



Waste Less, Recycle More

Landfill Consolidation and Environmental Improvements

Guidelines for Applicants

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.

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See also www.environment.nsw.gov.au

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About this grants program

NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of NSW. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Office of Environment and Heritage (OEH).

NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is an independent statutory authority and the principal environmental regulator in NSW. The EPA 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 and approvals, audit, enforcement and economic mechanisms. The EPA is empowered under the *Protection of the Environment Operations Act 2014* (POEO Act).

The POEO Act establishes licensing and management requirements along with offence provisions to deliver environmentally appropriate outcomes for facilities covered under Schedule 1 of the Act. Waste management facilities, including landfills, are an important part of NSW's waste infrastructure and pose a key community service for the acceptance and disposal of waste material. The POEO Act covers the licensing of these waste management facilities but does allow some landfills to be exempt from this licensing framework.

Waste Less, Recycle More

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

The EPA is responsible for the delivery of the majority of the programs under this initiative along with the overall outcomes. The Trust is responsible for the delivery of most of the contestable grant programs and works in partnership with the EPA to deliver these programs. A key focus of this initiative is to assist communities, business and industry across the NSW economy to reduce waste, increase recycling and meet recycling targets in the [NSW Waste and Resource Recovery \(WARR\) Strategy 2014-2021](#).

The WLRM extension is made up of:

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

The Landfill Consolidation and Environmental Improvements grants program

The Landfill Consolidation and Environmental Improvements grants program will provide \$5 million until June 2021 to fund landfill consolidation, closure or environmental improvements of rural and regional landfills. This year is the fourth round of funding under this program which has allocated a total of \$8.7 million to 75 projects to date. Details of the successful projects are available on the NSW Environmental [Trust's website](#).

Regional NSW has a number of licensed and unlicensed landfills which may be suitable for closure and consolidation. Reasons for consideration of closure include end of life, capacity restrictions, low usage by local community, remote location, financial pressures, environmental pressures, social impact on community and impacts on aesthetics and amenity in and around the local area.

Consolidation of council landfills may also allow the opportunity for councils to utilise regional facilities. The closure and consolidation of local landfills and transfer of waste to an alternative facility may improve the potential for increased resource recovery and lower environmental risks.

This year the Landfill Consolidation and Environmental Improvements grants program consists of two funding streams:

- **Stream 1 will focus on landfill consolidation and closure and building of transfer stations.**
- **Stream 2 will focus on environmental improvements to landfills and existing transfer stations.**

Objective

The objective of the Landfill Consolidation and Environmental Improvements grants program is to provide funding to rural and regional councils to address identified environmental issues and to manage current liabilities posed by landfill activities.

Outcomes

The Landfill Consolidation and Environmental Improvements grants program delivers a number of key environmental outcomes:

- Contribute to the long-term protection of the environment in regional and rural areas of NSW.
- Identify key environmental performance indicators and impacts that arise from small and poorly managed landfills in regional and remote areas of NSW.
- Contribute to the minimisation of uncontrolled emissions which may have adverse impacts on human health and the environment through improving waste facility operations and implementing acceptable measures.
- Promote responsible land management to local landowners that ensure site closure is compatible with post-closure use.
- Assist councils in managing environmental hazards.
- Divert limited council resources towards managing environmental and social impacts.
- Improve aesthetics in remote areas.

Eligible organisations

Organisations in the Regional Levy Area (RLA) and the Non-Regulated Area (including licensed and unlicensed landfills in those areas) that are eligible to apply include:

- NSW councils (as defined in the *NSW Local Government 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.

Note: Councils in the Metropolitan Levy Areas are not eligible to apply for this funding.

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 Deed of 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 the grant. 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 or a letter from each partner detailing their roles, responsibilities and commitments.

Regional applications are welcome for multiple landfill sites, but a separate risk assessment and site layout must be completed for each waste facility included in the application.

Multiple applications

Applicants can submit multiple applications under both streams. For example, a council can submit an individual grant application under stream 1 for multiple landfill sites. Or a council can submit multiple applications under stream 1 and stream 2 for multiple sites. 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.

Conditions of eligibility

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

- At the time of application, the facility must be operational and receiving waste from the community.
- Complete all relevant Environmental Trust forms and supporting documents.
- Include in the application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within the application.
- Demonstrate in the application that the project is aligned with the program's aims and objectives, provides value for money, delivers public benefits, and will deliver environmental improvements.
- Demonstrate that previous government grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's performance will be improved.
- Complete separate risk assessments for each site/facility proposed in the application.
- Provide separate site layouts for each site/facility proposed in the application.
- For organisations submitting multiple or partnership applications, provide a priority list ranking the landfills in order of importance and preference for funding.
- Provide at least two contact people within the applicant organisation who will be responsible for driving the project and available to respond to questions from the Trust or EPA during the application assessment process and, if funded, during the project.

