



Waste Less, Recycle More

Improved Systems for Household Problem Wastes –
Community Recycling Centres

Application Form

Closing date: 3pm Thursday, 16 May 2019

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:

Office of Environment and Heritage NSW

59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: (02) 9995 5000 (switchboard)

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 2019/0013

February 2019

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, 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.
- 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.
 - Concept designs/layout for the site (include placement of receptacles, dimensions of the allocated areas, traffic flow (see Appendices for a guide).
- If you are applying for a local government council exemption for transporting waste interstate, you must attach your request and appropriate evidence and timeframe.
- Provide 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 applications. Additional material must be within the size limit guidelines.
- Submit your application by the closing date: **3pm Thursday 16 May 2019**.

Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

Telephone: (02) 9995 6880
Email: recycling.centres@epa.nsw.gov.au

1. Will your organisation, a project partner or related organisation 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 committed to, 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

What is the legal status of your organisation?

- Not-for-profit organisation/non-government (must comply with the [ATO's definition](#)) with an established legal status, or without a legal status but is being administered by another organisation.
- NSW council (as defined in the NSW Local Government Act).
- Other local government-controlled organisation (or deems to have the same local government function).
- Private industry or partnership as defined under the Corporations Act.
- Regional or joint organisation of council (ROC or JOC).
- Regional waste group (RWG).

RWG, ROC and JOC may apply and/or coordinate projects on behalf of one or several NSW councils within their regional group, provided each council nominates a contact person for the project.

- State government entity.

Note: All applicants must be legally constituted entities and be organisations not individuals or sole traders.

Non-government/not-for-profit organisations and private industry or partnership as defined under the Corporations Act applying for a grant must consult with the local council in the area the centre is proposed. A letter of endorsement signed by the General Manager or CEO of the local council indicating support of the application and a commitment to deliver community education is required.

Refer to page 6 of the [Application Guidelines](#).

4. Conditions of eligibility and funding

Read pages 2 to 6 of the [Application Guidelines](#) for other eligibility requirements including eligible geographic areas, and eligible items that can be funded.

Part A: Application form

Please read the [Guidelines for Applicants](#) before completing this form.

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **3pm Thursday, 16 May 2019** via email to: waste.recycling@environmentaltrust.nsw.gov.au.

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

1 Application proposal

Applicant organisation name	
Project title	
Funding amount requested	

Start date:

End date*:

* Grant funded activities must be completed within two years

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 and Local government area

Specify where your project is located.

Regional applications with multiple centres must provide information for each site. The [Multiple centres form](#) must be used.

Name of site

Address

Suburb

State

Post Code

Do you own the site mentioned above?

Yes

No

If no, provide leasing arrangements

Applicant details

5 Primary contact details.

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Organisation	<input type="text"/>				
ABN	<input type="text"/>	Registered for GST			
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

Secondary contact details

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

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).	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Number of years trading	<input type="text"/>	Years under current executive	<input type="text"/>
Full-time employees	<input type="text"/>	Total full-time equivalent (e.g. volunteers)	<input type="text"/>

7 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

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:

	Insurance provider	Policy Number	Coverage	Expiry Date
Public Liability				
Workers Compensation				
Volunteer Insurance (if applicable)				

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. If no, explain why e.g. have not yet identified a site.*

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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 Milestone and payment schedule.

