



Waste Less, Recycle More

Landfill Consolidation and Environmental Improvements

Application Form

Closing date: 3pm Thursday 14 March 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:

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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 2018/0460

November 2018

How to complete this form

- Answer all the questions in this application form.
- Type only in the spaces provided in the application form. The boxes provided for responses are a set size and will not expand to accommodate additional text.
- 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 size of each answer box is set. The form will not allow you to add more text than the set size.
- **Do not use Acrobat Pro or Writer** it will not work properly, and you will lose the data you have entered onto the form. **You must use Adobe Reader.**
- Submit all of your application documents by the closing date: **3pm Thursday 14 March 2019.**

Late, incomplete or ineligible applications will not be considered.

Enquiries

Application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

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

General program or project assistance

NSW Environment Protection Authority

Phone: (02) 9995 5755

Email: wasteless.councils@epa.nsw.gov.au

Read the eligibility section in the [Guidelines for Applicants](#).

1. Is your organisation one of the following:

- NSW council
- Regional or joint organisation of councils
- Regional waste group
- Other local-government controlled organisation (or deemed to have the same local government function).

If you are not one of the above, your organisation is not eligible to apply for this funding. All applicants must be legally constituted entities and be organisations, not individuals or sole traders.

2. Any time from the date you apply for this grant, will your organisation, a project partner or related company transport or arrange the transport of waste (which has been generated in NSW) out of NSW for recycling or disposal?

- Yes
- Yes, but exemption received, and letter attached (if applicable)
- Yes, but applying for an exemption
- No

3. If you answer 'yes' to the above, at the time of transporting this waste outside of NSW, was or is there a lawful recycling or disposal facility for that waste within NSW?

- Yes
- No

If you have answered 'yes' to the above question without an exemption, your organisation is **not eligible to apply for funding**.

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. To apply for an exemption, contact the EPA Program team at wasteless.councils@epa.nsw.gov.au

If you have already received an exemption, please attach the exemption approval to your application.

4. Has your organisation already ordered or purchased any of the equipment or infrastructure which is the subject of or related to the project in this application?

- Yes
- No

If you have answered 'yes' to the above, your organisation is **not eligible** to apply for funding.

Background and organisational details

Completed applications with all attachments must be submitted to the Trust by **3pm 14 March 2018** via email to: waste.recycling@environmentaltrust.nsw.gov.au.

You must read the separate [Guidelines for Applicants](#) document **before** completing your application, particularly the section *Guide to completing your application*.

1 Project details.

Applicant organisation name	
Project title	
Funding amount requested	\$

Start date:

End date:

2 Project summary. Provide a 100-word maximum summary of your project. This summary will be used to promote your project on the Environmental Trust website and in media releases.

3 Project category and components.

Select which stream you are applying for and the main components of your project:

<input type="checkbox"/> Stream 1: Landfill closure and/or establishment of transfer station	<input type="checkbox"/> Stream 2: Environmental Improvements at landfill or existing transfer station
<input type="checkbox"/> Full closure <input type="checkbox"/> Part closure <input type="checkbox"/> Equipment hire costs for closure works <input type="checkbox"/> Fencing to enclose the site <input type="checkbox"/> Establishment of transfer station and associated works (i.e. if landfill was closed under previous rounds or will be closed under this round)	<input type="checkbox"/> Landfill OR Transfer Station <input type="checkbox"/> Equipment hire costs for undertaking improvement works <input type="checkbox"/> Fencing at the site <input type="checkbox"/> Litter control <input type="checkbox"/> Site security <input type="checkbox"/> Stormwater or sedimentation controls and improvements (not collection systems) <input type="checkbox"/> Waste material separation infrastructure (e.g. bollards)
Eligible components for both streams	
<input type="checkbox"/> Signage (including acknowledgement of Environmental Trust and EPA) <input type="checkbox"/> Demountable buildings (up to 10 per cent of total grant amount) <input type="checkbox"/> Project related internal road improvements to standard of facility (if cost exceeds 20 per cent of the grant amount provide justification for this in the box below) <input type="checkbox"/> Other	

Additional justification for road improvements (only if proposed cost exceeds 20 per cent of grant amount)

- Are you submitting more than one application form for Stream 1? Yes No
- Are you submitting more than one application form for Stream 2? Yes No
- Are you applying for funding under both Streams 1 and 2? Yes No

4 State electorate and local government area.

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

Local government area [What is my local council](#)

State electorate [What is my state electorate](#)

Secondary areas if more than one, list below matching each council with its respective electorate.