Note: External consultants or contractors may be engaged to assist with elements of the project application and implementation, however the primary contact for the grant must be a staff member of a local council or ROC/RWG/JOC as the applicant organisation.

- Ensure your application is received by the closing date. Late applications will not be accepted.
- **Submit applications for 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. An organisation is also *not* eligible to apply for this funding if:

- The organisation is not compliant with NSW environment protection laws.
- The organisation, a project partner or related organisation generates waste in NSW that is transported for recycling or disposal to a location outside of NSW; and
- There was, at the time of transport, a lawful recycling or disposal facility for that waste within NSW.

Funding

Grants of up to \$200,000 are available, covering up to 75 per cent of the eligible project costs relating to landfill consolidation and closure, environmental improvements to landfills, and construction of transfer stations. The remainder of the total project costs (a minimum of 25 per cent) must be covered by the applicant's financial or in-kind contributions. The 25 per cent contributions must also be clearly identified in the Application Budget. Note: Landfill consolidation and closure projects will be assessed as a higher priority for the program.

Applicants can:

- Submit multiple applications under both streams. Each application can be up to the value of \$200,000. However, separate applications are required for funding requests under stream 1 and 2.
- Apply for one grant up to the value of \$200,000, to cover work at multiple landfills.
- Apply for further funding for additional work, up to the value of \$200,000 to support the overall project if funding was received from this program in a previous year. For example, if you have received a grant under stream 1 previously, you can apply for a grant under stream 2. Or if you received a grant under stream 1 to close a landfill, you can apply for another grant under stream 1 to build a transfer station. Only new items will be funded, and the Trust will also take into consideration previous applications and milestone reporting records.

What will be funded?

Stream 1	Examples of eligible activities, but not limited to:
Landfill consolidation, including closure of entire landfill or part-closure	<ul style="list-style-type: none"> • Final capping material consisting of Virgin Excavated Natural Material (VENM) or Excavated Natural Material (ENM). Refer to <i>Technical specification for final capping</i> below. • Equipment hire costs for undertaking closure works. • Project related improvement works to meet closure requirements. • Fencing to enclose the site. • New signage including poles indicating the site is closed (signs must acknowledge the funding from the Environmental Trust and NSW EPA). • Consultant fees and reports for design plans up to five per cent of the grant amount.
Building transfer stations	<ul style="list-style-type: none"> • If the landfill was closed under previous rounds of this grant program, applications to build transfer stations located within the closed landfill boundary can be applied for under this stream. • Project related internal road improvements to the standard of the facility. Project specific access roads will be funded however if costs exceed 20 per cent of the grant amount justification is required. • Demountable buildings up to a maximum of 10 per cent of the grant amount. This amount may be negotiable depending on your project requirements. You will need to justify the standard of the proposed demountable buildings for the facility.

Technical specification for final capping

The final capping layer on the landfill must consist of Virgin Excavated Natural Material (VENM) or Excavated Natural Material (ENM) and must be of an appropriate thickness to form a low permeability layer and a layer of topsoil to promote revegetation (you will need to justify thickness of capping considered in landfill closure plan). The final surface profile should have appropriate contouring and stormwater shedding to direct water away from waste disposal areas. All vegetation must be designed to provide ecological benefit and should use an appropriate and diverse mix of local species.

The final capping works must reduce rainwater infiltration into the waste, stabilise the surface, reduce suspended sediment and contaminated runoff, minimise amenity impacts (such as odour, dust, litter and the presence of vermin), and prepare the site for its future use.

Closure works must be compatible with intended post closure use and promote re-vegetation. The landfill must continue to be non-polluting and not cause environmental harm after site closure.

Stream 2	Examples of eligible activities, but not limited to:
Environmental Improvements to landfills and existing transfer stations	<ul style="list-style-type: none"> • Equipment hire costs for undertaking improvement works. • Fencing in or around the landfill or transfer station • Litter control to prevent windblown litter. • New signage including poles which must acknowledge the funding from the Environmental Trust and NSW EPA. • Site security and supervision infrastructure. • Waste material separation infrastructure such as bollards and signage. • Stormwater or sedimentation contouring earthworks (not collection systems). • Other proposed activities related to environmental improvements with details and justification provided.

What will not be funded?

