

Waste Less Recycle More

Improved Systems for Household Problem Waste – Community Recycling Centres



Guidelines for Applicants

Closing date: 3pm Thursday 16 May 2019

Image source
NSW Environment Protection Authority
Penrith Council Community Recycling Centre

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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Section 1: Program rules

About this grants program

NSW Environmental Trust

The NSW Environmental Trust (the Trust) has been established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of NSW. The Trust's main responsibility is to make and supervise the expenditure of grants.

NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is the principal environmental regulator in NSW and 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. It uses a mix of tools including education, partnerships, licensing, audit, enforcement and economic mechanisms.

Waste Less, Recycle More

Originally launched in 2013, Waste Less Recycle More (WLRM) provided \$465.7 million over five years to reduce waste to landfill and increase recycling. An extension until 2021 was announced in October 2016 with an additional allocation of \$337 million.

A key focus of this initiative is to assist communities, business and industry across NSW to reduce waste, increase recycling and meet recycling targets set out in the [NSW Waste and Resource Recovery \(WARR\) Strategy 2014-2021](#). The Trust and the EPA are working together to deliver outcomes through the contestable grant programs funded by the initiative.

For more information on the WLRM initiative, please visit the [EPA website](#).

Improved Systems for Household Problem Waste – Community Recycling Centres grants program

This program aims to make it easier for households to recycle and remove problem waste from kerbside bin systems by establishing a network of Community Recycling Centres (CRCs) across NSW. The program will provide \$3 million in grant funding until June 2021.

This program has funded approximately \$12.6M to date over four funding rounds. Across NSW, 91 CRCs are currently open and operating, providing 75 per cent of the NSW population with access to a local or regional facility. In 2017-18, more than 2,000,000 kilograms of problem waste was collected for safe disposal and recycling across 87 sites. Details of successful projects are available on the [NSW Environmental Trust's website](#).

Objective

The objectives of this program are to:

- contribute to long-term sustainable solutions for the management of household problem wastes by providing NSW households with access to a service where they can drop off their problem waste free of charge.
- raise community awareness by engaging householders in good management of resource recovery and disposal options for their problem wastes.

All CRCs funded under this program will accept the following 'core' list of waste item from households, free of charge:

- paints (oil and water based)
- motor oils*
- cooking, hydraulic and transmission oils
- household single use batteries
- car batteries (lead acid*)
- fluorescent and compact fluorescent lighting (mercury containing lamps)
- gas cylinders (including fire extinguishers)
- smoke detectors.

This round will focus on filling gaps in the CRC network in areas that are not currently serviced.

Note: The EPA will organise the contracts and pay the cost to collect and process the above materials (from households only) up to 30 June 2021, except for motor oils* and lead acid batteries*. The EPA will not fund or organise collection and processing costs for any of the above wastes that are generated from profit making businesses.

* While motor oils and lead acid car batteries have space allocated at a CRC, they are not collected as part of the EPA collection and processing contract. These items have a market value and the operator may retain the revenue by organising their own contract for the collection of these waste items.

How does this program link to other WLRM programs?

The Community Recycling Centres grants program aligns with a number of other programs under the WLRM Initiative to deliver an integrated approach to household waste. This includes:

Household Chemical CleanOut

Household Chemical CleanOut events are free events held across NSW on specific dates. At many locations the CleanOut program has outgrown the capacity of the site. To reduce pressure on CleanOut events and to create a more sustainable solution, the EPA has funded and established permanent Community Recycling Centres (CRCs).

CRCs make it easier and more convenient for NSW householders to safely dispose of their household problem waste. The CleanOut program continues across NSW as CRCs are rolled out and will continue into the future. However, the focus of the program will transition to collecting household chemicals only in locations where the CRC service is available.

Paintback Product Stewardship Scheme

Product stewardship schemes involve producers taking responsibility for managing the environmental impact of their products throughout their life cycle. Product stewardship schemes are either in place or are being developed for a range of problem waste items accepted at the CRCs.

Paintback is the national paint product stewardship scheme which is endorsed by the EPA. The Paintback Product Stewardship Scheme enables suitable CRCs to become Paintback collection sites. CRCs that are Paintback collection sites accept up to 100 litres of paint from householders and commercial operators. Paintback funds the collection and treatment of all paint collected from these CRCs.

There are currently seven CRCs that are Paintback collection sites and the EPA is working closely with Paintback to identify more suitable CRCs to join the Paintback network.

Funding

Contestable grants of up to \$250,000 per project are available for infrastructure costs to establish a CRC or to upgrade an existing facility through the following funding ratio:

- 100 per cent where infrastructure is built on publicly owned land or leased land and the application is from a state or local government authority.
- 100 per cent where the application is from a not-for-profit organisation or a non-government organisation.
- 50 per cent (dollar ratio of 1:1) where the infrastructure is built on privately owned land and/or the application is from private industry

An additional \$50,000 is available for extensive site preparation works. This funding can be used for preparation of the site and provision of a concrete slab and/or surfaced area suitable for the storage and drop-off area and truck loading and unloading area.

It should be noted that although funding of up to \$300,000 in total 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 can demonstrate better value for money will rank higher than others. This includes in-kind support and co-funding.

Preference will be given to applications that provide greater access to the community in terms of opening hours and days of the week. Where less access is provided, the Trust may elect to award less funding.

What will be funded?

- Equipment needed for the operation of the centre. For example, a centre must have a forklift on site for moving full/empty receptacles and for loading collection vehicles. If applicants do not have a forklift this must be included in the submission.
- Design plans.
- Site works up to an investment contribution to achieve the program objectives.
- Roof covers.
- Drainage related to the CRC.
- Concrete slabs.
- Improved access and egress road work up to an investment contribution to achieve the program objectives.
- Safety equipment including personal protection equipment, first aid cabinet, safety water rinse and fire extinguisher.
- Mobile options.
- Security for facility including CCTV systems and fencing.

