



Waste Less, Recycle More

Major Resource Recovery Infrastructure Grants Program

2019 Guidelines for Applicants

Closing date: 3pm Tuesday, 27 August 2019

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

Published by:

Office of Environment and Heritage NSW

59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: (02) 9995 5000 (switchboard)

Phone: 131 555 (environment information and publications requests)

Phone: 1300 361 967 (national parks, climate change and energy efficiency information, and publications requests)

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au

See also www.environment.nsw.gov.au

ISBN 978-1-925974-67-6

EES 2019/0336

July 2019

About this funding program

The NSW Environmental Trust

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

The NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is the principle environmental regulator in NSW and leads the state's response to managing a diverse range of activities that can impact on the health of the NSW environment and its people. It uses a mix of tools including education, partnerships, licensing, audit, enforcement and economic mechanisms.

The Waste Less, Recycle More initiative

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

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

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

The Major Resource Recovery Infrastructure grants program

The Major Resource Recovery Infrastructure grants program (MRRI) is aimed at accelerating and stimulating investment in waste and recycling infrastructure in NSW and at increasing resource recovery to meet the NSW 2021 recycling targets.

The program is designed to fund major resource recovery facilities to increase recycling of waste materials from households and businesses in a cost-effective manner.

Priority will be given to proposals that focus on:

- recovery of recyclables from sorted and unsorted waste from business and households
- reuse, recycling and reprocessing of recyclable materials from business and households such as plastics, timber, paper, tyres, cardboard and consumer packaging
- processing, stabilisation and energy recovery from residual business and household waste.

Eligibility

Eligible organisations

Organisations eligible to apply include:

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

Eligible organisations must have a history of compliance with NSW environment protection laws.

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

Partnership projects

Partnership projects can improve the implementation and reach of projects. If a partnership project is entered into one organisation must be appointed to act as the lead applicant and administrator of the project, including signing the Deed of Agreement and completing and submitting milestone reports. It is expected that an agreement will have been reached between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This agreement should be clearly outlined in the grant application and can be provided in the form of a Memorandum of Understanding signed by each partner, or a letter from each partner detailing their roles, responsibilities and commitments.

Multiple applications

Applicants are permitted to submit multiple applications. For example, an organisation might submit an individual application for two different sites or may reapply if it has been unsuccessful in a previous round. If undertaking or proposing several projects, applicants must provide evidence that the organisation has sufficient resources to undertake all projects, including capacity to manage any ongoing projects funded in previous rounds, and any in kind funding or other resources must be trackable against individual grant funded projects.

Submission must be by the applicant organisation

Third party submissions will not be accepted. The application must be submitted by an authorised employee of the applicant organisation and this person must be the primary contact and provide their contact details in the application. The primary contact must be available to respond to questions and requests for information from the Trust or the EPA during the application assessment process and, if the application is successful, for the duration of the project. If the primary contact for the project changes at any point the Trust must be notified in writing as soon as possible.

Nominating an administrator

Eligible organisations may nominate another organisation to administer grant funds on their behalf. The administrator must be a legal entity and Deeds of Agreement are prepared in the name of the administering body. Grant payments are made payable to the administrator, who is responsible for dispersing funds on the grantee's behalf and the preparation of financial reports. An agreement should be reached between the grantee and the administrator in relation to project management. It is expected that the project will be led by the applicant and not the administrator. If your organisation is not incorporated it is an eligibility requirement that you appoint an administrator that is an incorporated entity.

Conditions of eligibility

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

- Complete all relevant Environmental Trust forms and supporting documents.
- Include in your 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.
- Ensure your application is received by the closing date. Late applications will not be accepted.
- Demonstrate in your application that your project is aligned with the program aims and objectives, provides value for money, delivers public benefits, and will deliver significant resource recovery outcomes.
- Submit projects that will be constructed/commissioned by June 2022 and have six months of throughput data by 30 December 2022.

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

Your organisation is also ineligible for funding if:

- It is not compliant with NSW environment protection laws.
- It (or a project partner or related organisation) transports or arranges the transport of waste generated in NSW for disposal outside of NSW at any time during the life of any grant awarded. Should it be discovered that your organisation is transporting waste outside of NSW, any grant awarded will be terminated immediately and all grant funding will have to be repaid to the Trust. (Note: organisations that have operations near the border of any other State or Territory may apply for an exemption from this requirement).