Activities, projects and elements that are ineligible under this program and cannot be included in the grant application or matching contributions include:

- Projects in council areas within the Metropolitan Levy Area.
- Projects that are being undertaken to comply with statutory requirements including works that the NSW EPA has directed the applicant to complete in response to an incident or regulatory action.
- Moveable or transferable items including landfill lids, litter fences, water tanks, firefighting equipment.
- Alternative Daily Cover (ADC).
- Groundwater monitoring bores or piezometers.
- Stormwater and leachate collection systems. The project will allow for some land contouring works as required under *Technical Specifications for final capping* above.
- Roads for facilities that are already consolidated or closed.
- Transfer stations at an alternative location to the existing closed landfill facility.
- Transfer stations not connected to landfills that have been consolidated or closed by this program.
- Equipment purchasing including plant and equipment purchases and maintenance costs, equipment required under daily operational requirements. For example, but not limited to, the purchase of machinery for compacting, shredding, excavating etc.
- Land acquisition.
- Projects that seek retrospective funding for work that has commenced, been completed or contracted before the program is open for applications or that would take place regardless of the grant. The landfill must be operational and open to receive waste from the community at the time of the announcement for application under this program.
- Operational staff training in landfill management and consolidation.
- On-going operational and routine costs of the facility such as (not limited to) salaries, weighbridges, electricity, solar panels, water and other utilities, cell construction and management.
- Projects located outside of NSW.
- Projects and activities that have been approved under other grant programs of *Waste Less, Recycle More*.
- Costs associated with staff, contractors or consultants working on the development of the grant application.

Projects involving related-party transactions

Applicants who are purchasing goods or services from related entities will not be able to include those goods or services as part of the total project costs. That is, the grant will not fund those goods or services and your in-kind or financial contribution also cannot include these goods or services. The only exception is, if you can prove to the satisfaction of the Trust that any financial benefit given through this transaction is considered reasonable. You can demonstrate this through ensuring the parties are dealing at arm's length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the special relationship inherent between the involved parties creates potential conflicts of interest and the Trust would prefer not to have to manage these potential conflicts. If in doubt, contact the Trust Administration before submitting your application.

Assessment criteria

Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the table below. The TRC selects grants based on merit and the information in the application forms allow them to comparatively assess your project. All questions in the application forms should be answered fully and your responses should be prepared with these criteria in mind.

<p>1. Planning and environmental protection licencing</p>
<ul style="list-style-type: none"> • Has regulatory action under POEO Act, National Parks and Wildlife Act, (former) Native Vegetation Act, Local Land Services Act or Biodiversity Conservation Act been taken against the applicant? If yes, was the matter satisfactorily resolved? Since the contravention has the applicant had a satisfactory level of compliance with environmental legislation? • Has the applicant identified if a local Development Application is required for the landfill closure and establishment of a transfer station? • Has the EPA Regional Branch been informed of the project and have the project details been submitted as required?
<p>2. Demonstrated need for the project</p>
<ul style="list-style-type: none"> • For landfills receiving less than 5,000 tonnes per annum has an E-RAMP risk assessment been completed for each facility and is the assessments attached with the application? The risk assessment must address the current operational condition and the mitigation section. • For landfills receiving more than 5,000 tonnes per annum, has an alternative risk assessment for each facility been completed? The risk assessment should include identification of environmental hazards including, but not limited to, groundwater, surface water, air, noise, fire, amenity and conservation and heritage. The assessment must cover current operating condition and mitigation options. • Does the application and E-RAMP demonstrate consideration of the risks and mitigation measures? • Has the need for the project been identified in the regional waste strategy, council reports or the media? • Has the project got support from the Council, the EPA Regional Branch and any other decision-making authorities? • Has there been any community engagement about the project proposal?
<p>3. Proposal efficiently and effectively addresses the need for the project</p>
<ul style="list-style-type: none"> • Have the current operating conditions of the facility been identified? • Will the landfill consolidation or environmental improvements project lead to improved environmental performance? • Have the environmental improvements resulting from the project proposal been clearly outlined? • Has the project outlined a long-term strategy for continued management and future use of the site? • Has the project considered and identified alternative waste management options?
<p>4. Value for money and project impacts</p>
<ul style="list-style-type: none"> • Does the application demonstrate it meets the program's outcomes? • Is the budget sufficiently detailed and accurate? Have materials and other direct project costs been identified? Have estimated unit rates for each line item been included? • Is there a demonstrated commitment shown in the budget for 25 per cent or more co-contribution from the applicant, either as financial or in-kind contributions? • Have additional direct project costs (ineligible items) been included?
<p>5. Demonstrate ability to deliver the project to a high standard</p>
<ul style="list-style-type: none"> • Are there suitably qualified professionals nominated for the project team? • Does the project team demonstrate suitable management skills and relevant experience? • Does the applicant demonstrate that they are able to manage all aspects of the project, and multiple projects (if applicable)? If additional resources are required, will these be a cost-effective addition to the project? • What is the applicant's level of performance on any previous grants?