What will not be funded?

- Signage, as the EPA will provide funding directly to grantees for signage.
- Community education, as the EPA will provide funding directly to councils to educate and inform the local community about the CRC, separate to this grant.
- Operational expenses including:
 - Rent
 - Labour or transport costs including driver, fuel or vehicle maintenance
 - Electricity
 - Equipment maintenance
 - Salaries of existing staff working their usual hours
 - Staff training in safe handling and storage of problem waste (provided by the EPA)
 - Project management
 - Grant administration costs
- Receptacles for storing the following items - as they will be supplied by the EPA collection contractor:
 - Paints
 - Cooking oil
 - Hydraulic and transmission oils
 - Household single use batteries
 - Fluorescent lights
 - Gas cylinders
 - Smoke detectors
- Safety cabinets for the storage of any unsolicited by-catch (these are provided by the EPA).
- Spill kits (these are provided by the EPA).
- IT equipment such as tablet or similar required for reporting data to EPA as the EPA will provide funding directly to grantees for IT required for reporting.
- Land purchase.
- Costs of any equipment not dedicated to the project purpose (e.g. vehicles, buildings).
- Projects that seek retrospective funding for work undertaken or committed to, or items already purchased prior to the grant round.

- Infrastructure for the collection of commercial problem waste.
- The transport, removal, and recycling or disposal costs associated with any additional waste collected (outside of the 'core' list of waste from households, see page 2 of the 'core' list).
- Continuing administration/operational costs of organisations.
- Projects that fund devolved grants (i.e. projects offering grants to other organisations).
- Ongoing maintenance of projects which organisations have undertaken or committed to undertake as part of a previous grant.
- Any ongoing leasing costs for vehicles or equipment beyond the term of the grant or up to 30 June 2021 (whichever is sooner).
- Projects which could reasonably be expected to proceed without the assistance of the grant.
- Costs associated with staff, contractors or consultants working on the development of the grant applications (i.e. no costs incurred before the approval of the grant can be funded by the grant).
- Projects that involve related-party transactions. Applicants purchasing goods or services from related entities will not be eligible for funding unless reasonable financial benefit is demonstrated to the Trust's satisfaction e.g. 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, please contact Trust Administration before submitting your application.**

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

Innovative solutions

Funding will be available for innovative solutions (e.g. mobile trailer, milk run services, or library stations) for the collection of household problem waste where a permanent drop off centre is not viable or there is a demonstrated or practical need, such as a city high rise or in remote areas through the following funding ratios:

- 100 percent to a maximum of \$300,000 where the application is from a state or local government authority or a not-for-profit/non-government organisation
- 33 percent up to a maximum of \$250,000 where the application is from a private organisation

Note: Where 100 percent funding is provided the facility must remain in operation until at least 30 June 2021.

If you intend to apply for funding for an innovative or mobile solution your application must identify the CRC that will receive and store the waste prior to collection. If the grant application is successful, an MOU will need to be signed between the two organisations operating the services (innovative solution and permanent CRC).

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. Operation for 7 days per week is preferred to maximise availability and convenience for residents.

Preference will be given to applications that provide greater access to the community in terms of opening hours and days of the week. Where less access is provided the Trust may elect to award less funding.

Funding from multiple sources

Funding under this program requires a **co-contribution** of at least 50 per cent towards the total cost of eligible grant items, where the infrastructure is built on **privately owned land and the application is from private industry**. You must be able to demonstrate this in Part B: Application Budget.

Some large projects may require multiple sources of other funding. For the Trust to be able 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.

Eligibility

Eligible geographic areas

Under this round of the program grants located in the following local government areas (LGAs) of identified need will be given priority for CRCs

- Bayside
- Blacktown
- Camden
- Canterbury-Bankstown
- Central Coast
- Ku-ring-gai
- Northern Beaches
- Parramatta
- Ryde
- Sutherland
- The Hills
- Waverley
- Woollahra
- Wollondilly

A review of service coverage across the state has highlighted a major gap in the CRC network within the Sydney metropolitan area. Although some remote areas are not well-serviced by the program, funding more CRCs in remote areas in their current format is unlikely to be an efficient or sustainable approach. The above priority LGAs have been identified as optimal locations for future CRCs. Applications for CRCs outside of priority geographical areas will be accepted if there is a demonstrated need. Priority weighting will be given by the technical review committee (TRC) to the priority areas listed above. If you are interested in applying and are not identified on the priority list, please contact the EPA before completing your application.

Advisory service

Priority area applicants who are applying for funding under the Improved Systems for Household Problem Waste (CRC) grant program can also apply to the EPA to access an advisory service. The EPA has engaged the services of a qualified contractor to provide advice and guidance to potential grantees on a range of planning, design and site selection issues.

The aims of the advisory service are to:

- provide expert advice to assist grant applicants overcome any challenges (planning, environmental, operational) so they can complete a grant application;
- help applicants to clearly demonstrate that their project meets the aims, objectives and funding conditions of the specific grant program; and
- guide and provide advice to recipients of funding to develop their project in accordance with the CRC operations handbook.

This assistance is at the discretion of the EPA based on the information provided in the application.

If assistance is approved a maximum of eight hours advice will be provided at no cost to the applicant.