Funding

Grants of between \$1,000,000 and \$5,000,000 are available for infrastructure projects proposed by:

- private industry or a partnership as defined under the Corporations Act
- not-for-profit /non-government organisations (must comply with the [ATO's definition](#)) with an established legal status, or those without a legal status must be arranged to be administered by another organisation

Grants of between \$1,000,000 and \$10,000,000 are available for infrastructure projects proposed by:

- NSW councils (as defined in the NSW Local Government Act)
- other local government-controlled organisations (or organisations deemed to have the same local government function)
- regional organisations of councils (ROCs)

In most circumstances funding is available to cover up to 50 per cent of capital costs relating to proposed new resource recovery infrastructure. Applications where the applicants can contribute more than 50 percent of capital costs may be more competitive in the grant assessment process.

Councils that are eligible under the Special Consideration clause may be funded for up to 75 per cent of the capital costs. (See below)

Special consideration clause

A **Special Consideration clause** has been introduced for eligible councils in regional areas of NSW that do not have the capacity to co-contribute 50 per cent of total costs for large infrastructure projects. For councils that qualify under this clause the Trust and EPA will consider funding up to 75 per cent of total project costs.

The Trust will use several criteria to determine a council's eligibility including:

- population density (e.g. persons/square kilometres), and
- number of rate-paying properties (residential, business, farmland) within the local government area (LGA)

To find out if you qualify for Special Consideration, please contact the Trust on (02) 8837 6093 or waste.recycling@environmentaltrust.nsw.gov.au before you lodge your application.

What will be funded

- Funding will be available to cover:
- construction of new recycling and processing facilities, sheds, and buildings
- related civil works
- new infrastructure, including:
 - projects proposed by groups of councils and linked to regional tender processes (therefore having guarantee of supply)
 - stand-alone projects (not linked to regional tenders) proposed by individual councils and the private sector (including not-for-profit organisations)
 - major additions to resource recovery infrastructure at existing EPA licensed resource recovery facilities.

Building new regionally significant facilities should be based on priorities in Regional Waste Strategies, where such facilities are proposed for household waste. Councils are able to access funds from the Local Government Waste and Resource Recovery Program to employ regional co-ordinators, who can assist them to develop regional strategies and infrastructure plans, run regional tendering processes, and prepare grant applications.

What will not be funded

Infrastructure proposals will not be eligible for funding where:

- new facilities do not recycle additional material
- contracts to construct infrastructure or buy or install equipment have already been entered

Recycling is not considered additional if, as at 10 July 2019, a prospective applicant:

- is already contracted to receive waste for a period of more than three years; and

- is required to recycle or reuse that waste under that contract; or
- is contracted to supply a recycled product that could be derived from that waste for a period of more than three years

Other activities, projects and elements that are not eligible for funding under this grant include:

- land acquisition
- venture capital
- project management costs and grant administration costs
- ongoing operational costs including rent, electricity, and salaries of existing staff working their usual hours
- projects that seek retrospective funding for work already undertaken
- works already underway or completed at the time the funding was announced (including but not limited to contracts already in place to construct infrastructure or buy equipment or where construction/installation has already commenced)
- ongoing maintenance of projects to which organisations have committed as part of a previous grant
- new resource recovery facilities that do not divert additional waste from landfill
- new resource recovery facilities for food and garden organics. These are funded under a different grants program, please see the [EPA website](#) for more information.

Funding from multiple sources

Funding under this program requires a minimum **co-contribution** of 50 per cent towards the total cost of eligible grant items. You must demonstrate this in Part B: Application Budget. Councils that are eligible under the '**special consideration clause**' (which may provide up to 75 per cent of capital costs) are excepted.

Some large projects may involve multiple sources of government funding. For the Trust to make fair and informed decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

- have secured funding from another government agency for the same or related activities to those that are the subject of this application.
- have current applications lodged with other government agencies.
- receive other funding from other government agencies while your project is underway.

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These may all improve project outcomes and may make your application more competitive.

Financial analysis and Cost benefit analysis

All Applicants **must** submit a financial analysis and cost benefit analysis using the templates provided on the Trust's website.

The [Financial Analysis](#) demonstrates that the project is financially viable. You will need to:

- Include all project costs including capital, operating, maintenance, provision for contingencies and tax.
- Include all income streams e.g. gate fees, sale of recovered materials and grants.