Application and submission process

Applicants are required to submit the following documents:

Form/Document	File Type	Detail
Application Form	PDF	These documents can be downloaded from the Trust's website . For further information on the Application Budget, please refer to the instructions within the Excel spreadsheet.
Application Budget	Excel	Note: The Application Form and Budget documents are locked. This means that the size of the text boxes will not expand, so your response must fit into the space provided
Risk Assessment	Excel	The E-RAMP template which can be used for small facilities that accept less than 5,000 tonnes of waste per annum, can be downloaded from the EPA's website . OR Use your own risk assessment format if your facility accepts more than 5,000 tonnes of waste for annum. Include in the risk assessment the current operating conditions and mitigation options for the landfill.
Attachments	PDF or Word (in your own format)	Mandatory attachments to include with your application: <ul style="list-style-type: none"> • Site layouts of each site/facility included in the application (A4 size). • Written quotes or estimates for budget items over \$30,000. • Labelled photos of the facility. Cover letter (only applicable if you are submitting multiple grant applications). Attach a separate cover letter that lists and ranks each facility across all of the applications in order of priority. If you are submitting one grant application only this year, you only need to complete the table in question 5.

Checklist and document naming

Use the checklist at the end of the application form to make sure your application is complete. You must adhere to these naming instructions for submitting the application documents:

- | | |
|---|--|
| • 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' |
| • Cover letter with ranking (Only if multiple applications) | 05 Cover letter ranking |
| • Quote | 06 Quote - 'name of budget item' |
| • Photos | 07 Photos |

Who to contact for assistance

Application assistance

NSW Environmental Trust

P: (02) 8837 6093

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

General program or project assistance

NSW Environment Protection Authority

P: (02) 9995 5755

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

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

Guide to completing your application

Use the information below as a guide when answering specific questions in your Application Form. Guide notes have not been provided for those questions where the answer is apparent.

While completing your application it is highly recommended that you contact the EPA Project Officer on (02) 9995 5755 to discuss your project proposal including eligible and ineligible items for funding.

You are also encouraged to contact your local EPA Regional Branch to discuss your project proposal with the Regional Operations Officer.

Eligibility	
Eligibility	Grant funding is only available to eligible organisations. Answer all the questions to determine your eligibility to apply for this funding.
Background and organisational details	
1	<p>Project details.</p> <p>The title of your project will be used on all promotional material, the Trust's website, Deed of Agreement and any other relevant document. The title should be short and no more than 68 characters long.</p> <p>Provide the proposed start and end dates for your project.</p>
2	<p>Project summary.</p> <p>Provide a 100-word summary of your project. This should be succinct, summarising clearly the main activities and outcomes that you want to achieve. This summary will be used to promote your project on the Trust's website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what the project is about and the benefits it aims to deliver.</p> <p>Project X is about... It's important to do because... When it is finished the project will...</p>
3	<p>Project category and components.</p> <p>Select which stream you are applying for and the main components of your project.</p> <p>You can select multiple components under one stream.</p> <p>Complete a separate application form for each stream if you would like to apply for funds from both streams. It is important that you select the right stream as your application will be assessed against similar projects. E.g. All Stream 1 projects should go under one application form and all Stream 2 applications should go under a separate application form.</p>
4	<p>State electorate and local government area.</p> <p>If your proposal is part of a larger regional project (e.g. you are partnering with a group of councils or creating an alliance), list the main local government areas that the project is targeting and what state electorate each council falls within.</p>
5	<p>Site locations and site ranking.</p> <p>Provide information for each facility that is being included in this application. Provide the location (street address, latitude and longitude) and indicate whether full or part closure for any of the landfills being proposed.</p> <p>If you are submitting one grant application only, you only need to complete the final column of this table to identify the sites in order of priority. If you are submitting multiple grant applications for multiple landfills, please also attach a separate cover letter that lists all of the landfills across all applications ranked in order of priority.</p> <p>This priority ranking will be considered during the assessment of the applications.</p>
6-8	<p>Applicant contact details.</p> <p>Enter the details of your organisation and two primary contacts who will be responsible for managing this project.</p> <p>Management structure.</p> <p>Provide details of the senior management in your organisation who can also be contacts for this project.</p> <p>Contact details for partners (if applicable).</p> <p>If there is a formal partnership, a copy of an MOU or letter from each partner confirming their participation, roles, responsibilities and funding contributions must be attached with this application. Refer to the section above <i>Partnership projects</i> for guidance.</p>

