measurement of achievements during 6 months of the new collection. • Case study for the project activities, implementation and achievements • Project Measures Report (final). • Copies of tax invoices/quotes from all other related service providers, suppliers, contractors. • Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).
Total funding requested			This must be the same as in Part B Application Budget form

Criterion 1: Demonstrated need and support for the project

12   Provide a one-page overview of your proposed project.

13 Describe who will deliver and manage the project.

14 Describe the needs and support for the project.

15 Describe the work undertaken to date in preparing for this project.

Criterion 2: Proposal efficiently and effectively addresses the need

16   Describe how you will monitor the effectiveness of the project.

17   Detail the expected outcomes of the project and how they will be sustained long-term.

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

18   Describe the research and/or consultation you have undertaken/or will undertake to develop your business engagement and education strategy.

19   What previous experience do you or your project partners have in delivering this type of project?

20 Complete the table to outline the objectives, targets and key performance indicators (KPIs) for the project. Refer to page 14 of the guidelines for more information.

Overall objective	Target	KPIs
Overall objective	**Target**	**KPIs**

21 Provide a task breakdown and estimated timeline for your project. Identify who will be involved in each task.

Estimated date	Tasks/activities	Who is involved?

22 Describe the strategies/methods that will be used to ensure your stakeholders and/or project partners remain engaged in the project.

23 Risk management plan.

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

24 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	

25 Provide details on the procurement of collection services.

Criterion 4: Value for money

26 Describe your organisation's ongoing commitment to organics recycling.

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

(blank response box)

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

28 Project measures.

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation	SC2	People employed using Trust funds (**Mandatory**)	This excludes contractors and/or consultants, these individuals must be included under project measure SC3. Total hours contributed by those staff that are funded directly from the Trust grant.	Number of individuals	
				Combined hours contributed	
	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	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	

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation	**SC10**	Training sessions conducted	This can include: • 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: • 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	
	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	Items to include: • 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. **Note:** Please count each resource only once, do not provide data for example on number of brochures printed.	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 s, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
Resource Conservation	**RC16**	Additional business organics diverted	This project measure refers to amounts of organics being diverted from landfill per annum.	Tonnes	
	RC17	Additional businesses with a bin based service for organics	This measure reflects the actual number of businesses that now have a bin based service for organics who did not previously have an organics bin.	Number	
	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. This may be identified for example via bin audits at a household level, or via truckload audits at the collection level.	Per cent	
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	
	EC4	Bin Lift cost	This measure relates to the pick-up cost of each organics bin.	Dollars	
	EC4b	Number of additional business lifts per year	This measure relates to how many more businesses you collect from and how frequently you service these businesses.	Number	

Other supporting information

29   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 11 of the guidelines.

30   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.

31   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

Title/position

Organisation

Email

Phone   Mobile   Date

Name

Title/position

Organisation

Email

Phone   Mobile   Date

Part D: 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

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 Guidelines for Applicants, 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.

- Answer **all** questions in Part A - Application Form.
- Submit your entire application by **Email.**
- 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.
- Compete and submit Part B – Application Budget spreadsheet.
- Develop and submit a Risk Management Plan.
- Develop and submit a Timeline (Gantt chart).
- 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).
- 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 and relevant pages.
- Submit your application form and all other documents by **3pm Thursday, 28 June 2018.**

Email to:	waste.recycling@environmentaltrust.nsw.gov.au	- Ensure you email your entire application, including all attachments. - Note: Emailed applications cannot exceed 20MB including all attachments. If the files exceed 20MB please submit as a series of emails.

Document naming

- Application Form   01 Grant Application
- Application Budget   02 Grant Application Budget
- Risk Management Plan   03 Risk Management Plan
- Project Timeline   04 Project Timeline or Gantt Chart

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