The [Cost Benefit Analysis](#) ensures that approved projects will provide value for money and deliver a net public benefit and significant resource recovery outcomes. You will need to:

- describe and include both scenarios: (a) business-as-usual; and (b) with the assistance of grant funding.
- include all project related costs including capital, operating, maintenance and provision for contingencies.
- Include all benefits (where values are available) e.g. avoided costs, cost savings, revenue from sale of recovered materials, broader environmental and amenity benefits (where they can be quantified).
- Assess net benefits including:

- net present value (without grant funding)
- benefit cost ratio
- internal rate of return (per cent)
- sensitivity testing (vary key assumptions and discount rates)
- Document all data sources, references to data sources and assumptions.

Both analyses will assist the Trust to understand the private and public benefits associated with your proposal. Economically and financially sound projects that seek to maximise public benefits (such as diversion of waste from landfill and creation of new jobs) will be favourably considered.

The Triple Bottom Line

It is expected that your project will implement best practice and consideration of Triple Bottom Line outcomes: Environmental, Economic and Social. This can be defined as being mindful of the 'big picture', for example in designing, building, upgrading or enhancing a facility. Your application will need to demonstrate your commitment to incorporating sustainability principles into the design of your project. This includes energy and water efficiencies, biodiversity impacts and landscaping. The [Government Resource Efficiency Policy \(GREP\)](#) is a useful reference. You should also include any associated actions your organisation has already implemented, or intends to implement, including reference to local or organisational strategies, policies or plans.

Third party assistance

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

Compliance with NSW environment protection laws

Note that the Trust, in cooperation with the EPA, will consider the compliance history of applicants under NSW environment protection laws including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations (POEO) Act 1997*, *Protection of the Environment Operations (Waste) Regulation 2014* and the *Native Vegetation Act 2003*.

In addition applicants are not eligible for the grant if, on or after 18 June 2019, they or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

For the purposes of this matter the relevant provisions of the POEO Act are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, s144AB or 211 of the POEO Act or Part 2 of the *Protection of the Environment Operations (Waste) Regulation 2014* in relation to any waste activities where a consequence of the contravention resulted in the avoidance, minimisation or undermining of the waste contribution. This also includes a contravention of any clause of a resource recovery exemption.

These matters can be considered 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.

Obligations of successful applicants

Deed of agreement

Successful applicants will be required to enter into a performance-based funding agreement with the Environmental Trust which will stipulate all funding obligations and conditions. The Trust will closely monitor the performance and progress of projects. Funding is provided against agreed milestones and continued funding is dependent upon the submission and acceptance of satisfactory Milestone Reports.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a Deed of Agreement. If the Deed is not signed within 30 days, the offer of funding may lapse. Successful applicants will also be required to:

- Provide written evidence from any project partners to confirm and quantify any funds or resources that they are contributing to the project.
- Forward a tax Invoice to the Trust for each instalment as they fall due. The invoice must show the project reference number.
- Demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Complete a [Project Measures](#) table at the start of the project and with each report. The template is available on the Trust's website and outlines information required.
- Seek prior written approval from the Trust for any variation to the proposed project, project measures, timeframe or budget.
- Comply with all conditions contained in the Deed of Agreement.
- Provide Milestone and Final Evaluation Reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently audited financial Statement of Expenditure (for councils this may be the council's chief financial officer).
- Demonstrate that any previous Trust, OEH or EPA grants received by your organisation were conducted or are progressing to the funding provider's satisfaction.
- Be prepared for all knowledge (intellectual property) gained as part of the grant to be made publicly available, whether that be via publishing the Final Evaluation Report or promotion of the project by the Trust and the EPA.

A sample [Deed of Agreement](#) is available for viewing on the Trust's website. Applicants are encouraged to have a close look at the sample Deed so that they are well aware of all the proposed terms and conditions.

Project implementation timeframe

The Trust receives an annual funding allocation for Waste Less, Recycle More programs, with limited capacity to carry over funds to future financial years. Consequently, projects must be completed within three years of signing the Deed of Agreement.

Successful applicants (grantees) will be required to:

- demonstrate commencement within four months of signing the Deed of Agreement, which includes obtaining all approvals, advertising tenders or commencement of works. If a project is not commenced within this four-month period and without Trust approval the grant may be revoked.
- make a commitment to have your additional processing capacity constructed or commissioned by no later than June 2022 and provide six months of throughput data by 31 December 2022.