9	<p>Has your organisation previously received funding from the NSW Environmental Trust, NSW Environment Protection Authority or Office of Environment and Heritage?</p> <p>Only include grants that your organisation received within the last five years. The assessment process will also consider how well any previous Trust grants were implemented by your organisation.</p>
10	<p>Insurance.</p> <p>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 (if volunteer insurance is applicable to this project).</p>
<p>Criterion 1: Planning and environmental protection licensing</p>	
11-16	<p>Provide information about the following:</p> <ul style="list-style-type: none"> • If any provisions of the POEO Act have been contravened. • If any penalty notices, clean up notices, prevention notices, licence suspensions/revocations, convictions or prosecutions under the NSW Environment Protection laws have been received. • Will Council issue a section 149 certificate for Contaminated Land? • What planning, site, environmental or engineering investigations consultations have been undertaken? For example, council planning department or NSW Department Planning and Environment. • If planning consent is required, what planning approvals are required and the expected timeframes to obtain them? <p>Note: If the facility is currently operating under an EPL, a Surrender of Licence will need to be completed for those facilities being fully closed. The Surrender of Licence and documentation will need to be forwarded to the regional EPA Operations Office for return of financial assurance.</p> <p>Compliance with NSW environment protection laws.</p> <p>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 <i>National Parks and Wildlife Act 1974</i>, <i>Protection of the Environment Operations (POEO) Act 1997</i>, <i>Protection of the Environment Operations (Waste) Regulation 2014</i>, (former) <i>Native Vegetation Act 2003</i>, <i>Local Land Services Act 2013</i> or <i>Biodiversity Conservation Act 2016</i>.</p> <p>In addition, applicants are not eligible for a grant if, on or after the date this program opens for applications, any directors and managers of the applicant and project partners (whether as directors and managers of the applicant or related party, in their personal capacity, or 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.</p> <p>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 <i>Protection of the Environment Operations (Waste) Regulation 2014</i> 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.</p> <p>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.</p>
17	<p>Milestone and payment schedule.</p> <p>Complete this part of the application form once you have completed the Application Budget.</p> <p>Please provide the grant amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants cannot exceed \$200,000. The first instalment amount should be 50 per cent of your total funding amount requested, the second instalment should total 40 per cent, and the third/final instalment should be 10 per cent. Milestone 1 should be approximately May 2019. Provide the milestone dates you expect to achieve milestone 2 and milestone 3.</p> <p>Note: The total funding requested must match the totals in your Application Budget form.</p>

Criterion 2: Demonstrated need for the project	
18	<p>Describe the current operating conditions for each proposed facility and the environmental issues that you want to address through the project.</p> <p>It is highly recommended to attach photos for the facilities demonstrate the need for the project. These can be attached in a word document. Include any environmental issues that have been raised in discussion with the EPA Regional branch. Note: the expectation is that this is a consultation process only and not a regulatory process.</p>
19	<p>Risk Assessment.</p> <p>Note: A separate risk assessment must be completed and attached for each facility proposed in your application.</p> <ul style="list-style-type: none"> The EPA has developed an online risk assessment tool Environmental Risk Assessment and Mitigation Program (E-RAMP) to assist landfill operators of small landfills and transfer stations (accepting less than 5000 tonnes a year) to assess and manage environmental risks. The EPA's E-RAMP risk assessment tool must be used for each facility under this application that accepts less than 5,000 tonnes per annum. The current operating conditions and mitigation options for operational facilities must be completed in the E-RAMP. An alternative risk assessment process must be provided for facilities that accept over 5,000 tonnes per annum. The alternative risk assessment should cover the following categories as a minimum: groundwater, surface water, air, noise, fire, amenity and conservation and heritage including current operating conditions and mitigation options. Consider the format of the E-RAMP when preparing this alternative risk assessment. <p>In the summary table of the application form, outline what were the main issues identified each risk assessment.</p>
20	<p>Has the need for this project been identified in the Regional Waste Strategy, Action Plan or associated documents?</p> <p>If Yes briefly explain how the project links to the Regional Waste Strategy or associated documents.</p> <p>If No briefly explain how the project would contribute to the objectives of the regional waste strategy.</p>
21	<p>Has the need for this project been identified in other council documents or the media?</p> <p>If Yes briefly explain which documents or media information identify the need for this project.</p> <p>If No insert 'No'</p>
22	<p>Project consultation.</p> <p>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 and other council staff.</p> <p>Summarise who was consulted, and the issues discussed.</p> <p>Note: The expectation is that this is a consultation process only and not a regulatory process.</p>
23	<p>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 or facility improvements project?</p> <p>Describe council's methods for engaging with its residents both before (to raise awareness) during (to transition and change behaviour) and after (to measure the success of the methods) the project?</p> <p>E.g. Will council run information sessions with interested residents, update council webpage, provide flyers and notices, newspaper notices?</p> <p>If there has already been consultation, describe what happened. E.g. Was the engagement well-received? Was there community pushback, total acceptance or a combination of both? Were there alternative solutions suggested such as expanding council's kerbside collection or building a transfer station?</p>
Criterion 3: Proposal efficiently and effectively addresses the need for the project	
24	<p>Answer this question based on the stream you are applying under.</p> <p>For Stream 1: How will the landfill closure under this project address the identified environmental issues and risks of the operating landfill lead to improved environmental performance?</p>