Local government area	State electorate
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5 Site locations and site ranking.

Latitude and longitude can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on *What's here?*

Name of landfill or transfer station	Street address	Latitude (decimal degrees)	Longitude (decimal degrees)	Indicate if a full or part closure is being proposed	Ranking of sites 1,2,3 etc. (with 1 being the highest priority)

- If you are submitting more than one application, attach a separate cover letter which provides a list of all sites across all of your applications. Each site must be ranked in order of priority with 1 being the highest priority.
- Attach a separate site layout for each facility included in this application. If possible, show a concept design of the current facility layout and proposed new layout including access points, signage, and extent of fencing.

6 Applicant contact details.

Organisation
 ABN Registered for GST
 Postal Address
 Suburb State Post code

Primary contact

Title First name Surname
 Position
 Phone Mobile
 Email

Secondary contact (senior officer or office-bearer)

Title First name Surname
 Position
 Phone Mobile
 Email

7 Management structure.

	Name	Position title
Management details – provide details of the senior management		

8 Contact details for partners (if applicable).

Attach copies of a Memorandum of Understanding or letters from each partner confirming participation, roles, responsibilities and funding contributions.

Contact Person

Organisation 1

ABN Email

Postal Address

Suburb State Post code

Phone Mobile

Contact Person

Organisation 2

ABN Email

Postal Address

Suburb State Post code

Phone Mobile

Contact Person

Organisation 3

ABN Email

Postal Address

Suburb State Post code

Phone Mobile

Contact Person

Organisation 4

ABN Email

Postal Address

Suburb State Post code

Phone Mobile

9 Has your organisation previously received funding from the NSW Environmental Trust, NSW Environment Protection Authority or Office of Environment and Heritage?

Yes No If yes, provide grant reference numbers and/or project titles.

10 Insurance.

It is a condition of your grant that you have adequate insurance cover including public liability insurance of at least \$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)				

Criterion 1: Planning and environmental protection licensing.

11 Is the facility licensed by NSW EPA under an Environment Protection Licence (EPL)?

Yes No If yes, provide details below.

Name of Facility	EPL Number
	<ul style="list-style-type: none"> If there is no license number for a facility, answer 'No'. For facilities currently operating under an EPL, a Surrender of License will need to be completed when it is fully closed. This is done through eConnect EPA.

12 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, (former) Native Vegetation Act 2003, Local Land Services Act 2013 or Biodiversity Conservation Act 2016?

Yes No

If yes, please provide details below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).

13 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

14 Have you checked requirements, and will council issue a Section 149 Certificate for Contaminated Land?

Yes No

15 Describe what consultation has been undertaken with your planning consent authority including any planning, site, environmental or engineering investigations that have been undertaken.

16 If planning consent is required, what planning approvals are needed and what are the likely timeframes for gaining consent?

Complete this part of the application form after you have completed the [Application Budget](#).