Conditions of eligibility

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

- Complete the following Trust forms and documents:
 - Part A: Application Form
 - Part B: Application Budget
 - Part C: Project Plan

- Provide concept designs/layout of the site (include placement of receptacles, dimensions of the allocated areas, traffic flow (see Appendices for a guide). Refer to *Partnership projects* and *Multiple applications* sections below if you are submitting applications for more than one site. If you have not selected a site yet, please indicate possible site options or an intention to find a site.
- Demonstrate in your application that your project is aligned with the program objectives (see page 1).
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Director) who can attest to the accuracy of the information within the application.
- For applications from councils, ROCs, JOCs or RWGs: applications must be submitted directly by the applicant council or relevant ROC/RWG/JOC. It is expected that the project will be driven directly by council or through their nominated ROC, JOC or RWG officer. Even if external contractors and consultants are engaged to assist in elements of the project application the primary contact of the organisation requesting funding must be available to respond to questions. This includes requests from the Trust or EPA during the application assessment process and, if funded, the project duration.
- Ensure your application is received by the closing date. Late applications will not be accepted.
- Demonstrate that previous Trust, OEH or EPA grants have been managed effectively or where previous grants have performed poorly explain how your organisation's performance will improve.
Note: The Environmental Trust maintains a risk register of poor performing organisations.
- Demonstrate that all necessary planning, regulatory or other approvals have/will be granted, to ensure all project activities are completed within the designated timeframe.
- Submit projects that will be completed no later than 30 June 2021.

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

You are also ineligible if:

- your organisation, a project partner or related organisation generates waste in NSW that is transported for recycling or disposed of outside of NSW during the life of the grant; and
- at the time of transport there was a lawful recycling or disposal facility for that waste within NSW.

Organisations that generate waste near the border to any other Australian State or Territory may, however, apply for an exemption from this provision if they can demonstrate compelling circumstances as to why waste has been sent out of NSW.

Eligible organisations

Organisations that are eligible to apply include:

- Not-for-profit organisations/non-government (must comply with the [ATO's definition](#)) with an established legal status, or those without a legal status where the project will be administered by another organisation with legal status *.
- NSW councils (as defined in the *NSW Local Government Act*). Refer to *Eligible geographic areas* below.
- Other local government-controlled organisations (or deemed to have the same local government function).
- Private industry or partnership as defined under the Corporations Act *
- Regional waste groups (RWG), Regional Organisations of Councils (ROC) or Joint Organisations of Councils (JOC) may apply and/or coordinate the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.
- State government entities.

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

- * Non-government, not-for-profit or private industry projects must consult with the local council in the area the CRC 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.

Partnership projects

Partnership projects are encouraged as they can improve the implementation and reach of projects. An eligible organisation as outlined above must be appointed as the Applicant who will administer the grant, including signing the Funding Agreement and submitting milestone and final 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. These agreements must be demonstrated in the grant application and provided as attachments in the form of a Memorandum of Understanding signed by each partner organisation or a letter from each partner detailing their roles, responsibilities and commitments.

Applications with multiple centres must provide information for each site. The [Multiple Centres Form](#) must be used and attached to your application.

Multiple applications

Applicants can one application to cover multiple sites. They may also reapply if unsuccessful in a previous round.

If several projects are being proposed, applicants must provide evidence of sufficient resources and capacity to complete multiple projects, as well as any existing grants funded in previous years from the Trust and EPA. Applicants are also expected to maintain separate recordkeeping for each grant including tracking in-kind and cash contributions for each project individually.

Individual concept designs/layout will need to be completed per site.

Grant conditions

For the general conditions applied to all grants in this program please refer to the standard [Funding Agreement](#). If you are not willing to agree to these conditions you should not submit an application.

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

- Apply the CRC Operations and Management Handbook Edition 2 which sets out minimum design and operation standards (see [Appendix 2](#)) and where it is not practical to adopt these guidelines, provide an explanation of your site-specific situation. It is recognised that there will always be significant variability in existing facilities, as well as the opportunities and differing demands of metropolitan to regional and rural centres. However, the guidelines have been developed to ensure safety of the public and staff and correct handling and storage of problem waste, any deviations from the guidelines must demonstrate that all risks are appropriately managed. The guidelines do not replace nor supersede any existing government code of practice or regulation.
- Agree to use the standard branding and signage developed by the EPA for the network of CRCs and promote the centre to the local community.
- Provide evidence of site/land ownership where the centre is to be located and the arrangement for the ownership beyond the grant. **Where the location is not yet determined, and/or a site may be leased, a firm commitment by the applicant of its intention to find and secure suitable premises, outlining targeted geographic areas or potential sites needs to be provided within 6 months of receiving funding is required.**
- Obtain or can demonstrate the ability or process to be followed to obtain the required consents. (If the volume of materials held on site remains under 'manifest' quantities then generally the local council will be the consent authority, authorised to deal with the Development Application and other requirements. Guidance is provided in the [CRC Operations and Management Handbook Edition 2](#)).
- Enter into an agreement with the EPA for the ongoing collection of the 'core' materials up to 30 June 2021 (see page 2 of the Guidelines) and allow the EPA collection contractor and auditor to access to the site.
- Submit design plans and site layout to the EPA for endorsement prior to commencing construction.