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

Double check that all of the numbers are consistent across your application. Provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants cannot exceed \$300,000. The first instalment amount must be 10 per cent of your total funding amount requested, the second and third instalments should total 40 per cent, and the final instalment 50 per cent. Milestone 1 should be approximately July 2019.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed of Agreement			<p>Milestone 1 Report including the following:</p> <ul style="list-style-type: none"> Signed Deed 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 Facility design, licensing, and detailed costing			<p>Milestone 2 Report including the following:</p> <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) Evidence of EPA approval of concept design Detailed facility plan for DA or other consent (showing ventilation, truck access, and site logistics), with EPA acknowledgement that final plans conform to approved concept principles. Evidence of DA and associated planning and licensing approvals. Copies of supplier/order documentation (Agreements/ Letters of engagement/purchase orders) Copies of tax invoices/quotes from service providers, suppliers, contractors Tax invoice to Trust for the instalment amount with GST if appropriate
Milestone 3 Facility construction			<p>Milestone 3 Report including the following:</p> <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) Evidence of completed building/site works (e.g. photographs, videos, media releases) Copies of tax invoices/quotes from service providers, suppliers, contractors Tax invoice to Trust for the instalment amount with GST if appropriate
Milestone 4 Facility commissioned and final evaluation report			<p>Final Evaluation Report including the following:</p> <ul style="list-style-type: none"> Project measures report (final) Statement of Expenditure (final) Evidence of site in operation (e.g. photographs, videos, construction certificate, media releases, event information of CRC opening day) EPA approval the CRC is compliant (EPA minimum standards/outstanding issues form; and NSW EPA Site Assessment form). Site visit by EPA/Environmental Trust Copies of final tax invoices for providers, suppliers, contractors Tax invoice to Trust for the instalment amount with GST if appropriate
Total funding requested			<p>Total funding must equal/be the same as the amount in your submitted budget form</p>

14 What is the population of the local government areas that the proposed centre will provide access?

15 Approximately how many households are there in the local government areas?

16 Approximately how many households will be able to access to the proposed centre?

Criterion 1: Demonstrated need for new or enhanced management system

17 Describe the current waste management and recycling services for problem wastes in the LGAs? (Check with the local council or download the [NSW Local Government Waste and Resource Recovery Data Report 2014–15](#) from the EPA website).

18 Why is a Community Recycling Centre required? (Include the number of households to be serviced, the priority group the LGA falls into, and the volume of material collected at Household Chemical CleanOut events held in the area). This information can be supplied by the EPA on request.

19 Provide details on current issues/data of illegal dumping or other problematic issues regarding household problem and other wastes and recycling.

20 If this is a local council application, advise what consultation has been undertaken with adjacent LGAs, and will these residents have access to the community recycling centre? Include details of the person consulted at the neighbouring LGAs.

21 Is this project identified in the relevant regional waste strategy and/or action plan.

Yes No *If yes, provide details below.*

Name of the region

Document name

Status of the document (draft, final etc.)

Page reference

Briefly explain the need for the project in the context of the regional waste strategy and action plan.

22 If this is a not-for-profit or private industry application, you need to consult with the local council and advise the details of the person at the council consulted.

Note: The local council will be eligible for EPA funding for community education and communications about the Community Recycling Centre within their areas.

23 If an existing facility is to be remodelled or upgraded, detail the existing infrastructure.

24 Describe the planned construction, upgrade or enhancement.

Attach the following in support:

- 1 a sketch of the proposed plans clearly showing current and new as appropriate;
- 2 a concept design with proposed siting of the centre on existing site layout. Refer to [Appendix 1](#) and [Appendix 2](#).

25 Describe how the centres will apply the design and operating standard guidelines for the facility or the aspects where it differs from the design and operating standard guidelines. Refer [Appendix 2](#).

26 What environmental studies, reports, assessments or plans exist for the site and/or the problematic waste issue being addressed through this proposal?

27 How will your response to Question 26 impact on any development approvals that may be required?

28 If the facility is licensed, how will accepting liquid waste (e.g. paints) impact on the licence conditions?

You need to discuss the project with your local EPA office and provide the name of the EPA contact officer. If applying for multiple regional centres, you will need to provide advice for each facility.

29 If your premise is licensed, are there any outstanding penalty notices issued or non-compliance with license conditions infringements?

30 What additional material do you intend to accept at the facility?

Other than the targeted problem wastes listed in the guidelines. **Note:** If you currently accept, or intend to accept household chemicals, you will need to demonstrate how you will comply with [WHS and Dangerous Goods Legislation](#)).