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants cannot exceed \$200,000. The first instalment amount must be 50 per cent of your total funding amount requested, the second instalment must be 40 per cent, and the final instalment 10 per cent. Milestone 1 should be approximately May 2019.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed of Agreement			<p>Milestone 1 Report <i>including the following:</i></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
Milestone 2 Detailed landfill closure design and costing or Detailed environmental improvements and community engagement			<p>Milestone 2 Report <i>including the following:</i></p> <ul style="list-style-type: none"> • Project measures report (progress). • Statement of Expenditure (progress). • Documentation including maps, site plans, diagrams of planned works. • Evidence of EPA Regional Office support and approval. • Landfill closure management plan (plan must be certified by an appropriate professional with relevant credentials e.g. council engineer with a covering letter ratifying the document (Stream 1 only). • Landfill closure management plan approved by the local EPA Regional Office (Stream 1 only). • Submission of closure design and detailed costings including evidence of any license compliance activities (Stream 1 only). • Evidence of Development Application/Construction Certificate (if applicable). • Evidence and details of community engagement methods undertaken. • Copies of documents or information provided to residents affected by change to facility operations (if available at this stage). • Tax invoice to the Trust for the instalment amount
Milestone 3 (Final Report) Facility consolidated and project completion			<p>Final Evaluation Report <i>including the following:</i></p> <ul style="list-style-type: none"> • Project measures report (final). • Statement of Expenditure (final). • Copies of final tax invoices for providers, suppliers, contractors. • Documentation supporting completion of project (e.g. photos, videos, media releases, construction certificate, council newsletters etc.). • Notification to the local EPA Regional Office on completion of works. If applicable, this notification must include any additional information requested by the EPA at the time of approving the landfill closure management plan. • Copies of documents or media information provided to residents affected by change to facility operations (if available at this stage). • Tax invoice to the Trust for the instalment amount.
Total funding requested			<p>Total funding must be the same as the amount in your Application Budget form</p>

18 Describe the current operating conditions for each proposed facility and the environmental issues that you want to address through the project.

Name of facility	Current operational condition. (including tonnages and population coverage if known)	Environmental issues

Attach a copy of a completed [NSW EPA E-RAMP](#) risk assessment or provide an alternative risk assessment for each facility included in this application. This should include applications for environmental improvements to existing transfer stations.

Refer to the [Guidelines for Applicants](#).

<input type="checkbox"/>	If the facility accepts less than 5,000 tonnes per annum	Completed and attached: Operational and mitigation sections of E-RAMP
<input type="checkbox"/>	If the facility accepts more than 5,000 tonnes per annum	Completed and attached: Alternative risk assessment which includes current operational conditions and mitigation considerations

Risk Assessment Summary: What were the main issues identified in NSW EPA E-RAMP risk assessment (or alternative assessment if facility accepts more than 5000 tonnes per annum) for each facility? Did the risk assessment demonstrate a need for environmental management?

Name of facility	Result of the risk assessment and the identified issues

20 Has the need for this project been identified in the Regional Waste Strategy, Action Plan or associated documents?

Yes No If yes, briefly explain how the project links to the Regional Waste Strategy or associated documents.

Name of region

Document name

Status (e.g. draft, final)

Page references

21 Has the need for this project been identified in other council documents or the media?

Yes No If yes, briefly explain which documents or media information identified the need for this project.

22 Project consultation.

Who have you consulted with regarding the need for the project, the usefulness and relevance of the project for the area and the ease of implementing the work? For example, consultation with EPA Regional Branch, EPA program team, Regional Waste Group Coordinator and other council staff.

Name and position	Issues discussed

23 Describe if there has been any community engagement already undertaken for the proposed project. How will council engage or reach community members during and after the landfill consolidation project?

Criterion 3: Proposal efficiently and effectively addresses the need for the project

24 Answer this question based on the stream you are applying under.

- Stream 1 How will the landfill closure under this project address the identified environmental issues and risks of the operating landfill and lead to improved environmental performance?
- Stream 2 How will the environmental improvement activities considered under this project address the identified environmental issues and lead to improved environmental performance?

25 Answer this question based on the stream you are applying under.

- Stream 1 What are the expected and measurable environmental benefits resulting from the landfill consolidation project?
- Stream 2 What are the expected and measurable environmental outcomes resulting from the environmental improvements project?

26 Answer this question based on the stream you are applying under.

- Stream 1 If the landfill is fully or partially closed, will there be alternative licensed waste management facilities available for the local community? How will the council ensure that the consolidation of one landfill does not lead to additional pressure and poor environmental performance on other unlicensed facilities?
- Stream 2 Will the council implement new access control to the landfill or transfer station? How will this lead to improved environmental performance?

27 How will council ensure the consolidation and closure of the landfill will not lead to the increased incidence of illegal dumping around the local area? Has council considered an illegal dumping strategy in response to changes to operating conditions at the landfill facilities?

28 What long-term strategies are in place for the continued management of the facility once the requirements of the grant are completed? How will council prevent reoccurrence of current operational performance and maintain improvements?

Criterion 4: Value for money and project impacts.