Post the establishment or upgrade of the Centre, the host operator will:

- Accept the 'core' list of household problem waste: paints; used oils (motor and cooking, hydraulic and transmission oils); batteries (lead acid and hand held); gas bottles; fluorescent tubes and smoke detectors for the duration of the program. The EPA will fund the removal of these core waste (excluding lead acid batteries and motor oils) up to 30 June 2021.
- Report online to the EPA on quantities of the core materials collected and annually on any other problem waste that are accepted at the facility on an ongoing basis utilising the EPA Drop Off online reporting system. This reporting is required weekly.
- Manage the centre and be responsible for ongoing risk assessment and adherence to operational procedures and report annually to the EPA.
- Provide operational staff to supervise the site and oversee householders' depositing of waste during opening hours as detailed in the grant application and subsequent funding agreement. Opening times should be a minimum of two days per week and three hours on some part of the weekend, unless otherwise approved by the EPA. Ideally operation seven days per week is preferred. Applications with maximum access and convenience for residents will be prioritised. Consideration of alternative operating hours may be considered if site constraints are clearly demonstrated. You are encouraged to include up to five photos as an attachment to the application to better communicate site constraints if required.
- Monitor the storage of materials to remain under 'manifest' or licence quantities as described in the CRC Operations and Management Handbook Edition 2 (refer to [Appendix 2](#)), and book collection of the core materials (paints; gas bottles; fluorescent lights and smoke detectors) with the EPA contractor when receptacles require emptying. For licenced sites, ensure storage is managed within licence conditions.
- Ensure compliance with environmental laws and regulations and adherence to licensing requirements.
- Promote the centre to the local community using the standard educational resources developed and provided by the EPA (local councils will be eligible for EPA funding to support promotional activities). These resources can be co-branded with the grantee's logos and contact details and include other information applicable to the facility and its operations). Final artwork must be submitted for EPA approval prior to distribution.

- Manage partnership agreements where a third party is involved.
- Organise the collection, transport and processing contracts for any other waste that the centre accepts.
- Hold appropriate insurances and public liability coverage.
- Have in place risk management procedures that apply to the ongoing operation of the centre, management of dangerous goods and WHS.
- Ensure the facility is kept clean and tidy with all materials contained as described in the CRC Operations and Management Handbook Edition 2 (Refer to [Appendix 2](#)).
- Agree that if the site accepts waste from commercial or agricultural sources, then a separate system must be in place to ensure that the costs to collect and process such waste are borne by the site operator.

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 18 August 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. The **grant will be revoked and funds, plus interest, must be repaid** if:

- the Grantee at any time provides misleading or false information;
- there has been a material change in the circumstances of the Grantee's financial position, structure or identity including:
 - being a company, resolves to go into liquidation;
 - being a non-profit company, ceases to retain its non-profit status; or
 - being an organisation, ceases to operate.

An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Assessment criteria

Assessment of the Improved Systems for Household Problem Waste – Community Recycling Centre applications is a merit-based, contestable process. Priority will be given to the group of identified local government areas. Eligible applications are assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the table below.

The application form (including the Budget and all supporting documentation) allows the independent TRC to assess your project against the criteria and rank it compared to other applications. Your application should be prepared with these criteria and this assessment process in mind. Each and every question in the application form should be answered clearly and fully within the specific box.

Preference will be given to applications that provide greater access to the community, in terms of opening hours and days of the week. Where less access is provided, the Trust may elect to award less funding.

1	Demonstrated need for a new or enhanced management system
	<ul style="list-style-type: none"> • Households served by the facility • The priority group the local government area falls into (see above) or demonstrated need • Volume of materials (kg) collected in the last few years at Household Chemical CleanOut events* held in the area • Flexibility will be maintained in assessing location of the centres. However, program modelling for establishing the base number of centres to provide geographical coverage to the NSW community will use the following guiding criteria: <ul style="list-style-type: none"> ▪ One per 50,000 households in metropolitan populated clusters ▪ One per 20,000 households in regional population centres ▪ Historical data from Household Chemical CleanOut program* * This information can be provided by the EPA on request. Contact recycling.centres@epa.nsw.gov.au • Generally, less than 100 kilometres distance between centres in remote locations • Understanding of related local problem waste and illegal dumping issues
2	Proposal efficiently and effectively addresses the need
	<ul style="list-style-type: none"> • Contribution of the proposal is aligned with program aims and objectives • Extent and current use of existing infrastructure • Willingness of site host to embrace and manage services and expand to include other materials in response to community desire/need • Quality of the project plan to show how the proposed activities will enable the objectives to be met and outcomes delivered • Demonstrated understanding of local household needs and behaviour to ensure the facility meets community expectations • Opportunity to engage the community at the centres for the safe management of problem waste • Degree of community involvement and how this will be achieved
3	Value for money and project impacts
	<ul style="list-style-type: none"> • Demonstrated commitment to continue to support the project's outcomes beyond the life of the grant and extent of long-term benefits/flow-on effects resulting from the project • Extent to which the budget supports the projected milestones and whether it will ensure the viability of the project overall • Extent to which the project will accept additional household problem waste • Appropriateness of the mix in the total budget between: <ul style="list-style-type: none"> ▪ materials and other direct project costs ▪ professional expertise ▪ in-kind support (e.g. equipment, machinery) from applicant and other organisations ▪ voluntary expertise/labour
4	Demonstrated ability to deliver the project to a high standard
	<ul style="list-style-type: none"> • Sound project planning and methodology • Sound risk management plan and minimisation strategy • Appropriate expertise in relevant fields • Demonstrated management skills and relevant experience • Evidence of site ownership and that the site is compliant with environmental regulation and (if licensed) relevant licensing conditions, and workplace safety regulation. If a suitable site is yet to be identified or secured, the applicant must commit to locating suitable premises within 6 months of being awarded the grant (if successful).