Projects that are not completed within three years will require written approval of a formal variation from the Trust. You must apply in writing and justify why the grant should not be terminated.

Requests for project variations can only be made to the Trust and should be submitted as soon as possible. It is our expectation that significant extensions to the project timeframe will only be requested under exceptional circumstances.

Assessment criteria

Assessment of the Major Resource Recovery grants is a merit-based, contestable process. Eligible applications are assessed by an independent Technical Review Committee (TRC) against the assessment criteria as set out in the table below. The application form (including the Budget and all supporting documentation) allows the TRC to assess your project against the criteria and rank it against other applications. Your application should be prepared with these criteria and this assessment process in mind. All questions in the application form should be answered clearly and fully within the specific box.

1	<p>The project can and will divert additional resources from landfill</p> <ul style="list-style-type: none"> Capacity to recycle materials is identified, measured in tonnes/year. Materials diverted from landfill are recyclable materials from business, industry and households such as paper, glass, metals, tyres, rubber, wood/timber including engineered timber, Copper Chrome Arsenic (CCA) treated timber and other treated timbers, plastics, cardboard and consumer packaging, e-waste, plasterboard and other construction and demolition (C&D) wastes excluding asbestos and contaminated waste, measured in tonnes per year.
2	<p>Supply and demand are well understood, make sound business sense, and are likely to be secured (market analysis)</p> <ul style="list-style-type: none"> The applicant must demonstrate they can secure adequate supply to utilise the additional processing capacity. This may include, but is not limited to: <ul style="list-style-type: none"> identification of suppliers letters of support or memorandums of understanding from suppliers pricing and service offerings being viable and credible. The applicant must demonstrate they have access to offtake markets and a high likelihood of securing offtake agreements. This may include, but is not limited to: <ul style="list-style-type: none"> identification of credible buyers/takers of recovered materials letters of support or memorandums of understanding from potential buyers identification of appropriate specifications and quality standards for products compliance, or likely compliance, of products within the Resource Recovery Exemption framework pricing and service offerings being credible and viable.
3	<p>The project proposes a suitable way to process the target materials (technical analysis)</p> <ul style="list-style-type: none"> The facility is suitable for the proposed location - consider other existing and planned facilities servicing that region and material type. The infrastructure/technology represents an effective way of processing the target material. There is evidence that the technology has been proven in similar applications, including overseas (case studies, written testimonials or contactable referees are included).
4	<p>The project will comply with relevant planning and environment protection licensing and compliance</p> <ul style="list-style-type: none"> Proven ability to obtain relevant planning and licensing approvals. Proven performance and compliance history in relation to any existing licenses held by the applicant. Proven compliance with NSW environmental and planning laws. Proven satisfactory performance in any previous Waste Less, Recycle More, Environmental Trust or other grant projects.
5	<p>The project will have positive impacts for the environment and community of NSW</p> <ul style="list-style-type: none"> Alignment with relevant sustainability policies and strategies. Environmental benefits (including non-market costs and benefits). Social benefits. Project measures.
6	<p>The project represents good value for money and economic benefit for the people of NSW</p> <ul style="list-style-type: none"> Value for money considerations will include: <ul style="list-style-type: none"> grant dollars invested per annual tonne of additional recycling capacity (priority may be given to projects seeking less than \$150 per tonne per year of built processing capacity) overall investment by government and the related co-investment leveraged (i.e. minimise Environmental Trust investment). The project is financially viable based on the economic analysis and other information. The project has net public benefits based on the cost benefit analysis and compliance with NSW Treasury's Economic Appraisal Guidelines.
7	<p>Demonstrated ability to deliver the project to a high standard</p> <ul style="list-style-type: none"> Sound project planning and methodology. Demonstrated management skills, expertise and relevant experience. Evidence of management systems currently in place at this and/or other facilities managed by the applicant and/or partners.

Business case advisory service

Together the application documents make up the business case for funding of your project. The EPA provides independent, confidential, free and expert assistance to applicants to support the development of their business case. The Business Case Advisory Service provides up to 16 hours support for applicants.

The advisors are available to provide support as you prepare your application documents, advising on appropriate analysis, content and presentation of information. The advisor will also provide comment and critical feedback on the quality of the business case presented. Business cases prepared in a consistent format and to high standards will streamline the assessment process and increase the quality of your application.