29 What long-term benefits or flow-on effects will result from your project? How will they be sustained beyond the life of the grant?

30 Resources from other sources.

List any other grants or payments you (the applicant and partner organisations listed in this application) have or will receive relating to this project?

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

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

31 Describe how your project is delivering good value for money.

Application budget

The Application Budget is relevant to assessment criterion 4: Value for money and project impacts.

While thinking about value for money, this is a good time to start completing the [Application Budget](#). The application budget is an Excel spreadsheet that can be downloaded from the Trust's website. The budget form must be completed and submitted with the application form. **DO NOT PDF** - the budget form must be submitted in Excel format only.

Criterion 5: Demonstrated ability to deliver the project to a high standard.

32 Demonstrate the capacity to deliver the project to a high standard within timeframe and budget.

33 Project team.

Project manager

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"/>				

Other project members

Key project members	Title and role in the project

Key project members	Title and role in the project

Consultants (Up to 5% of the grant amount being requested can be used to cover cost of consultants)	Organisation, title and role in the project

34 What are some potential risks that could hinder the project? How does council intend to manage these risks?

Category	Code	Project measure	Description	Unit of measurement	Projection
Stakeholder and community education and participation	SC3	Consultants/contractors engaged using Trust Funds	This project measure excludes individuals recorded under SC2. Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Number of individuals	
				Combined hours contributed	
	SC4	People employed not using Trust funds Mandatory Measure	For example, council staff or staff employed by other organisations, Non-Trust funded staff primarily refers to in-kind contributions from paid staff. The total combined hours of non-Trust funded staff that were contributed to the project.	Number of individuals	
				Combined hours contributed	
	SC14a	People participating in community consultations	Include the total number of people who were consulted through attending community consultation meetings designed to inform and consult with community groups about the planned project activities.	Number	
SC16	Individuals potentially reached Mandatory Measure	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		
Land management	LM1	Project area Mandatory Measure	Must be reported for all Landfill projects and other projects with a focus on improving the land. The total area of the landfill sites Provide a single total figure that remains the same for the life of the project.	Square metres	
	LM8	Length of fencing installed	The entire length or perimeter of fencing installed.	Metres	
Landfill	LF1	Landfill facilities to be completely closed	Stream 1: Landfill consolidation/closure only. Number of landfill facilities that will be closed and completely cease operation under this application. Exclude partial closure sites reported against measure LF2 and transfer stations under LF4.	Number	
	LF2	Landfill facilities to be partially closed	Stream 1: Landfill consolidation and closure only. Number of landfill facilities partially closed under this application. Exclude landfills completely closed reported against LF1 and transfer stations under LF4.	Number	
	LF3	Landfill facilities with environmental improvements	Stream 2: Environmental improvements only. Number of landfill facilities covered under this application for environmental improvements. Exclude transfer stations reported against measure LF4.	Number	
	LF4	New Transfer Stations established	Number of new transfer station facilities established by this project (Stream 1 associated with landfill closure).	Number	
	LF4a	Existing Transfer Station facilities with environmental improvements added	Number of existing transfer station facilities to be environmentally improved by this project (Stream 2 associated with environmental improvements).	Number	