Funding Agreement – Environmental Trust

Successful applicants will be required to enter into a performance-based Funding Agreement with the Environmental Trust which will stipulate all funding obligations and conditions. The Trust will monitor the performance and 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 Funding Agreement. If the Agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Review and submit to the NSW EPA proposed design plans and site plan showing location within the facility and surrounding activities for approval, prior to development of DA drawings or any other construction or work being undertaken. **Note:** The concept and design plans provided to the Trust as part of the application are not considered approved until submitted to, and approved by, the EPA. If no location has been identified upon application, a commitment by the applicant to identify a site will be required within 6 months of receipt of funding.
- 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.
- Provide copies of finalised construction drawings and include the EPA's confirmation that they comply with the previously approved concept design.
- Complete a 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.
- Comply with all conditions contained in the Funding Agreement.
- Provide Milestone and Final Evaluation Reports in accordance with the reporting requirements outlined in the Funding Agreement, including an independently audited (for councils this may be the council's chief financial officer) 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. Logo to be downloaded from the [Trust website](#).
- Seek EPA consent prior to any promotion/advertising about the facility.
- Ensure that an invitation is issued to the EPA seeking prior consent for 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.
- Demonstrate that any previous Trust, OEH and EPA grants received by the organisation were conducted or are progressing to the relevant organisation'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.
- Hold adequate insurance cover including public liability insurance of \$10 million, workers' compensation and volunteer insurance.
- 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.
- Plan to commit to the project and it being substantially operational by 31 January 2020.

A sample [Funding Agreement](#) is available for review on the Trust's website. Applicants are encouraged to have a close look at the sample Deed so that they are aware of all the proposed terms and conditions. This Deed will only be altered in exceptional circumstances.

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, contact the EPA for advice. For assistance on how to complete the Budget spreadsheet, contact the Trust.

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. If your organisation is registered for GST, **do not include GST in the Application Budget values.**

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 5-6 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 \$200,000 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 to provide an overall total project value.

Taxation - good 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 government related entities (GREs) which includes councils, should be exclusive of GST.

Note: In accordance with the ATO advice, the Trust will no longer be adding GST to any grant made to a government agency and in turn, that government agency will no longer be liable to the ATO for GST when receiving our grant. Please advise your financial department that all invoices will need to be issued excluding GST.

Probity

The Trust places high importance on the integrity and transparency of program and project governance. It is vital that all funded projects are delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.

Procurement

To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants.

All contractors (including consultants) must be chosen on their merits and ability to effectively deliver the work. It is required that grantees will select contractors or consultants using a competitive process. This may be subject to audit by the Trust, and so all procurement documentation should be retained by the grantee.

As an example: for any contract in excess of \$30,000, you must secure a minimum of three written tenders/quotations. Also, unless selected through an open competitive process, the value of work to any single contractor (or consultant) must not exceed \$30,000 in total during life of the funded project.

It is also expected that if an applicant uses the services of a contractor or consultant to assist in the development of an application, that contractor or consultant would be excluded from tendering or quoting for work on the successful project, as they would have an unfair advantage.

The conditions of tendering shall be the same for each tenderer on any particular tender process and all tenders must comply with the [NSW Government Code of Practice for Procurement \(2005\)](#).

Third party assistance

While applicants are encouraged to seek collaboration from other project partners, and it is acknowledged that they may seek the services of contractors or consultants, careful consideration is required around any commercial relationships. Applicants are welcome to seek Third Party assistance to develop their project and complete their application, however, please be advised that any costs associated with this service will not be reimbursed using Trust funding and applicants will need to provide details of the financial and contractual arrangements it has with Third Parties. The Trust is aware of many examples where a Third Party's rates or charges have been significantly above market rate or they have insisted on successful grantees using preferred suppliers. The Trust needs applicants to be transparent about their arrangements with consultants to so that it can be certain grantees are not being taken advantage of, that projects are as cost effective as possible and that the possibility of actual or perceived fraud or corruption is minimised.

Application and submission process

Use the list at the end of the Part A: 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 in the document naming section.**

The Application Form consists of four parts and attachments:



These documents can be downloaded from the Trust website. Additional information on Part B: Application Budget and how to complete the form are included as instructions within the Excel document.

Note: Part A and Part B forms are locked. This means that the size of the text boxes will not expand, so ensure your answer fits in the space provided. You will not be able to type beyond the bottom of the text box.

Who to contact if you need further help

<p>Application form assistance</p> <p>NSW Environmental Trust</p> <p>Phone: (02) 8837 6093</p> <p>Email: waste.recycling@environmentaltrust.nsw.gov.au</p>	<p>Project development assistance</p> <p>NSW Environment Protection Authority</p> <p>Phone: (02) 9995 6880</p> <p>Email: recycling.centres@epa.nsw.gov.au</p>
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Attachments

Additional or supporting material submitted with your application must be kept to a minimum. Large attachments will not be forwarded to the Technical Review Committee for consideration because of file sharing limitations. If you reference attachments in the application forms, ensure the key information is also summarised in the appropriate box as the attachment may not be sent with it. For example, do not simply write 'see Attachment 3'. Example of acceptable numbers of attachments:

1. Maps (A4)
2. Letters of support (maximum 2 pages each)
3. Quotes or estimates (PDF)
4. Site photographs (up to 5 photographs)

Should you require more pages, please contact Trust Administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au regarding any planned attachments.

Assessment and notification

Acknowledgement of receipt of applications

You will receive acknowledgement of the receipt of your application within two days of the closing date. If you do not receive acknowledgement, please contact the Trust to ensure your email has been received.

You will also be sent an additional '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, please contact the Trust administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au.

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 for each grant program. The Trust's Technical Review Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of a community organisation 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 conflicts of interest.