The advisor will cover the following areas of planning and analysis expertise:

- support the applicant as they prepare their business case
- advise on appropriate analysis, content and presentation of information
- provide comment and critical feedback on the quality of the business case presented

To apply, applicants will need to complete the EPA's [Business Case Advisory Service](#) application form which can be found on the Trust's webpage.

The advisors can cover the following areas of planning and analysis:

- market analysis, including supply of waste and demand for product
- technical analysis, including selection, integration and optimisation of plant and equipment
- cost benefit analysis, including the preparation of a cost benefit analysis consistent with NSW Treasury Guidelines and assessment of net public benefits
- economic analysis, including the external costs and benefits
- planning and licensing analysis
- project planning to detail steps involved in commissioning and ongoing operation of the infrastructure

Advisors **will not** be funded by the EPA to:

- gather any necessary background information, although they may provide advice on where to access the necessary information. It is expected that the applicant would have gathered this already.
- prepare a complete business case on behalf of the applicant
- prepare a complete grant application on behalf of the applicant

The provision of support is at the discretion of the EPA and not all applicants will receive support, however not receiving support does not infer ineligibility under this program.

If your application for business case advice is successful, the EPA program manager will contact you and will arrange a meeting time with the advisor. Advisors are contracted by the EPA and are bound to keep information provided by applicants confidential.

Requests for support under the Business Case Advisory Service are available until **5pm Tuesday, 13 August 2019**. You are encouraged to apply early to allow sufficient time and resources for your request to be met.

Part B: Application budget

Overview

Part B: [Application Budget](#) form is an Excel document, separate from the main application form and can be downloaded from the Trust's website.

When you complete the budget spreadsheet the figures you enter will be added-up automatically. You cannot cut and paste data into the document as it will alter the formatting and cause errors, which may result in your budget submission being ineligible.

Enter the data manually and submit the completed form as an Excel document so that it can be uploaded directly into the Trust database. **DO NOT PDF.**

An incorrect or incomplete Application Budget form may render the application ineligible or reduce the Technical Review Committee's confidence in your capacity to deliver the project and manage the finances. If you are unclear about what is and is not eligible or how to complete the Budget spreadsheet, please contact the EPA to discuss.

The Application Budget consists of one worksheet with five parts, which are:

- Part 1** Project expenditure breakdown.
- Part 2** Other sources of project income.
- Part 3** Summary of Project Costs -for eligible grant items only.
- Part 4** Additional direct project costs - for ineligible items.
- Part 5** Summary of Project Costs including ineligible items.

You must complete Parts 1, 2 and 4 and the 'total' fields will be automatically populated in Part 3 and 5.

All 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 clearly linked to the objectives and activities of your project. Ensure each line item can be matched against invoices when reporting. Be specific and give unit values where possible. If you do not provide sufficient detail and justification your application may not be as competitive. If your organisation is registered for GST, **do not include GST in the Application Budget values.**

Cash and in-kind contributions

The Trust values the provision of additional cash and in-kind contributions that reflect support for a project and add value for money. These guidelines detail what is and is not eligible for funding.

Separate eligible and ineligible items in your budget on the appropriate tabs. That is, show all **eligible** costs for the project in Parts 1 and 2 of the budget to a maximum of \$5 million (applications from the private sector or not for profit organisations) or \$10 million (applications from councils, regional organisations of councils or other local government-controlled organisations) requested from the Trust. Show all **ineligible** costs provided as cash or in-kind to the project in Part 4 of the budget. The grant will not cover the cost of ineligible items, but details of ineligible items should be provided if they are relevant to the project to indicate the overall total project value.

Taxation - goods and services tax (GST)

In most cases, GST applies to payments made under this grant program and will be paid by the Trust. However, grants made to some organisations may be classified as income, and therefore may be subject to income tax. It is therefore strongly advised that the applicant seek independent legal and financial advice to ascertain your organisation's taxation obligations.

Organisations administering a grant (and registered for GST) are not to include GST in the application budget figures. The Trust will add 10 per cent GST to the grant payment.

Organisations **NOT** registered for GST and administering the grant are to include any GST that will be incurred during the life of the project in their application budget.