	<p>If applicable, nominate immediate environmental risks from current landfill operations. Provide details on the steps taken to undertake landfill consolidation, any previous work done that relates directly to this project Identify immediate environmental risks because of the landfill operations and explain how will these be managed once the landfill is consolidated?</p>
	<p>For Stream 2: How will the environmental improvement activities considered under this project address the identified environmental issues and lead to improved environmental performance?</p> <p>If applicable, nominate immediate environmental hazards and threats from current operations. Provide information on previous work done that relates directly to this project. Identify immediate environmental risks because of the operations.</p>
25	<p>Answer this question based on the stream you are applying under.</p> <p>For Stream 1: What are the expected and measurable environmental benefits resulting from the landfill consolidation project?</p> <p>Explain how the environmental risks identified through the Risk Assessment will be addressed through landfill consolidation? What ongoing environmental issues will be addressed?</p>
	<p>For Stream 2: What are the expected and measurable environmental outcomes resulting from the environmental improvements project?</p> <p>Explain how the environmental risks identified through the Risk Assessment will be addressed through operational improvements? What ongoing environmental issues will be addressed? Will the aesthetics of the area be improved, and if so, how?</p>
26	<p>Answer this question based on the stream you are applying under.</p> <p>For 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?</p> <p>Are there appropriate licensed or well managed facilities that can accept additional waste once the landfill is consolidated? Will the diversion of resources through a managed facility lead to increased resource recovery and recycling? Has council considered options including extending kerbside collection or alternatives for the local community? Will Council resources be redirected to managed waste facilities?</p>
	<p>For Stream 2: Will the council implement new access control to the facility? How will this lead to improved environmental performance?</p> <p>This may include set opening times, supervision and security measures. Justify the need for the site sheds included in your project application.</p>
27	<p>How will council ensure changes to the operations at the facility 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?</p> <p>Please also insert links or page references to existing Illegal Dumping strategies or Regional Waste Strategies that justify your proposal.</p>
28	<p>Answer this question based on the stream you are applying under.</p> <p>For Stream 1: What long-term strategies are in place for the continued management of the closed landfill once the requirements of the grant are completed?</p> <p>Has the project outlined a long-term strategy for continued management and future use of the site? The site must not cause environmental harm after closure. Please provide information on how council will continue to manage the closed landfill once the program is complete. Does council continue to manage other closed facilities? If yes, what monitoring and what management is carried out on what basis. Is landfill consolidation a long-term management strategy of council?</p>
	<p>For Stream 2: What long-term strategies are in place for the continued management of the facility once the requirements of the grant is completed?</p> <p>Outline how council will ensure the new operating conditions continue and conditions do not revert to past practices.</p>