The independent Technical Review Committee will assess your application using the assessment criteria outlined on page 10 and will make recommendations to the Trust who will ultimately approve the funding. Successful applicants may not receive the full amount requested and the offer of funding may be subject to special, as well as general, conditions of funding. A copy of the standard [Funding Agreement](#) can be found on the Trust's website. The Trust may also include conditions that may not have been addressed in these Guidelines, should a particular issue come to light during the assessment process.

Unsuccessful and ineligible applicants will be informed of the outcome of their applications following the official announcement of the successful grants. Unsuccessful applicants can request feedback on their applications by contacting the Trust Administration staff to assist with any future applications.

Please note that decisions made by the Trust are final. There is no appeal process.

Notification of grant decisions

For most funding rounds, the Minister for the Environment is expected to publicly announce the successful applicants. Applicants will also be notified in writing.

Confidentiality

The Trust will use the information you supply to assess your project for funding. The assessment and grant management processes will also involve relevant EPA staff. 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 Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

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 45 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.
- Procurement of equipment or services is made from a related entity.
- Members, relatives of members, or related organisations/companies of the applicant organisation are being paid with Trust funds.
- Members, relatives of members, or related organisations/companies of the staff of the applicant organisation are being paid as contractors/consultants 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.

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

Section 2: Guide to completing your application

This 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.

Application proposal	
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. The project, particularly grant funded activities, must be completed within two years of signing of the Funding Agreement.</p>
	<p>Funding requested</p> <p>Grant amount requested cannot exceed \$300,000.</p>
2	<p>Project summary</p> <p>Please 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>
3a	<p>Project location</p> <p>Provide the site address and site details or provide a list of potential sites or locations. A final site must be provided within 6 months of the grant being awarded. List the main local government area that your project is targeting (if you are partnering with a group of councils or creating an alliance) and what state electorate each council is in or includes (this will be used for media releases and grant announcements).</p> <p>If this centre is to be part of a regional approach, then details of each site are required to be submitted on 'Attachment A – Multiple Centres' form.</p>
4	<p>Geographical reach</p> <p>If your project is part of a larger regional project, list the main local government areas that the project is targeting (if you are partnering with a group of councils or creating an alliance) and what state electorate each council is in or includes.</p> <p>Provide the latitude and longitude (decimal degrees) for your project by accessing Google maps, navigating to your project site or main office and right-clicking on 'What's here?' You can use council's address as the project site.</p>
5-9	Applicant details
10-12	Licensing and compliance history under NSW Environmental Protection laws
Project details	
13	<p>Milestone and payment schedule</p> <p>Complete this part of the application form once you have completed Part B Application Budget form, Please 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 should be no more than 50 per cent of your total funding amount requested, the second and third instalments should be a total of up to 40 per cent, and the final instalment should be 10 per cent.</p> <p>Please provide the milestone dates you expect to achieve milestone 2, 3 and 4. Milestone 1 should be approximately July 2019.</p> <p>Note: the total funding requested must match the totals in your Application Budget form.</p>
14	<p>What is the population of the local government area that the proposed centre will provide access?</p> <p>This is the population of the LGA if your project is in partnership with several regional LGA's please put in the total for all LGAs.</p>
15	<p>Approximately how many households are there in the local government area?</p> <p>This is how many actual households are in the LGA or in the partnership. This is different to population and relates to how many physical dwellings/apartments are in the LGA.</p>
16	<p>Approximately how many households will be able to access the proposed centre?</p> <p>This relates to the expected pull of the centre. How many households will be targeted by this project?</p>

Criterion 1: Demonstrated need and support for the project	
17	<p>Describe the current waste management and recycling services for problem waste in the LGA.</p> <p>Please provide a description of what the current waste management and recycling services are in the LGA(s) and any other problem waste have you identified that don't have a collection service. Refer to any past waste composition audits that the local council may have undertaken. Did they identify any problem waste being disposed of inappropriately in the residual waste or recycling bins?</p>
18	<p>Why is a Community Recycling Centre required?</p> <p>Please provide details of the number of households that would be serviced by the CRC, the priority group the LGA falls into, if applicable, and the volume of materials (kg) collected in the last few years at Household Chemical CleanOut events held in the area. Describe the community desire and need for the proposed service, what evidence/data supports this e.g. feedback from community forums, surveys, council strategic plans etc.</p>
19	<p>Provide details on the current issues/data of illegal dumping or other problematic issues regarding household problem and other waste and recycling.</p> <p>What are the current issues regarding illegal dumping in the area that the centre is proposed is there a major problem? What sort of material is being illegally dumped? This may be used as a baseline for monitoring reduction of illegal dumping.</p>
20	<p>If this is a local council application, what consultation has been undertaken with adjacent LGAs, and will their residents have access to the Community Recycling Centre?</p> <p>Please provide information on what if any consultation has been undertaken with the councils of adjacent LGAs that might also utilise the facility for their residents.</p>
21-22	<p>Consultation with local councils, and regional waste strategy/action plan.</p>
Criterion 2: Proposal efficiently and effectively addresses the need	
23	<p>If an existing facility is to be remodelled or upgraded, detail the existing infrastructure</p> <p>Please provide all relevant information about the existing infrastructure. Is it a shed? A building? Is it part of council chambers/depot?</p>
24	<p>Please describe the planned construction, upgrade or enhancement. Attach a sketch (in draft) of the proposed plan, and a concept design.</p> <p>Provide all information on what work will be done including the square metres of each component and intended use of each area, including site logistics, layout of receptacles for the problem waste, ventilation, traffic flows and collection servicing area, back of house storage for full/empty receptacles and by-catch cabinets, elevations of public drop off and storage areas, storm water controls. Refer to Appendix 1 and 2.</p>
25	<p>Describe how the centres will apply the design and operating standard guidelines for the facility or aspects where it differs from the design and operating standard guidelines.</p> <p>Please provide information on how the centre will apply the design and operating standard guidelines, it is noted though, that this may not always be practical, in these circumstances please provide an explanation as to what the deviations are, and what will be done instead. Refer to Appendix 2 of the guidelines for a copy of the design and operation standard.</p>
26	<p>What environmental studies, reports, assessments or plans exist for the site and/or the problematic waste issue being addressed through this proposal?</p> <p>Please provide information on what environmental studies, reports, assessments or plans that currently exist for the site or the problematic waste issue being addressed. Has an environmental impact statement been done or will it be required, will a DA be required? What current plans exist for the site or the area (is the site part of an overall longer term strategy – is it connected to an upgrade of the facility at a later stage for other activities such as waste processing/collection).</p>
27	<p>How will this impact on any development approvals that may be required?</p> <p>Based on the above answer, will any of that impact on the development approvals that might be required?</p>
28	<p>If the facility is licensed, how will accepting liquid waste (e.g. paints) impact on the licence conditions (if yes, what actions do you intend to do)?</p> <p>Some licensed facilities are not licensed to accept liquid waste, and some have conditions surrounding the type of liquid waste that can be accepted. What impact will this project have on any existing licence conditions and what actions do you intend to do. Will you be applying to the EPA to modify the licence to accept other forms of liquid waste in general, if so, what are the time frames around this? Contact your local EPA office.</p>
29	<p>If your premise is licensed, are there any outstanding penalty notices issues or non-compliance with license conditions infringements?</p> <p>If your premise is licensed, have you received any penalty notices or issues of non-compliance with licensing conditions in the past or present? If so, list the details of such, what the penalty attached was/is and what if any remediation work has been undertaken resulting from this – i.e. what process change has occurred?</p>