Category	Code	Project measure	Description	Unit of measurement	Projection
Landfill	LF5	Site security measures	This measure refers to site security measures installed at facility where project is being undertaken. This may include CCTV, changes from unsupervised to supervised facility, set operating hours, fencing etc. to reduce vandalism and illegal activities.	Yes/No	
	LF6	Litter Control Measures	Are litter control measures established at the project location, these mainly include covering waste, litter fences, regular litter patrols or other actions to otherwise limit the spread of litter.	Yes/No	
	LF7	Facility use - volume	Total number of vehicles visiting the transfer station facilities nominated at LF2, LF3 and LF4 to deposit waste. Count each separate vehicle entry including single and repeat visits.	Number	
	LF8	Population with access	Total population with access to the improved landfill at LF2 and LF3 as well as transfer stations at LF4.	Number	
	LF9	Landfill cover materials used	This project measure refers to raw materials used through the project for landfill cover. These materials can include: <ul style="list-style-type: none"> Virgin excavated natural materials Excavated natural materials. 	Tonnes	
Resource conservation	RC1	Materials consumed	This project measure refers to construction materials used to complete the project. These materials can include: <ul style="list-style-type: none"> Fencing materials Building materials Projects contributing to this project measure must also report against project measure RC2. Exclude raw materials reported against project measure in LF9.	Tonnes	
	RC2	What percentage of materials consumed will have recycled content	Based on project measure RC1, record the percentage of materials consumed through the project that will have / have recycled content.	Percentage	
Economic	EC1	Funding spent with NSW Suppliers (\$) Mandatory Measure	This measure is related to the amount of grant funding spent within NSW on NSW businesses/suppliers.	Dollars	
	EC5	Other cash contributed to the project (\$) Mandatory Measure	Must be recorded for all projects with only your total projection and total actual to be completed. This measure reports the total of cash contributions that are directly made to this project but come from sources other than the Trust, such as partners, community groups, donors, the grantee organisation, etc. This information should come from your project budget.	Dollars	
	EC6	Total amount of in-kind support contributed (\$) Mandatory Measure	Must be recorded for all projects with only your total projection and total actual to be completed. This measure captures the other support made to this project by way of in-kind contributions, it could include non-Trust funded salary equivalents, services, materials, venue access, vehicles use, etc. This information should come from your project budget.	Dollars	

Other supporting information

36 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 'Triple Bottom Line' outcomes.

- Sustainability/environmental
- Economic
- Social

37 Community benefit: Detail how this project will specifically benefit the local community it is in and the broader NSW community.

Include information such as:

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

Local community

Broader NSW

38 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.

39 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

Authorisations

APPLICANT Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application. No signature is required at this stage.

What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct.

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

Name 1	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Date	<input type="text"/>
Name 2	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Date	<input type="text"/>

Enquiries

NSW Environmental Trust

Phone: (02) 8837 6093

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

NSW Environment Protection Authority

Phone: (02) 9995 5755

Email: wasteless.councils@epa.nsw.gov.au

Feedback

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

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

- Less than 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's website Web search

- Colleague/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 important that you read all sections of the [Guidelines for Applicants](#), particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST. **Before submitting your application, refer to the submission checklist set-out below.**

- Complete all questions in the Application Form. This must be sent as the PDF smart form. **DO NOT Export or save/print as a PDF document.**
- Complete and submit the Application Budget spreadsheet. The Application Budget must be sent as an Excel spreadsheet - **DO NOT PDF.**
- Ensure your eligible contributions either in-kind or cash represents at least 25 per cent of the total project value with this entered into the Application Budget.
- Complete and submit an E-RAMP Risk Assessment for each landfill site (for landfills that accept less than 5,000 tonnes per annum).
- Complete and submit an alternative risk assessment for each landfill site (for landfills that accept more than 5,000 tonnes per annum).
- Include the additional attachments:
 - Site layouts/concept designs of each landfill project proposed in this application.
 - Cover letter with priority list of landfills: If you are submitting **multiple grant applications** for multiple landfills attach a separate list that ranks each landfill in order of priority. If you are submitting **one grant application** only, you only need to complete the table (final column) in question 5.
 - Written quotes or estimates for budget items over \$30,000.
 - Labelled photos of the facility/facilities.
- Do not ZIP your application.
- Submit your entire application by email only. Ensure to include all relevant attachments and send all documents to waste.recycling@environmentaltrust.nsw.gov.au.
- Email subject line must use this format: Organisation Name – Landfill Stream 1 or 2. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after the stream number.
- Emailed applications cannot exceed 20MB including all attachments. If you have multiple documents and attachments exceeding 20MB, it is preferred if you can send the documents in a few emails.

Document naming

- | | |
|---|--|
| • Application Form | 01 Application Form |
| • Application Budget | 02 Application Budget |
| • Risk Assessment of environmental performance | 03 Risk Assessment – ‘name of site’ |
| • Site layout/concept design | 04 Site layout/concept design - ‘name of site’ |
| • Priority ranking (Only for multiple applications) | 05 Priority ranking |
| • Quote | 06 Quote – ‘name of budget item’ |
| • Photos | 07 Photos |

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