Criterion 4: Value for money and project impacts

<p>29</p>	<p>What long-term benefits or flow-on effects will result from your project.? How will they be sustained beyond the life of the grant?</p> <p>What are the longer-term benefits and flow on effects resulting from your solution, e.g. will this solution contribute to improved litter management?</p>
<p>30</p>	<p>Resources from other sources.</p> <p>List any other grants or payments you (the applicant and partner organisations listed in this application) have received or will receive that relate to this project?</p> <p>Note: This grant can fund additional work above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs run by the Trust, council or partner organisations.</p>
<p>31</p>	<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 this program, the following considerations should be applied:</p> <ul style="list-style-type: none"> • Commitment to the site beyond the life of the grant • Amount of capital investment and in-kind contribution towards eligible items. • Amount of capital investment and in-kind contribution towards other non-eligible items (e.g. staff time, project management, additional works that is considered ineligible under the program and does not count towards the co-contribution).
<p>Application Budget</p>	<p>The Application Budget is a separate form. It is an Excel document which can be downloaded from the Trust website.</p> <p>When filling out the Application Budget, some of the figures entered will be added up automatically. You cannot cut and paste data into the document as it can alter the formatting and cause errors, which may result in the 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.</p> <p>An incorrect or incomplete Application Budget may render the application ineligible or reduce the Technical Review Committee's confidence in your capacity to manage the project finances.</p> <p>All expenses itemised in the budget must be shown without GST.</p> <p>The Application Budget consists of one worksheet with five parts:</p> <p>Part 1 Project expenditure breakdown.</p> <p>Part 2 Other sources of project income.</p> <p>Part 3 Summary of Project Costs for eligible grant items only.</p> <p>Part 4 Additional direct project costs (ineligible items).</p> <p>Part 5 Summary of Project Costs including ineligible items.</p> <p>Complete all tabs in the budget: Complete Parts 1, 2 and 4. Then the 'totals' s will be added automatically into Parts 3 and 5.</p> <p>All items 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 later 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.</p> <p>Cash and In-kind contributions</p> <p>The Trust values the ability to secure additional cash and in-kind contributions which reflect support for a project and added value for money. These guidelines detail what is eligible and ineligible for grant funding and contributions.</p> <p>Separate out eligible and ineligible items in your Application Budget on the appropriate tabs. That is, show all eligible costs for the project in Parts 1 and 2 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.</p> <p>The grant will not cover the cost of ineligible items however, details of ineligible costs should still be provided if they are relevant to the project as it gives a more accurate value of the overall project.</p>

	<p>You will need to provide a co-contribution of at least 25 per cent towards the total cost of <i>eligible</i> grant items. You must demonstrate this co-contribution as your organisation's cash or in-kind contribution in the Application Budget.</p> <p>Funding from multiple sources.</p> <p>Some large projects may require funding from multiple sources. For the Trust to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise the Trust if you have:</p> <ul style="list-style-type: none"> • secured funding from other government agencies for the same or related activities proposed in your application. • any applications currently lodged with other government agencies and you are waiting to hear on the outcome of those applications. • received other funding from other government agencies even after receiving a grant from the Trust for this proposed project, or if this occurs during the implementation of this project. <p>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.</p>
Criterion 5: Demonstrated ability to deliver the project to a high standard	
32	<p>Demonstrate the capacity to deliver the project to a high standard within timeframe and budget.</p> <p>Provide examples of previous waste management projects, council waste management procedures and quality assurance procedures.</p>
33	<p>Project team.</p> <p>Provide details of the team members involved in this project including their title and responsibility. As well as council staff, include any consultants or contractors that will be involved in during the implementation of the project.</p> <p>Note: The requirements regarding procurement of Third Party assistance.</p> <p>If external consultants or contractors are engaged to assist in elements of the project application, provide their details in the relevant question below instead.</p> <p>Note: Costs associated with consultants contracted to assist with application submissions are at your organisation's own expense as these costs are not eligible for grant funds or to make up part of your 25 per cent contributions.</p>
34	<p>What are some potential risks that could hinder the project? How does council intend to manage these risks?</p> <p>Consider the potential environmental, financial and social aspects such as the community, timeline, budget, contamination, work health and safety, stakeholder involvement. What are the potential impacts and what mitigation measures can be put into place?</p>
Measurement and evaluation	
35	<p>Project measures table.</p> <p>Read through the table and descriptions to select project measures that are relevant to your project. The project measures are a range of baseline data and target measures to help you record, monitor and guide the outcomes of your project. This 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 at each milestone 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 the progress and outcomes of projects are reviewed. The Trust can combine project measure data received to build a broader picture of the achievements across all our grants programs.</p>
Other supporting information	
36	<p>It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this, in particular describe the anticipated '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. In your application, you will 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.</p>

	<p>Sustainability Describe council's commitment to the implementation of the Government Resource Efficiency Policy (GREP) 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, rationalising landfill operational costs or landfill expansion costs, increased resource recovery for regional collection contracts.</p> <p>Social Examples could include empowering households to make sound environmental decisions in managing their problem wastes; opportunities for additional resource recovery providing opportunities for community and social enterprise partnerships.</p>
37	<p>Community benefit: Detail how this project will specifically benefit the local community it is in and the broader NSW community.</p> <p>Include information such as:</p> <ul style="list-style-type: none"> • Additional jobs both during 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 • Improvements in access to services • Aesthetic improvement in and around local community facilities. <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
38	<p>Declare any real, potential or perceived conflict of interest that you may be aware of.</p> <p>This can be in relation to being awarded a grant, particularly where:</p> <ul style="list-style-type: none"> • The project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant. • Procurement of equipment or services is made from a related entity. • Staff members or relatives of members, of the applicant organisation are being paid as project managers (or similar) with Trust funds. • Members, or relatives of members, of the applicant organisation are being paid as contractors or 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. • Third parties used to assist in the preparation of the grant application will potentially be engaged to carry out work on the actual grant project. <p>The TRC will assess each situation and project proposal on its merits and environmental need.</p>
39	<p>Third party assistance.</p> <p>List all parties who have contributed to the submission of this application. If external consultants or contractors are engaged to assist in elements of the project application, provide their details here. The primary contact must be the council representative and be available to respond to questions from the Trust or EPA during the application process and if successful, during the project duration.</p> <p>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.</p> <p>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 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.</p>