30	<p>What additional materials do you intend to accept at the facility?</p> <p>(Other than the targeted problem waste 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.)</p> <p>The Improved system for household problem waste – CRC program will fund the collection and disposal of the core group of household problem waste collected at the centre at no charge to the centre operator for a period of time. Applicants that show a willingness to accept other household materials will rank higher to those who do not, however the disposal of the additional material will be at the cost to the centre.</p>
31	<p>How do you intend to separate household streams from commercial (C&D or C&I) streams?</p> <p>Please describe the process to be used to separate household and commercial waste if it is collected at the facility. This program will collect and remove the core household problem waste (Refer to Page ii of the Application Form) at no charge to the centre operator; however, this does not include commercial/trade waste.</p>
32	<p>Please outline operations and staffing arrangements</p> <p>Please provide information on how the centre will be staffed and the operational arrangements.</p>
33	<p>What are the proposed opening days and times for public access to the facility?</p> <p>Provide information on the proposed opening times of the centre, will it be open on public holidays etc.?</p>
34	<p>How do you propose to restrict risks to the public and staff when the full receptacles are being collected or moved around the centre?</p> <p>Consider the risks associated with movement on the site. Do you need to restrict access or operation during these processes?</p>
<p>Criterion 3: Value for money and project impacts</p>	
35	<p>What are the plans for the continued operation of the centre post EPA funded collections of the core problem waste.</p> <p>Please provide information on what plans there are for the continued operation of the centre post EPA funded collections of the core problem waste. Will council continue to accept these materials free of charge? Will a nominal fee be charged? If so, what will this be? Will this be charged per drop off or will it be levied into residential rates?</p>
36	<p>What long-term benefits or flow-on effects will result from your project, and how will they be sustained beyond the life of the project?</p> <p>What are the longer term benefits and flow on effects resulting from your solution, e.g. will you work with the local council(s) to measure the reduction of problem waste being disposed of in the residual waste bin or recycling bin? And or, will this solution contribute to the reduction of illegal dumping?</p>
37	<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 infrastructure above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs.</p>
38	<p>Describe how your project is delivering good value for money.</p> <p>Value for money is defined as the leverage of additional outcomes or investment per dollar of government funding. In the context of the CRC program the following considerations should be applied:</p> <ul style="list-style-type: none"> • Commitment to the continuation of the service for the collection of the core materials beyond the life of the fund (i.e. beyond 30 June 2021) • Amount of capital investment – although grants funding ratios range between 33 to 100 per cent of funding, those grants whose ratio is reduced represent greater value for money • Amount of in-kind contribution (e.g. donated land, staff time, project management, the collection of additional problem waste at no charge etc.) • A well-planned and costed design plan i.e. the proposed site is commensurate with the funding requested and the demonstrated need for the service <p>Amount requested should represent value for money in accordance with the program objective for the expected reach and use.</p>