A tax invoice is required for the Trust to pay all milestone payments relating to the grant. The invoice is to include GST if applicable. All invoices from NSW local councils (as a government entity) should be exclusive of GST. The invoice should also include the grant reference number.

Application and submission process

Applicants are required to submit the following documents.

Part A	Application Form	PDF Document
Part B	Application Budget	Excel Document
Part C	Project Plan	Word Document
Part D	Capacity Throughput and End Use	Excel Document
Part E	Financial Analysis	Excel Document
Part F	Cost Benefit Analysis	Excel Document
Part G	Supporting Documents	PDF, Word or Image Document

Note: The Application Form and Budget documents (Part A and B) are locked. This means that the size of the text boxes will not expand, and your answer must fit into the space provided. The Project Plan (Part C) will expand to accommodate additional information.

Checklist and document naming convention

Use the checklist at the end of the application form to make sure that your application is complete.

You must adhere to these naming conventions when submitting the application documents:

- Application Form 01 Grant Application
- Application Budget 02 Grant Application Budget
- Project Plan 03 Project Plan
- Capacity Throughput 04 Capacity Throughput
- Financial Analysis 05 Financial Analysis
- Cost Benefit Analysis 05 Cost Benefit
- Supporting Documents 06 Supporting Documents

Attachments

Any additional or supporting material submitted with your application must be kept to a minimum. Limit the number and size of attachments. Examples of acceptable attachments include:

- Strategy, policy or report extracts (maximum two pages)
- Summary of previous projects (maximum two pages)
- Letters of support signed by senior officers (maximum two pages)
- Risk management plan (maximum four pages)
- Gantt Chart (A4)
- Quotes

Who to contact for assistance

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 6179

Email: infrastructure.grants@epa.nsw.gov.au

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

Acknowledgement of receipt of applications

You can expect acknowledgement of your Application Form within two days of the closing date. If you do not receive an acknowledgement email, please contact the Trust to ensure your email has been received.

You can expect to receive a confirmation email with a unique reference number within three weeks of the grants closing date. This reference number should be used in all correspondence to and from the Trust. If you do not receive an email within three weeks, please contact the Trust administration at waste.recycling@environmentaltrust.nsw.gov.au.

Assessment and approval process

Trust Administration staff will only check whether your application is eligible and complete once the application period has closed.

The information you supply will be used to assess your project. Some of this information may also be used for promotional purposes.

The Trust will establish an independent Technical Review Committee (TRC) to assess each grant program funding round. Each TRC is made up of people with knowledge and experience relevant to the particular grant program and will include at least one community group representative and one industry representative. 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 will assess the merit of your application against the assessment criteria outlined in these guidelines. The TRC then make recommendations to the Trust, who will make the final decision on funding. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

Unsuccessful applicants may request feedback on their applications by emailing the Trust Administration 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 Chair of the Environmental Trust, will publicly announce the successful applicants. Applicants will also be notified in writing.

Program changes

The Trust reserves the right, at its sole and absolute discretion and at any time, to change the eligibility and selection criteria for this program. Current eligibility and selection criteria for the fund are described by this document.

Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest that they may be aware of in relation to being awarded a grant, particularly where:

- the project that you are proposing will be undertaken on private land and that land is owned by a member or members (or relatives) of the organisation applying for a grant.
- members, or relatives of members, of the organisation applying for a grant are being paid as project managers (or similar) with Trust funds.
- members, or relatives of members, of the organisation applying for a grant are being paid as contractors with Trust funds.
- works carried out in relation to 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 project.

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

Confidentiality

The Trust will use the information you supply to assess your project for funding. Information on funded projects may be used for promotional purposes.

We will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the Trust are subject to the *Government Information (Public Access) Act 2009*.

Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. The applicant will be required to give the EPA and Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct. The grant will be revoked and funds, plus interest, must be repaid if:

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

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

Probity

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

Procurement

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

All contractors and consultants must be chosen on their merits and ability to effectively deliver the work. Grantees must select contractors or consultants via a competitive process. This may be subject to audit by the Trust, and so all procurement documentation should be retained by the grantee.

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

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

Projects that involve related-party transactions: Applicants that are purchasing goods or services from related entities will not be eligible for funding unless they can prove to the satisfaction of the Trust that any financial benefit is given on terms that would be reasonable in circumstances where the parties are dealing at arm's length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the 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 Trust Administration before submitting your application.**

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