Obligations of successful applicants

Deed of Agreement

Successful applicants will be required to enter into a performance-based Deed of Agreement with the 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 an offer of funding is formally notified by the Trust, to sign a Deed of Agreement. If the Deed is not signed within the specified period, the offer of funding may lapse.

Successful applicants will be required to comply with all conditions (including special conditions) contained in the Deed of Agreement, including, but not limited to:

- Confirm a final schedule of payment and reporting dates relative to project activities.
- Complete a [Project Measures](#) report at time of project commencement (projected targets) and with each milestone report (actual targets achieved).
- Provide milestone and final reports in accordance with the reporting requirements outlined in the Deed of Agreement, including a Final Statement of Expenditure signed by the applicant council's chief financial officer, or if a non-government organisation, an independent auditor.
- Provide a landfill closure management plan with the Milestone 2 report. Applicants must consider [NSW EPA Solid Waste Landfill Guidelines](#) designing and implementing the landfill closure management plan. The landfill closure management plan must identify a program that ensures the site does not cause environmental harm after closure. A standard template for the landfill closure management plan will be provided and can be used if there is no existing landfill closure management plan.
- Provide written evidence from any project partners to confirm they are contributing funds or resources to the project.
- Demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Provide a Tax Invoice to the Trust for each grant instalment.
- Seek prior approval from the Trust for any variation to the agreed project plan, project measures, timeframe or budget.
- Acknowledge the Trust and EPA in all promotional material and public statements about your project. The acknowledgement must include the appropriate NSW government logos in accordance with publishing requirements. Logos and requirements for use to be downloaded from the [Trust website](#).
- Agree that all knowledge gained as part of the grant must be publicly available e.g. through publishing the final report or promoting the project via other avenues available to the Trust and the EPA.
- Invite Trust and EPA representatives to any launch or public event associated with this project, and where they can attend, that they are acknowledged as official guests and provided an opportunity to publicly address the event.

Project implementation timeframe

The Trust receives an annual funding allocation for the *Waste Less, Recycle More* programs, with limited capacity to carry over funds to future financial years. Successful applicants will be required to:

- Commence the project within four months of signing the Deed of Agreement, which includes obtaining all approvals, quotes and advertising tenders. If a project does not commence within four months, without justification the Trust may revoke the grant.
- Commit to have the project completed by no later than 30 June 2021.

For projects that are not **completed within two years**, you will be required to justify why the grant should not be terminated.

The Trust considers requests for variations to your project plan, project measures, timeframe or budget. These should be submitted as soon as possible. Significant extensions of time will only be approved under exceptional circumstances.

Acknowledgement of receipt of applications

You should expect acknowledgement of your application within two days of the closing date. If you do not receive an acknowledgement email, contact the Trust to confirm your application has been received.

Furthermore, you should expect to receive 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, contact the Trust administration via 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. The Trust will use the information you supply to assess your project. Some of this information may also be used for promotional purposes. The Trust will endeavour to treat sensitive personal and private information that you provide 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*.

The Trust establishes an independent Technical Review Committee (TRC) for each grant program. Each TRC is made up of people with knowledge and experience relevant to each grant program and includes at least one representative of community groups and at least one representative of industry. TRC members agree to undertake their duties within the principles of ethical conduct, integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The TRC assessment process also involves consultation with relevant EPA staff. The TRC will assess the merit of your application by using the assessment criteria outlined in these guidelines. The TRC then makes 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. 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 applicants can request feedback on their applications by emailing Trust Administration staff at waste.recycling@environmentaltrust.nsw.gov.au

Decisions by the Trust are final. There is no appeal process.

Notification of grant decisions

The Minister for the Environment, as the Chair of the Environmental Trust, will publicly announce the successful grant applications. Applicants will also be notified in writing.

What happens if false or misleading information is supplied for this application?

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

Note: If you supply information as part of the application that is false or misleading in a material particular, the application will not be considered. If you receive a grant 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.