<p>Part B</p>	<p>Part B: Application budget form.</p> <p>This is a separate Excel document that must be downloaded from the website. You are required to enter in your grant budget, including all sources of income and all sources of expenditure. It will also determine your milestone payments, should your application be successful.</p> <p>Eligible grant items.</p> <p>On the 'Application Budget Form' tab – only include eligible grant items - by referring to <i>what will be funded</i> section of these guidelines. Where council chooses to contribute to eligible grant items, or co contribute because prices exceed the maximum amount available under the grants program, include these amounts in the green column – Other Financial Contributions column. For example, if the costs of construction exceed \$300,000 for the local government area; or if the infrastructure is built on privately owned land and/or the application is from private industry so 50 per cent of the project must be contributed by the applicant, put the additional amount in the green columns.</p> <p>Ineligible grant items.</p> <p>On the 'Ineligible Project Costs' tab – You can include ineligible items as additional contribution by referring to <i>what won't be funded</i> section of these guidelines, and any other direct project costs not listed under <i>what will be funded</i> section of these guidelines. Including ineligible grant items will provide a holistic total project value.</p>
<p>Criterion 4: Demonstrated ability to deliver the project to a high standard</p>	
<p>39</p>	<p>Project measures table.</p> <p>The project measures included in this table offer a range of baseline data and target measures 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, this will be measured against actual (or achieved) quantitative data for each stage of your project.</p> <p>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 of our grants programs.</p> <p>It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p>
<p>Part C</p>	<p>Part C: Project planning, including risk management.</p> <p>This is a separate Word document which can be downloaded from the Trust website. This document is where you will detail your project objectives, outcomes, risks, tasks etc. All sections of the template should 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 facility commissioned by June 2020, with a minimal risk of delay.</p> <p>There are two components to risk management; risk analysis and risk management. It is important that when developing your risk management plan, that you consider both elements including risks associated with:</p> <ul style="list-style-type: none"> • Transportation of the problem waste to the centre by residents (especially the transportation of liquid waste and Compact Fluorescent Lighting) • Workplace Health and Safety Risks • Financial risks • Material handling risks at the centre • Project delivery risks including maintaining trained/skilled staff <p>The above list is not exhaustive and you are expected to identify all the appropriate risks for your centre.</p>
<p>Other supporting information</p>	
<p>40</p>	<p>Please detail any site constraints and how these will be addressed.</p> <p>Please provide information on any perceived site constraints affecting the development or operation of the CRC, and what actions have or will be taken to address the constraints.</p>

41	<p>Describe the research and consultation that the local council has undertaken in developing your education and community engagement methods.</p> <p>Refer to any baseline data you have about your target audience and the results of consultation with relevant organisations. The EPA will provide funding to the local council(s) if your grant is successful to implement and run an education and communication campaign, the information you provide here will assist with this. Please provide information on any research or consultation that has been undertaken in developing an education/community engagement plan to engage and communicate with the residents about the centre and to get them to use the facility?</p>
42	<p>How will the community/householders be involved in the development and planning of the project?</p> <p>How will the project involve the community/householders in the development and planning of the project? Will community workshops/forums be held? Will there be an opportunity for the community to provide feedback on the design of the facility?</p>
43	<p>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?</p> <p>What methods will be used to engage/educate the community to get them to use the facility?</p>
44	<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, building, upgrading or enhancing a facility. Incorporating all elements of sustainability, this could include passive solar design, the aspect of the building, using endemic species in landscape design, use of led lighting or incorporating natural lighting where possible, using alternatives to concrete or minimising the use of such and incorporating water sensitive urban design principles.</p> <p>Sustainability Describe council's commitment to the implementation of the NSW Government's Sustainability Policy in this project and any associated actions council has already implemented, or intends to implement, including reference to local strategies, policies or plans. Examples could include recycled content in bins, use of recycled paper for educational material, use of recycled material in landscaping, specification of fuel efficient collection fleet vehicles etc.</p> <p>Economic Examples could include avoiding landfill disposal costs, methane mitigation costs at the landfill or landfill expansion costs.</p> <p>Social Examples could include empowering households to make sound environmental decisions in managing their problem waste; providing opportunities for community and social enterprise partnerships.</p>
45	<p>Please 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/selection or any other element of the project. Refer to page 15 for more information.</p>
46	<p>Community benefit</p> <p>Include information such as:</p> <ul style="list-style-type: none"> • Additional jobs both during construction and ongoing operational. • New or expanded waste services. • Sale of new products from recovered materials. • Procurement of goods and services including communications, advertising, technical, financial, transport etc. <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
47	<p>Third party assistance</p> <p>List all parties who have contributed to the submission of this application.</p>

Part D	<p>Concept design/layout at the site</p> <p>The design of the centres must include:</p> <ul style="list-style-type: none"> • Layout and design (draft or drawings sufficient at this stage) with minimum measures for roads/turning circles. • Rain cover - the unloading and storage areas accessed by the public need to be covered to exclude rainwater (a minimum height of five metres is only required if the collection service vehicle or forklift loading is undertaken in this area, otherwise a height that provides for residential vehicle cover is adequate). Note: reversing in the unloading area must be avoided. • Space allowance and proposed placement of receptacles (e.g. the EPA supplied receptacles are 1.2 metres wide and require 0.5 metres space between). • Detail on receptacles provided for lead acid batteries and used motor oils (lidded; bunded etc.). • Back of house storage allowance – to accommodate spare empty receptacles and full receptacles as well as safety bycatch cabinets. • Space allowance and placement of safety cabinets (this should be placed close to the drop off zone but out of sight to the general public). Five safety cabinets are supplied by the EPA to store any unsolicited by-catch chemicals. They generally have a footprint of 1,100 x 600 millimetres each. • Storm water control measures to ensure the unloading and storage areas are not inundated. • Ventilation if enclosed building is proposed. • Concrete slab or other alternative e.g. compressed/sealed surface however you will need to detail how it would be maintained (specific to rural locations). • Traffic flow showing: <ul style="list-style-type: none"> ▪ public access ▪ transfer of full/empty receptacles from/to back of house ▪ service contractor access and loading point • General site plan showing overview of site operations, associated activities that may impact on CRC operations including nearest location that staff may be occupied. <p>Please refer to the design plan checklist and examples in the Appendices including photos of successful CRCs from previous rounds, and the CRC Operations and Management Handbook Edition 2 in Appendix 2.</p>
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Additional resources

The Trust strongly recommends that you consult with the EPA on (02) 9995 6880 for assistance with your application. You are also encouraged to make use of the Advisory Service, which is available through the EPA.

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