31 How do you intend to separate household streams from commercial (C&D or C&I) streams?
The EPA contractor will collect the targeted problem waste from households only. You need to clearly demonstrate how the commercial streams will be separated from the Household wastes.

32 Please outline operations and staffing arrangements.

33 What are the proposed opening days and times for public access to the facility?
(Opening/operating times are to be a minimum of two days during the week and three hours on some part of the weekend, unless otherwise approved by the EPA)

34 How do you propose to minimise risks to the public and staff when the full receptacles are being collected or moved around the centre?

35 What are the plans for the continued operation of the centre post-EPA funded collections of the core problem wastes?

36 What long-term benefits of flow-on effects will result from your project, and how will they be sustained beyond the life of the project?

37 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



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.

39 Project measures table

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation (the people)	SC2	People employed using Trust funds (Mandatory)	This excludes contractors and/or consultants, these individuals must be included under project measure SC3.	Number of individuals	
			Total hours contributed by those staff that are funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors engaged using Trust funds	This project measure excludes individuals recorded under SC2.	Number of individuals	
			Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed NOT using Trust funds (Mandatory)	For example, council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	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	
	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	

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

Note: If this is an application from a not-for-profit, non-government, or private industry organisation, the responses to the following questions require consultation with the relevant local council.

If you are successful in your application, the EPA will provide additional funding to the local council to implement a community education and communication plan.

40 Please detail any site constraints and how these will be addressed.

41 Describe the research and consultation that the local council has undertaken in developing your education and community engagement methods. Refer to any baseline data you have about your target audience and the results of the consultation with relevant organisations.

42 How will the community/householders be involved in the development and planning of the project?

43 Describe what education/community engagement methods you are going to use to engage/reach the householders e.g. how will you engage them to change their behaviour to use the new service?

44 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

45 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 15 of the [guidelines](#).

46 Community Benefit: Detail how this project will specifically benefit the local community it is in and the broader NSW community. Refer to page 20 of the [guidelines](#).

Include information such as:

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

Local community

Broader NSW

47 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: Concept design/layout at the site

- This part of the application is a separate attachment that is provided by the applicant.
- A separate concept design must be submitted for each site. Refer to page 21 of the [guidelines](#) and [Appendix 1](#).

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, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading, 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

Feedback

Provide some basic feedback on your experience with applying to this grant program. All feedback will be collated to provide overall picture and used to assist development of future Trust documentation.

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

- Less than 7 days 1 – 2 weeks 2 – 3 weeks More than 3 weeks

2. Time taken to complete the Trust application form

- Less than 3 days 3 – 7 days 1 – 2 weeks More than 2 weeks

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)

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6. 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)

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7. Any other comments or suggestions?

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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.

- 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.
- Complete and submit Part C: Project Plan.
- Provide concept designs/layout of the site (including placement of receptacles, dimensions of the allocated areas, traffic flow (see Appendices for a guide).
- Have your application authorised by the appropriately authorised people. No signature is 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, relevant pages.
- Submit your application form and all other documents by the **closing date 3pm Thursday, 16 May 2019**.

Email to	waste.recycling@environmentaltrust.nsw.gov.au
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- **Do not ZIP your application.**
- **Email subject line must use this format:** *Organisation Name – Community Recycling Centre*. 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 program name.
- **Application form must be sent as the PDF smart form.** *See below for document naming convention.*
- The **budget spreadsheet must be sent as an Excel file**, and the **Project Plan as a Word document - DO NOT PDF**. *See below for document naming convention.*
- 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.**
- **Note:** Emailed applications cannot exceed **10MB** including all attachments. If the files exceed 10MB submit as a series of emails.

Document naming

- | | |
|--------------------------------------|---------------------------------------|
| • Application Form | 01 Grant Application |
| • Application Budget | 02 Grant Application Budget |
| • Project Plan | 03 Project Plan |
| • Concept design/layout | 04 Concept design/layout |
| • Local government council exemption | 05 Local government council exemption |
| • Multiple centres | 06 Multiple centres |

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